

CITY OF COVINA, CALIFORNIA

Adopted Budget

For fiscal year 2010-2011



Peggy A. Delach, Mayor

John C. King
Mayor Pro Tem

Bob Low
Council Member



Walter Allen, III
Council Member

Kevin Stapleton
Council Member

Daryl Parrish, City Manager

Prepared by the City of Covina Finance Department

CITY OF COVINA, CALIFORNIA

Adopted Budget

For Fiscal Year 2010-2011

TABLE OF CONTENTS

	<u>Page No.</u>
INTRODUCTORY SECTION	
City Manager's Transmittal Letter	i
List of Principal Officials	ix
Organizational Chart	x
BUDGET SUMMARIES	
Budget Summary by Fund	A-1
Budget Summary by Program	A-14
BUDGET REVENUE DETAIL	
General Fund:	
General Fund	B-1
Special Revenue:	
LMIH	B-5
CDBG	B-6
Library Equipment Reserve	B-7
Downtown District	B-8
Prospero Park District	B-9
Law Enforcement Grant	B-10
Red Light Camera Program	B-11
Narcotic Seizure	B-12
State Gas Tax	B-13
Transit	B-14
Air Quality	B-15
Environmental Services Grants	B-16
Municipal Parking District	B-17
Lighting District	B-18
Landscape District	B-19
Sewer District	B-20
Shopper's Lane Parking District	B-21
Literacy Grant	B-22
Public Education in Government	B-23
City Donation	B-24
Debt Service:	
Tax Allocation Debt	B-25
Capital Projects:	
Park Development	B-26
Transportation	B-27
Development Impact Fees	B-28
Redevelopment	B-29
Land Proceeds Fund	B-30
Enterprise:	
Water Utility	B-31
Water Capital	B-32
Environmental	B-33
Sewer	B-35

CITY OF COVINA, CALIFORNIA

Adopted Budget

For Fiscal Year 2010-2011

TABLE OF CONTENTS

	<u>Page No.</u>
Internal Service:	
Central Equipment	B-36
Management Information Systems	B-37
Worker's Compensation Fund	B-38
Public Liability Fund	B-39
ACTIVITY EXPENDITURE DETAIL	
General Government:	
Program Summary	1
City Council	2
City Clerk	4
City Treasurer	6
City Manager	8
City Attorney	11
Finance	13
Elections	19
Records Management	21
Human Resources	24
Employee Development	27
Workers Compensation	29
Public Liability	31
General Insurance	33
Duplicating Services	35
Public Information	37
Civic Center	40
Indirect Cost Allocation	42
Public Safety:	
Program Summary	45
Police Administration	46
Crime Prevention	49
Police Investigation	52
Police Patrol	55
Police Records	58
Traffic Safety	61
Police Jail	63
Parking Control	65
Communication Services	67
Police Training	69
Police Computer Services	72
Fire Suppression	74
Disaster Preparedness	76
Animal Control	78
Indirect Cost Allocation	80

CITY OF COVINA, CALIFORNIA

Adopted Budget

For Fiscal Year 2010-2011

TABLE OF CONTENTS

	<u>Page No.</u>
Public Works:	
Program Summary	83
Public Works Administration	84
Graffiti Removal	86
Engineering	88
Streets	90
Street Landscaping	92
Street Lighting	94
Traffic Control	96
Air Quality	98
Sanitary Sewer	100
Public Parking	102
Yard Center	104
Building Inspection	106
Indirect Cost Allocation	109
Culture and Recreation:	
Program Summary	111
Parks-Recreation Administration	112
Community Relations	115
Recreation Services	118
Community Programs	121
Park Facilities	123
Senior Services	126
Community Parade	129
Community - Special Events	132
Aquatics	134
Cultural Arts	137
Library Administration	139
Circulation Services	141
Adult/Teen Reference Services	143
Children's Reference Area	144
Technical Services	145
Public Printer	146
Library Literacy Program	147
Indirect Cost Allocation	149
Community Development:	
Program Summary	151
Development Administration	152
Planning	154
Building Inspection	156
Neighborhood Preservation	148
Indirect Cost Allocation	160
Transit:	
Program Summary	163
Transit Administration	164
Transit Operation	166
Indirect Cost Allocation	168

CITY OF COVINA, CALIFORNIA

Adopted Budget

For Fiscal Year 2010-2011

TABLE OF CONTENTS

	<u>Page No.</u>
Redevelopment and Housing:	
Program Summary	171
Redevelopment Administration	172
CDBG Administration	174
Marketing	177
Redevelopment	180
Housing	182
Business Assistance	186
Public Service	188
Residential Rehabilitation	191
Neighborhood Preservation	193
Public Improvements	195
Land Proceeds Fund	197
Indirect Cost Allocation	199
 Water Utility:	
Program Summary	201
General and Admin-Water	202
Utility Billing-Water	204
Customer Service	206
Sales Promotion	208
Source and Supply	210
Production and Storage	212
Transmission and Distribution	214
Indirect Cost Allocation	216
 Environmental Protection:	
Program Summary	219
General and Admin-Environmental	220
Utility Billing-Environmental	222
Energy	224
Street Sweeping	225
Environmental Services	227
Refuse Collection	229
Waste Management	231
Indirect Cost Allocation	233
 Central Equipment:	
Program Summary	235
Equipment Administration	236
Vehicle-Equipment Operation	238
Indirect Cost Allocation	240
 Management Information Systems:	
Program Summary	243
MIS Administration	244
General Systems	246
Citywide Network	248
Financial Systems	250
Indirect Cost Allocation	252

CITY OF COVINA, CALIFORNIA

Adopted Budget

For Fiscal Year 2010-2011

TABLE OF CONTENTS

	<u>Page No.</u>
Miscellaneous:	
Program Summary	255
Intergovernmental	256
Community Outreach	258
Emergency Management Systems	260
Downtown District	261
Prospero Park District	263
Contingency	265
Debt Service:	
Program Summary	267
General	268
Tax Allocation	270
Certificates of Participation	272
Capital Lease	274
Advances	276
Indirect Cost Allocation	278
Other Financing Uses:	
Program Summary	281
Financial Sources Provided	282
SUPPLEMENTAL INFORMATION:	
Budget Procedures and Methods	C-1
Financial Management Principles	C-4
City of Covina/CRA Budget Policy	C-7
A Resolution of the City Council of the City of Covina, California Adopting the Budget for Fiscal Year 2010-2011	C-12
A Resolution of the Covina Redevelopment Agency of the City of Covina, California, Adopting the Covina Redevelopment Agency Annual Budget for the Fiscal Year Commencing July 1, 2010 and Ending June 30, 2011	C-22
A Resolution of the City Council of the City of Covina, California, Establishing the 2010-2011 Appropriation Limit for the City of Covina	C-26



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

To the Covina City Council/Agency Board and Community:

Balancing ongoing expenditures with ongoing revenues and setting something aside for a rainy day seems like a dream from yesteryear. Making it a reality in the present economic climate has been challenging and in accordance with State Government Code and City Policy, I submit to you a balanced budget for the City of Covina General Fund for 2010-11. Along with the General Fund, submitted herewith are the budgets for all other funds including the Redevelopment Agency budgets. Some funds are drawing from fund balance for one-time projects resulting in expenditures greater than revenue.

As the Council is aware, we began the current fiscal year with a deficit of around \$3 million and continued to face challenges with diminishing sales and property tax revenue of over \$1 million. We undertook the daunting task of balancing ongoing expenditures with ongoing revenues without drawing on fund transfers and reserves. We made difficult decisions which included staffing reductions through attrition (retirements) and layoffs. This move included freezing 3 Police Officer positions resulting in General Fund savings in excess of \$2 million through reduced payroll expenses. In addition to personnel savings, operational savings were also recognized with changes to Library hours, reduced overtime in the Police Department, a \$320,000 negotiated annual reduction to the Fire contract and overall reductions in every General Fund department. Additionally the City has hired a consultant to assist us to further reduce the cost associated with the LA County Fire contract.

INTRODUCTION

This document represents the proposed financial plan for the community's operations and capital improvements for the fiscal year 2010-2011.

The preliminary budget consists primarily of five sections: introduction, budget summaries, budget revenue detail, activity expenditure detail, and supplemental information. The introduction section includes this letter of transmittal (City Manager's budget message) an organizational chart and a list of principal officials. The budget summaries section includes a general overview of the budget: 1) budget summary by fund, and 2) budget summary by program expenditure. The budget revenue detail section includes the revenue detail for each of the various funds. The activity expenditure detail section includes the expenditure information and summary relating to the following programs:

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

The supplemental information section includes our budget procedures and methods, a statement of financial management principles, and our budget policy.

GENERAL OVERVIEW

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

The following represents work either completed or in progress on Council established goals for the City of Covina

- Continuing to submit quality grant applications to support programs.
- Providing for infrastructure improvements utilizing restricted funds.
- Enhance the sewer system.
- Municipal code changes to improve the building and planning process.
- Continue to develop the citizen outreach program. Each department with the City has in place user response tracking and citizen opinion gathering processes to determine citizen and community satisfaction with our services. Additional programs have been implemented to bring local government to the citizens and enhance their level of participation. To further enhance this service, the City has procured new software for permitting/licensing. This system will have a component whereby applicants can track the progress of an application as well as apply for and schedule inspections online.
- Embarking on a course of training and staff development as a commitment to life-long learning. Much of the training is being conducted by City staff, and supplemented by outside groups and individuals that volunteer. Training such as prevention of sexual harassment and safety in the workplace will result in reducing costs in the future.
- Continue to provide excellent human service programs (e.g. senior citizens, youth activities, cultural affairs, and leisure services) staffed by valued and dedicated public servants.
- Committing to dedicated police patrol and quality investigations. New and ongoing training has and will keep staff current on the challenges facing today's law enforcement community, will reduce risk and liability, and will continue to serve the community with the best public safety possible.
- Increasing the commitment to quality, proactive and streamlined human resources administration. Particular attention is being placed on risk management; enhanced safety procedures and the fiscal impacts of both.
- Continuing to provide the best fire services through contract with Los Angeles County Fire at the most competitive costs available.
- Receive a favorable annual audit report from Macias, Gini & O'Connell. This report is a compliment to our finance and accounting staff and notes the following:
 - 1) Unqualified opinion.
 - 2) No material internal control weaknesses or reportable conditions.
 - 3) No disagreements with management.
 - 4) No difficulties encountered with management in performing the audit
- Receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the City of Covina's Comprehensive Annual Financial Report.
- Continuing to pursue the Downtown Specific (smart growth) Plan.
- Continuation of the Covina Strategic Plan with updates as adopted by City Council.

The *Covina Strategic Plan* was originally approved by the City Council on May 16, 2006 and was updated on September 22, 2009 and includes the following components:

- Mission Statement for the City of Covina
- Three-year goals
- Matrix to follow-up
- 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 2009 three-year goals are: 1) improve and promote customer service, 2) enhance financial stability, 3) improve and expand parks & recreation and library services, 4) become an environmentally sustainable community, and 5) provide efficient, visible and responsive public safety.

The following is a summary of the 2010-11 preliminary budget for the City of Covina and the Covina Redevelopment Agency:

	City		Redevelopment	Total
	General	Restricted	Agency	
Revenues				
Taxes	23,583,970	47,070	7,525,000	31,156,040
Licenses and Permits	390,650	150	-	390,800
Intergovernmental	927,230	4,463,520	-	5,390,750
Charges for Services	1,697,190	357,480	847,220	2,901,890
Fines and Forfeits	720,500	194,220	-	914,720
Special Assessments	-	1,406,400	-	1,406,400
Water Revenue	-	6,977,000	-	6,977,000
Refuse/Waste Revenue	-	3,616,090	-	3,616,090
Central Equipment Charges	-	1,330,120	-	1,330,120
MIS Charges	-	1,108,550	-	1,108,550
Investment Earnings	490,000	203,300	449,360	1,142,660
Miscellaneous	100,030	73,220	137,750	311,000
Other Financing Sources	100,000	602,260	2,310,000	3,012,260
Total Revenues	<u>28,009,570</u>	<u>20,379,380</u>	<u>11,269,330</u>	<u>59,658,280</u>

	City		Redevelopment	Total
	General	Restricted	Agency	
Expenditures				
General Government	2,944,410	18,000	-	2,962,410
Public Safety:				
Police Services	12,858,540	426,530	-	13,285,070
Fire Safety Services	7,647,440	-	-	7,647,440
Public Works	799,080	15,718,360	-	16,517,440
Culture and Recreation:				
Parks and Recreation	2,273,530	12,060	-	2,285,590
Library Services	889,670	117,530	-	1,007,200
Community Development	48,790	-	-	48,790
Transit	-	2,415,820	-	2,415,820
Redevelopment and Housing	-	519,510	4,391,130	4,910,640
Water Utility	-	9,004,990	-	9,004,990
Environmental Protection	87,950	4,027,100	-	4,115,050
Central Equipment	-	1,338,520	-	1,338,520
Management Information Systems	-	1,105,490	-	1,105,490
Miscellaneous	59,900	17,750	-	77,650
Debt Service	66,390	1,505,090	6,554,190	8,125,670
Other Financing Uses	291,510	100,000	-	391,510
Total Expenditures	<u>27,967,210</u>	<u>36,326,750</u>	<u>10,945,320</u>	<u>75,239,280</u>
Net Increase (Decrease) in Fund Balance	<u>42,360</u>	<u>(15,989,620)</u>	<u>324,010</u>	<u>(15,719,050)</u>

The overall budget appropriation of \$75.2 million represents a \$5.0 million or 7.25% increase from the previous year. The increase is attributed primarily to capital projects funded by the sewer and water bonds. The General Fund depicts a reduction in appropriations of \$3.8 million.

Budget Philosophy

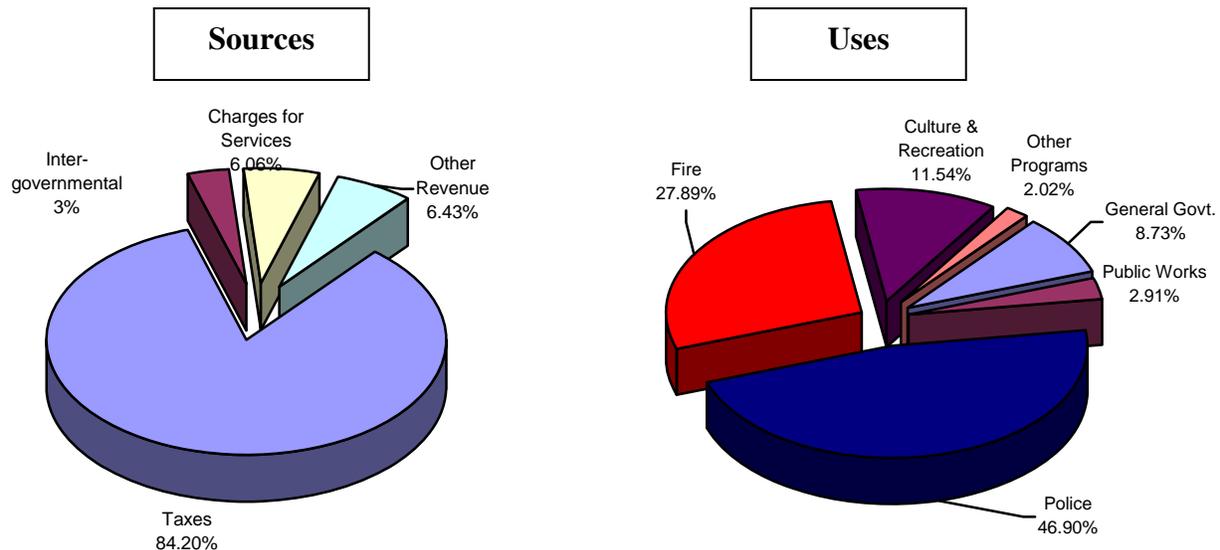
The budget philosophy is directed at programs to assist elected officials and citizens in identifying financial and program results, evaluating past program resource decisions, facilitating qualitative improvements in future decisions regarding resource allocation and service delivery options, and communicating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

The budget format includes actual results for fiscal years 2007-08 and 2008-2009, the adopted budget for fiscal year 2009-2010, the base budget to continue the established basic service level, and the recommended budget for fiscal year 2010-2011, which reflects any service level changes. This distinguishes appropriation increases or decreases attributed to the current service level (base) versus the recommended service level. Service level changes implemented during the 2009-2010 fiscal year are reflected in the adopted budget for that fiscal year, which becomes the basis for the proposed fiscal year 2010-2011 base budget.

GENERAL FUND

The following is a summary of the 2010-2011 General Fund budget:

	Actual 2007-2008	Actual 2008-2009	Budget 2009-2010	Base 2010-2011	Recommend 2010-2011
Revenues					
Taxes	24,713,191	23,824,709	23,664,780	23,664,780	23,583,970
Licenses and Permits	444,730	210,009	376,990	326,160	390,650
Intergovernmental	894,526	765,207	863,350	845,230	927,230
Charges for Services	1,997,497	1,675,561	1,665,480	1,653,440	1,697,190
Fines and Forfeits	755,574	608,082	684,500	684,500	720,500
Investment Earnings	1,181,196	609,807	343,390	343,390	490,000
Miscellaneous	87,760	76,251	120,690	99,020	100,030
Other Financing Sources	-	4,977,405	2,714,270	100,000	100,000
Total Revenues	<u>30,074,474</u>	<u>32,747,031</u>	<u>30,433,450</u>	<u>27,716,520</u>	<u>28,009,570</u>
Expenditures					
General Government	3,403,755	3,575,606	4,027,720	3,256,140	2,944,410
Public Safety:					
Police Services	12,306,011	12,774,960	13,714,090	13,885,230	12,858,536
Fire Safety Services	6,715,505	7,805,840	7,706,370	7,977,810	7,647,444
Public Works	1,102,670	1,565,204	841,110	1,552,270	799,080
Culture and Recreation:					
Parks and Recreation	2,047,099	2,234,123	2,322,600	2,289,360	2,200,170
Library Services	1,231,282	1,425,432	1,356,140	964,840	963,030
Community Development	878,362	686,299	605,580	271,630	48,790
Miscellaneous	52,987	42,788	107,170	57,170	59,900
Debt Service	139,034	137,273	152,270	66,390	66,390
Environmental	-	-	-	87,950	87,950
Other Financing Uses	98,000	-	950,950	291,510	291,510
Total Expenditures	<u>27,974,705</u>	<u>30,247,525</u>	<u>31,784,000</u>	<u>30,700,300</u>	<u>27,967,210</u>
Net Increase (Decrease)	<u>2,099,769</u>	<u>2,499,506</u>	<u>(1,350,550)</u>	<u>(2,983,780)</u>	<u>42,360</u>



The General Fund accounts for the resources and expenditures necessary to carry out the 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 payments, charges for services, fines and forfeits, investment earnings and other miscellaneous revenue.

Revenues

Estimated 2010-2011 General Fund revenues are \$28.010 million in comparison to the adopted budget of \$30.433 million of the prior fiscal year. The \$1.4 million or 4.8% decrease in revenues is attributed primarily to the following:

- Decline of Sales Tax due to the economic crisis of approximately one million dollars.
- Property tax is showing a slight decrease from the 2009-2010 fiscal year of approximately four hundred thousand dollars.
- Most of the other revenues are scheduled to come in as budgeted with increases that are minimal.

Taxes such as Sales, Utility Users, Property, Vehicle License and Franchise accounting for \$23.6 million are the largest source of revenue representing 84.2 % of the General Fund resources. Charges for services of \$1.7 million is the second largest revenue source and includes service fees for general services, police, public works, parks and recreation and library services. Charges for services have been negatively affected by the economy and despite the proposed fee increases, it is expected that total fees collected will be less than a year ago.

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

Expenditures

General Fund budget appropriations of \$27.957 million represents a \$3.8 million decrease from the previous year. The primary contributing factor to this decrease is the staffing reduction that took place in March 2010. There were a total of ten positions frozen through attrition and five full-time positions and one part-time position eliminated.

Additionally, there were line-item operational cost reductions that contributed to the \$3.8 million reduction. These reductions will have some impact on the service levels provided by City General Fund Departments. The most visible impact is the reduction of the library operating hours and the library shall now be closed on Mondays. As for Public Safety, although three Police Officer positions have been frozen, front line patrol responses will not be impacted by the frozen positions. The elimination of one Community Services Officer's impact will be mitigated by the implementation of an online police reporting tool effective July 2010. Crime Prevention and the Citizens Police Academy will see an impact due to staffing reductions. Funding for the Youth Accountability Board was eliminated from this budget, but the Chief has secured grant funding to continue this program.

Prior to operating cost increases related to the Fire contract, the Los Angeles County Fire Department agreed to a reduction of costs totaling \$320,000. The City has hired a consultant to assist us negotiating further reductions in the L.A. County fire contract and these negotiations are ongoing as of this report date.

Transfers

The Lighting District shall receive a General Fund Transfer of \$92,160 due to the fact that the assessment does not cover the cost of the service provided.

The General Fund fund balance is projected to be \$10.7 million on June 30, 2011. This unreserved designation amount is identified below:

- | | |
|---|----------------|
| ▪ Emergency Contingency 20% of operating expenditures | \$ 5.6 million |
| ▪ Undesignated | \$5.1 million |

Even though we present a balanced budget, the challenges to our revenues continues as the economy continues to struggle and a great deal of uncertainty remains as to how the State of California's budget deficit will affect the City of Covina. On a positive note, Sales tax which is our #1 revenue source will receive a lift with the additional revenue expected from the new Lowes store scheduled to open the 3rd quarter of this fiscal year. Additionally we will keep a close watch on property tax revenue and keep the Council apprised on its performance.

RESTRICTED FUNDS

Restricted funds account for revenues derived from specific taxes, intergovernmental payments, 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 | • Library Grant |
| • Law Enforcement Grant | • City Donation |
| • State Gas Tax | • Transportation |
| • Transit | • Development Impact |
| • Air Quality | • Shoppers Lane Parking District |
| • Municipal Parking District | • Water Utility |
| • Lighting District | • Water Capital |
| • Landscape District | • Environmental |
| • Sewer District | • Central Equipment |
| • Community Facilities District | • 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. *The City should determine how to fund these activities in the future with no General Fund money. This will hold true for all operating grants and subventions of the City.*

REDEVELOPMENT AGENCY

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

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

Low-moderate income housing funds account for the twenty-percent set-aside tax increment generated by the Agency's project areas. The set-aside money is used for housing related activities that benefit low-moderate income residents. Tax allocation debt funds account for tax increments for the payment of outstanding bonds and certain loans. Redevelopment funds account for the bond proceeds and other revenue for economic development (commercial, industrial, etc.). Certain redevelopment funds are restricted for only public improvements. During the current fiscal year, the Agency was forced to pay \$2.54 million in Supplemental Education Revenue Augmentation Funds (SERAF) to the County with approximately an additional \$500,000 due in FY 2010-11. In order to meet this obligation, the project areas had to borrow funds from the Low/Moderate Income Housing Fund with payment due by 2015. This payment has a significant cash impact to the Agency and prevents it from doing projects that benefits the two project areas.

The Agency also provides for ongoing General Fund operating and capital support.

From a project perspective the highlight for fiscal year 2010-2011 is the 49 unit mixed use Citrus Walk project to be developed by the Olsen Company. Citrus Walk shall be composed of 49 three bedroom two bath town-homes and approximately 8,300 square feet of retail space on Citrus Avenue. The Citrus Walk project shall bring new energy to a revitalized downtown Covina.

Respectively Submitted,

Daryl Parrish
City Manager/Agency Executive Director

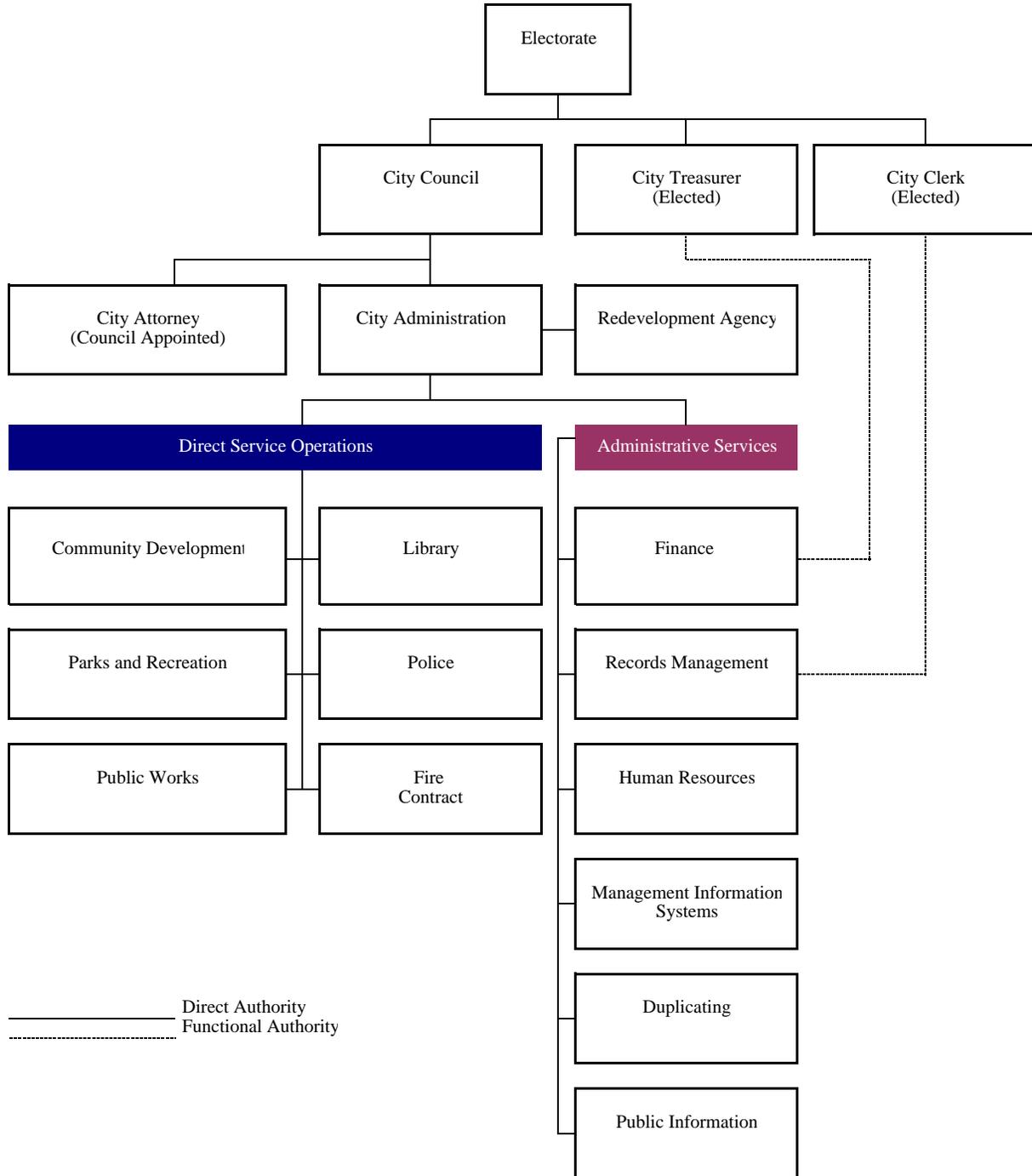
CITY OF COVINA, CALIFORNIA
List of Principal Officials
2010-2011

<u>Elected Officials</u>	<u>Term Expires</u>
Mayor: Peggy A. Delach	March 2011
Mayor Pro Tem: John C. King	March 2013
Council Members: Walter Allen III Bob Low Kevin Stapleton	March 2011 March 2013 March 2013
City Clerk: Toni Taber	March 2013
City Treasurer: John B. Fielding	March 2013
<u>Administrative Staff</u>	<u>Date of Hire</u>
City Manager: * Daryl Parrish	June 2009
City Attorney: * Edward W. Lee	January 2005
Finance Director: Dilu de Alwis	September 2009
Human Resources Director: Anthony Arroyo	September 2009
Police Chief: Kim Raney	December 1977
Fire Chief: ** Bill McCloud	April 2010
Public Works Director: Steve Henley	August 2006
Parks and Recreation Director: Amy Hall-McGrade	July 1983
Community Development Director: Robert Neiuber	July 1990

* Appointed by City Council

** Appointed by Los Angeles County Fire District

CITY OF COVINA, CALIFORNIA
Organizational Chart



CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
GENERAL FUND					
Revenues					
Taxes	24,713,191	23,824,709	23,664,780	23,664,780	23,583,970
Licenses and Permits	444,730	210,009	376,990	326,160	390,650
Intergovernmental	894,526	765,207	863,350	845,230	927,230
Charges for Services	1,997,497	1,675,561	1,665,480	1,653,440	1,697,190
Fines and Forfeits	755,574	608,082	684,500	684,500	720,500
Investment Earnings	1,181,196	609,807	343,390	343,390	490,000
Miscellaneous	87,760	76,251	120,690	99,020	100,030
Other Financing Sources	-	4,977,405	2,714,270	100,000	100,000
Total Revenues	<u>30,074,474</u>	<u>32,747,031</u>	<u>30,433,450</u>	<u>27,716,520</u>	<u>28,009,570</u>
Expenditures					
General Government	3,403,755	3,575,606	4,027,720	3,256,140	2,944,410
Public Safety	19,021,516	20,580,800	21,420,460	21,863,040	20,505,980
Public Works	1,102,670	1,565,204	841,110	1,552,270	799,080
Culture and Recreation	3,278,381	3,659,555	3,678,740	3,254,200	3,163,200
Community Development	878,362	686,299	605,580	271,630	48,790
Miscellaneous	52,987	42,788	107,170	57,170	59,900
Debt Service	139,034	137,273	152,270	66,390	66,390
Other Financing Uses	98,000	-	950,950	291,510	291,510
Environmental Service	-	-	-	87,950	87,950
Total Expenditures	<u>27,974,705</u>	<u>30,247,525</u>	<u>31,784,000</u>	<u>30,700,300</u>	<u>27,967,210</u>
Net Increase (Decrease) in Fund Balance	<u>2,099,769</u>	<u>2,499,506</u>	<u>(1,350,550)</u>	<u>(2,983,780)</u>	<u>42,360</u>
WORKERS COMPENSATION					
Revenues					
Transfers From General Fund	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Other Financing Sources (Reclassification)	-	-	2,030,000	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>2,030,000</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>-</u>	<u>-</u>	<u>(2,030,000)</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
PUBLIC LIABILITY					
Revenues					
Transfers From General Fund	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures					
Other Financing Sources (Reclassification)	-	-	3,458,000	-	-
Total Expenditures	-	-	3,458,000	-	-
Net Increase (Decrease) in Fund Balance	-	-	(3,458,000)	-	-
LMIH					
Revenues					
Taxes	1,721,723	1,812,544	1,771,500	1,771,500	1,738,000
Intergovernmental	2,658	3,251	18,500	18,500	-
Investment Earnings	245,901	193,687	118,400	118,400	66,800
Miscellaneous	324,177	681,793	44,000	44,000	44,000
Other Financing Sources	-	646,330	-	-	-
Total Revenues	2,294,459	3,337,605	1,952,400	1,952,400	1,848,800
Expenditures					
Redevelopment and Housing	861,049	853,572	883,910	909,260	1,264,240
Miscellaneous	-	-	7,840	7,840	-
Debt Service	392,638	396,284	404,740	404,740	406,280
Total Expenditures	1,253,687	1,249,856	1,296,490	1,321,840	1,670,520
Net Increase (Decrease) in Fund Balance	1,040,772	2,087,749	655,910	630,560	178,280
CDBG					
Revenues					
Intergovernmental	399,494	544,780	430,680	454,130	464,990
Investment Earnings	-	11	-	-	-
Miscellaneous	(19,216)	18,928	-	-	-
Other Financing Sources	-	101,922	54,630	54,630	54,630
Total Revenues	380,278	665,641	485,310	508,760	519,620
Expenditures					
Redevelopment and Housing	471,705	600,276	486,260	486,260	519,510
Total Expenditures	471,705	600,276	486,260	486,260	519,510
Net Increase (Decrease) in Fund Balance	(91,427)	65,365	(950)	22,500	110

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
LIBRARY EQUIPMENT RESERVE					
Revenues					
Charges for Services	-	5,425	-	5,000	5,000
Investment Earnings	-	237	-	-	-
Other Financing Sources	-	11,604	-	-	-
Total Revenues	-	17,266	-	5,000	5,000
Expenditures					
Culture and Recreation	-	1,327	-	4,860	4,860
Total Expenditures	-	1,327	-	4,860	4,860
Net Increase (Decrease) in Fund Balance	-	15,939	-	140	140
DOWNTOWN DISTRICT					
Revenues					
Taxes	-	-	8,750	8,750	8,750
Total Revenues	-	-	8,750	8,750	8,750
Expenditures					
Miscellaneous	-	-	8,750	8,750	8,750
Total Expenditures	-	-	8,750	8,750	8,750
Net Increase (Decrease) in Fund Balance	-	-	-	-	-
PROSPERO PARK DISTRICT					
Revenues					
Taxes	-	-	9,000	9,000	9,000
Total Revenues	-	-	9,000	9,000	9,000
Expenditures					
Redevelopment and Housing	-	-	9,000	9,000	9,000
Total Expenditures	-	-	9,000	9,000	9,000
Net Increase (Decrease) in Fund Balance	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
LAW ENFORCEMENT GRANT					
Revenues					
Intergovernmental	471,297	218,789	121,890	136,010	136,010
Charges for Services	48,815	29,914	36,000	36,000	36,000
Investment Earnings	9,194	4,950	-	-	-
Other Financing Sources	-	180,292	96,300	96,300	96,300
Total Revenues	<u>529,306</u>	<u>433,945</u>	<u>254,190</u>	<u>268,310</u>	<u>268,310</u>
Expenditures					
Public Safety	335,525	353,721	218,190	232,310	232,310
Total Expenditures	<u>335,525</u>	<u>353,721</u>	<u>218,190</u>	<u>232,310</u>	<u>232,310</u>
Net Increase (Decrease) in Fund Balance	<u>193,781</u>	<u>80,224</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
RED LIGHT CAMERA PROGRAM					
Revenues					
Fines and Forfeits	141,249	265,978	194,220	194,220	194,220
Investment Earnings	1,499	208	-	-	-
Total Revenues	<u>142,748</u>	<u>266,186</u>	<u>194,220</u>	<u>194,220</u>	<u>194,220</u>
Expenditures					
Public Safety	126,533	215,427	194,220	194,220	194,220
Other Financing Sources	-	-	-	100,000	100,000
Total Expenditures	<u>126,533</u>	<u>215,427</u>	<u>194,220</u>	<u>294,220</u>	<u>294,220</u>
Net Increase (Decrease) in Fund Balance	<u>16,215</u>	<u>50,759</u>	<u>-</u>	<u>(100,000)</u>	<u>(100,000)</u>
NARCOTIC SEIZURE					
Revenues					
Intergovernmental	23,595	1,634	-	-	-
Investment Earnings	8,873	291	1,000	1,000	1,000
Miscellaneous	-	23,595	-	-	-
Total Revenues	<u>32,468</u>	<u>25,520</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Expenditures					
Public Safety	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>32,468</u>	<u>25,520</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
STATE GAS TAX					
Revenues					
Intergovernmental	867,163	787,394	860,400	776,000	776,000
Investment Earnings	17,444	12,784	9,900	9,900	9,900
Total Revenues	<u>884,607</u>	<u>800,178</u>	<u>870,300</u>	<u>785,900</u>	<u>785,900</u>
Expenditures					
Public Works	<u>770,709</u>	<u>803,706</u>	<u>1,003,590</u>	<u>813,190</u>	<u>813,190</u>
Total Expenditures	<u>770,709</u>	<u>803,706</u>	<u>1,003,590</u>	<u>813,190</u>	<u>813,190</u>
Net Increase (Decrease) in Fund Balance	<u>113,898</u>	<u>(3,528)</u>	<u>(133,290)</u>	<u>(27,290)</u>	<u>(27,290)</u>
TRANSIT					
Revenues					
Intergovernmental	706,802	717,172	790,290	1,065,000	1,065,000
Charges for Services	223,334	228,203	274,400	220,000	220,000
Investment Earnings	62,343	53,904	17,000	17,000	17,000
Miscellaneous	97	36	-	-	-
Other Financing Sources	-	6,272	-	-	-
Total Revenues	<u>992,576</u>	<u>1,005,587</u>	<u>1,081,690</u>	<u>1,302,000</u>	<u>1,302,000</u>
Expenditures					
Transit	<u>715,455</u>	<u>806,721</u>	<u>1,278,950</u>	<u>1,493,040</u>	<u>1,970,260</u>
Total Expenditures	<u>715,455</u>	<u>806,721</u>	<u>1,278,950</u>	<u>1,493,040</u>	<u>1,970,260</u>
Net Increase (Decrease) in Fund Balance	<u>277,121</u>	<u>198,866</u>	<u>(197,260)</u>	<u>(191,040)</u>	<u>(668,260)</u>
AIR QUALITY					
Revenues					
Intergovernmental	59,384	57,680	60,000	58,000	58,000
Investment Earnings	5,675	4,524	3,000	6,000	4,500
Other Financing Sources	-	1,640	-	-	-
Total Revenues	<u>65,059</u>	<u>63,844</u>	<u>63,000</u>	<u>64,000</u>	<u>62,500</u>
Expenditures					
Public Works	<u>61,157</u>	<u>25,500</u>	<u>180,000</u>	<u>143,300</u>	<u>143,300</u>
Total Expenditures	<u>61,157</u>	<u>25,500</u>	<u>180,000</u>	<u>143,300</u>	<u>143,300</u>
Net Increase (Decrease) in Fund Balance	<u>3,902</u>	<u>38,344</u>	<u>(117,000)</u>	<u>(79,300)</u>	<u>(80,800)</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
ENVIRONMENTAL SERVICES GRANT					
Revenues					
Intergovernmental	-	16,119	25,680	221,580	221,580
Investment Earnings	-	1,181	-	-	-
Other Financing Sources	-	48,692	-	-	-
Total Revenues	-	65,992	25,680	221,580	221,580
Expenditures					
Environmental Services	-	27,976	12,630	221,580	221,580
Total Expenditures	-	27,976	12,630	221,580	221,580
Net Increase (Decrease) in Fund Balance	-	38,016	13,050	-	-
MUNICIPAL PARKING DISTRICT					
Revenues					
Taxes	25,363	26,434	28,220	28,220	28,220
Intergovernmental	135	11	20	20	20
Charges for Services	68,980	64,591	73,000	73,000	73,000
Investment Earnings	12,216	8,942	2,600	5,000	5,000
Miscellaneous	(984)	(666)	-	-	-
Total Revenues	105,710	99,312	103,840	106,240	106,240
Expenditures					
Public Works	100,717	137,980	137,500	147,390	147,390
Total Expenditures	100,717	137,980	137,500	147,390	147,390
Net Increase (Decrease) in Fund Balance	4,993	(38,668)	(33,660)	(41,150)	(41,150)
LIGHTING DISTRICT					
Revenues					
Special Assessments	121,728	122,021	122,500	122,500	122,500
Other Financing Sources	-	138,628	-	92,160	92,160
Total Revenues	121,728	260,649	122,500	214,660	214,660
Expenditures					
Public Works	225,533	231,044	204,660	214,660	214,660
Total Expenditures	225,533	231,044	204,660	214,660	214,660
Net Increase (Decrease) in Fund Balance	(103,805)	29,605	(82,160)	-	-

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
LANDSCAPE DISTRICT					
Revenues					
Special Assessments	119,703	111,433	113,900	113,900	113,900
Investment Earnings	6,217	3,799	1,200	1,200	1,200
Total Revenues	<u>125,920</u>	<u>115,232</u>	<u>115,100</u>	<u>115,100</u>	<u>115,100</u>
Expenditures					
Public Works	<u>162,757</u>	<u>140,479</u>	<u>148,940</u>	<u>147,940</u>	<u>147,940</u>
Total Expenditures	<u>162,757</u>	<u>140,479</u>	<u>148,940</u>	<u>147,940</u>	<u>147,940</u>
Net Increase (Decrease) in Fund Balance	<u>(36,837)</u>	<u>(25,247)</u>	<u>(33,840)</u>	<u>(32,840)</u>	<u>(32,840)</u>
SEWER DISTRICT					
Revenues					
Charges for Services	126,233	1,156	30,000	4,000	4,000
Special Assessments	137,343	531,538	1,170,000	1,170,000	1,170,000
Investment Earnings	30,823	3,990	3,450	80,000	80,000
Other Financing Sources	-	218,190	-	-	-
Total Revenues	<u>294,399</u>	<u>754,874</u>	<u>1,203,450</u>	<u>1,254,000</u>	<u>1,254,000</u>
Expenditures					
Public Works	864,688	270,453	696,410	13,212,670	13,231,640
Debt Service	-	-	-	760,420	760,420
Total Expenditures	<u>864,688</u>	<u>270,453</u>	<u>696,410</u>	<u>13,973,090</u>	<u>13,992,060</u>
Net Increase (Decrease) in Fund Balance	<u>(570,289)</u>	<u>484,421</u>	<u>507,040</u>	<u>(12,719,090)</u>	<u>(12,738,060)</u>
LIBRARY GRANT					
Revenues					
Intergovernmental	93,033	36,492	34,120	47,140	47,140
Investment Earnings	-	57	-	-	-
Miscellaneous	2,566	10,142	23,470	23,160	23,160
Other Financing Sources	-	139,738	44,170	44,170	44,170
Total Revenues	<u>95,599</u>	<u>186,429</u>	<u>101,760</u>	<u>114,470</u>	<u>114,470</u>
Expenditures					
Culture and Recreation	<u>116,754</u>	<u>121,563</u>	<u>101,890</u>	<u>114,480</u>	<u>112,670</u>
Total Expenditures	<u>116,754</u>	<u>121,563</u>	<u>101,890</u>	<u>114,480</u>	<u>112,670</u>
Net Increase (Decrease) in Fund Balance	<u>(21,155)</u>	<u>64,866</u>	<u>(130)</u>	<u>(10)</u>	<u>1,800</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
PUBLIC EDUCATION IN GOVERNMENT					
Revenues					
Miscellaneous	-	10,987	-	41,000	41,000
Total Revenues	-	10,987	-	41,000	41,000
Expenditures					
General Government	-	35,264	-	-	18,000
Total Expenditures	-	35,264	-	-	18,000
Net Increase (Decrease) in Fund Balance	-	(24,277)	-	41,000	23,000
CITY DONATION					
Revenues					
Charges for Services	-	-	3,000	3,000	3,000
Investment Earnings	15,746	11,799	-	-	-
Miscellaneous	8,940	20,767	9,060	9,060	9,060
Total Revenues	24,686	32,566	12,060	12,060	12,060
Expenditures					
Culture and Recreation	19,044	37,826	12,060	12,060	12,060
Total Expenditures	19,044	37,826	12,060	12,060	12,060
Net Increase (Decrease) in Fund Balance	5,642	(5,260)	-	-	-
TAX ALLOCATION DEBT					
Revenues					
Taxes	6,468,358	5,953,810	5,912,000	5,912,000	5,787,000
Intergovernmental	10,632	13,003	31,000	31,000	-
Investment Earnings	370,196	167,719	49,200	49,200	49,200
Total Revenues	6,849,186	6,134,532	5,992,200	5,992,200	5,836,200
Expenditures					
Debt Service	4,157,933	3,792,883	6,384,280	6,035,910	6,147,910
Total Expenditures	4,157,933	3,792,883	6,384,280	6,035,910	6,147,910
Net Increase (Decrease) in Fund Balance	2,691,253	2,341,649	(392,080)	(43,710)	(311,710)

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
DEVELOPMENT IMPACT					
Revenues					
Charges for Services	17,501	73,440	-	-	-
Investment Earnings	18,339	10,195	3,900	3,900	-
Total Revenues	<u>35,840</u>	<u>83,635</u>	<u>3,900</u>	<u>3,900</u>	<u>-</u>
Expenditures					
Public Works	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>35,840</u>	<u>83,635</u>	<u>3,900</u>	<u>3,900</u>	<u>-</u>
PARK DEVELOPMENT					
Revenues					
Intergovernmental	357,593	27,951	-	-	-
Investment Earnings	969	4,311	1,200	1,200	1,200
Other Financing Sources	-	160,249	-	-	-
Total Revenues	<u>358,562</u>	<u>192,511</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Expenditures					
Culture and Recreation	357,593	18,686	-	-	-
Total Expenditures	<u>357,593</u>	<u>18,686</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>969</u>	<u>173,825</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
TRANSPORTATION					
Revenues					
Intergovernmental	2,103,223	2,321,988	1,957,460	2,189,910	1,694,780
Charges for Services	-	904	-	-	-
Investment Earnings	92,081	64,979	22,000	1,000	1,000
Miscellaneous	22,202	-	-	-	-
Other Financing Sources	(39,649)	749,628	-	315,000	315,000
Total Revenues	<u>2,177,857</u>	<u>3,137,499</u>	<u>1,979,460</u>	<u>2,505,910</u>	<u>2,010,780</u>
Expenditures					
Public Works	863,074	764,268	24,890	1,014,890	1,014,890
Transit	350,358	28,366	358,460	445,560	445,560
Debt Service	493,875	496,375	493,880	493,880	493,880
Total Expenditures	<u>1,707,307</u>	<u>1,289,009</u>	<u>877,230</u>	<u>1,954,330</u>	<u>1,954,330</u>
Net Increase (Decrease) in Fund Balance	<u>470,550</u>	<u>1,848,490</u>	<u>1,102,230</u>	<u>551,580</u>	<u>56,450</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
SHOPPERS LANE PARKING DISTRICT					
Revenues					
Taxes	1,080	1,045	1,100	1,100	1,100
Investment Earnings	-	1	-	-	-
Other Financing Sources	11,572	-	-	4,250	4,250
Total Revenues	<u>12,652</u>	<u>1,046</u>	<u>1,100</u>	<u>5,350</u>	<u>5,350</u>
Expenditures					
Public Works	21,707	21,436	5,350	5,350	5,350
Total Expenditures	<u>21,707</u>	<u>21,436</u>	<u>5,350</u>	<u>5,350</u>	<u>5,350</u>
Net Increase (Decrease) in Fund Balance	<u>(9,055)</u>	<u>(20,390)</u>	<u>(4,250)</u>	<u>-</u>	<u>-</u>
REDEVELOPMENT					
Revenues					
Charges for Services	45,629	498,084	498,080	498,080	498,080
Special Assessments	1,000	-	-	-	-
Investment Earnings	1,046,908	541,151	269,110	269,110	301,360
Miscellaneous	93,956	109,765	98,450	93,750	93,750
Other Financing Sources	3,792,875	7,099,978	2,310,000	2,310,000	2,310,000
Total Revenues	<u>4,980,368</u>	<u>8,248,978</u>	<u>3,175,640</u>	<u>3,170,940</u>	<u>3,203,190</u>
Expenditures					
Redevelopment and Housing	64,646	35,059	-	-	3,126,890
Miscellaneous	-	-	54,130	54,130	-
Total Expenditures	<u>64,646</u>	<u>35,059</u>	<u>54,130</u>	<u>54,130</u>	<u>3,126,890</u>
Net Increase (Decrease) in Fund Balance	<u>4,915,722</u>	<u>8,213,919</u>	<u>3,121,510</u>	<u>3,116,810</u>	<u>76,300</u>
LAND PROCEEDS					
Revenues					
Charges for Services	827,894	430,947	349,140	349,140	349,140
Investment Earnings	28,417	98,226	32,000	32,000	32,000
Miscellaneous	-	34,359	-	-	-
Other Financing Sources	3,819,302	-	-	-	-
Total Revenues	<u>4,675,613</u>	<u>563,532</u>	<u>381,140</u>	<u>381,140</u>	<u>381,140</u>
Expenditures					
Land Proceeds	64,646	35,059	-	-	-
Total Expenditures	<u>64,646</u>	<u>35,059</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>4,610,967</u>	<u>528,473</u>	<u>381,140</u>	<u>381,140</u>	<u>381,140</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
WATER UTILITY					
Revenues					
Water Revenue	5,421,126	4,692,946	5,093,300	4,757,000	6,257,000
Investment Earnings	8,459	6,154	21,000	35,000	35,000
Other Financing Sources	-	2,452,837	-	-	-
Total Revenues	<u>5,429,585</u>	<u>7,151,937</u>	<u>5,114,300</u>	<u>4,792,000</u>	<u>6,292,000</u>
Expenditures					
Water Utility	5,187,745	4,234,445	6,070,190	5,457,740	6,301,450
Miscellaneous	-	-	25,000	25,000	-
Debt Service	103,169	95,534	264,800	250,790	250,790
Total Expenditures	<u>5,290,914</u>	<u>4,329,979</u>	<u>6,359,990</u>	<u>5,733,530</u>	<u>6,552,240</u>
Net Increase (Decrease) in Fund Balance	<u>138,671</u>	<u>2,821,958</u>	<u>(1,245,690)</u>	<u>(941,530)</u>	<u>(260,240)</u>
WATER CAPITAL					
Revenues					
Water Revenue	734,022	767,518	807,400	720,000	720,000
Investment Earnings	122,874	78,123	37,000	-	-
Total Revenues	<u>856,896</u>	<u>845,641</u>	<u>844,400</u>	<u>720,000</u>	<u>720,000</u>
Expenditures					
Water Capital	1,945	9,736	981,940	2,703,540	2,703,540
Total Expenditures	<u>1,945</u>	<u>9,736</u>	<u>981,940</u>	<u>2,703,540</u>	<u>2,703,540</u>
Net Increase (Decrease) in Fund Balance	<u>854,951</u>	<u>835,905</u>	<u>(137,540)</u>	<u>(1,983,540)</u>	<u>(1,983,540)</u>
ENVIRONMENTAL					
Revenues					
Licenses and Permits	150	180	-	150	150
Intergovernmental	26,138	9,797	-	-	-
Charges for Services	(119)	525	1,000	16,480	16,480
Refuse/Waste Revenue	3,706,836	3,844,472	3,578,910	3,616,090	3,616,090
Investment Earnings	-	-	-	-	-
Miscellaneous	3,859	-	-	-	-
Other Financing Sources	-	-	-	-	-
Total Revenues	<u>3,736,864</u>	<u>3,854,974</u>	<u>3,579,910</u>	<u>3,632,720</u>	<u>3,632,720</u>
Expenditures					
Environmental Protection	3,628,448	3,835,456	3,782,610	3,806,340	3,805,520
Total Expenditures	<u>3,628,448</u>	<u>3,835,456</u>	<u>3,782,610</u>	<u>3,806,340</u>	<u>3,805,520</u>
Net Increase (Decrease) in Fund Balance	<u>108,416</u>	<u>19,518</u>	<u>(202,700)</u>	<u>(173,620)</u>	<u>(172,800)</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Budget Summary by Fund

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
CENTRAL EQUIPMENT					
Revenues					
Central Equipment Charges	1,419,244	1,370,289	1,385,120	91,000	1,330,120
Investment Earnings	39,098	50,643	20,000	25,000	25,000
Miscellaneous	3,945	6,388	7,500	-	-
Total Revenues	<u>1,462,287</u>	<u>1,427,320</u>	<u>1,412,620</u>	<u>116,000</u>	<u>1,355,120</u>
Expenditures					
Central Equipment	1,420,723	1,172,124	1,538,420	1,053,620	1,338,520
Other Financing Sources	-	-	1,000,000	-	-
Total Expenditures	<u>1,420,723</u>	<u>1,172,124</u>	<u>1,538,420</u>	<u>1,053,620</u>	<u>1,338,520</u>
Net Increase (Decrease) in Fund Balance	<u>41,564</u>	<u>255,196</u>	<u>(125,800)</u>	<u>(937,620)</u>	<u>16,600</u>
MANAGEMENT INFORMATION SYSTEMS					
Revenues					
MIS Charges	1,105,140	1,097,688	1,199,440	1,247,690	1,108,550
Investment Earnings	26,257	31,511	8,700	8,700	22,000
Transfers From General Fund	-	-	50,000	-	-
Total Revenues	<u>1,131,397</u>	<u>1,129,199</u>	<u>1,258,140</u>	<u>1,256,390</u>	<u>1,130,550</u>
Expenditures					
Management Information Systems	721,971	817,328	1,036,080	1,046,310	1,105,490
Debt Service	-	29,191	125,040	-	-
Total Expenditures	<u>721,971</u>	<u>846,519</u>	<u>1,161,120</u>	<u>1,046,310</u>	<u>1,105,490</u>
Net Increase (Decrease) in Fund Balance	<u>409,426</u>	<u>282,680</u>	<u>97,020</u>	<u>210,080</u>	<u>25,060</u>
WORKERS COMPENSATION (INTERNAL SERVICE)					
Revenues					
Reclassification From General Fund	-	-	3,857,800	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>3,857,800</u>	<u>-</u>	<u>-</u>
Expenditures					
Other Financing Sources	-	-	683,800	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>683,800</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>-</u>	<u>-</u>	<u>3,174,000</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

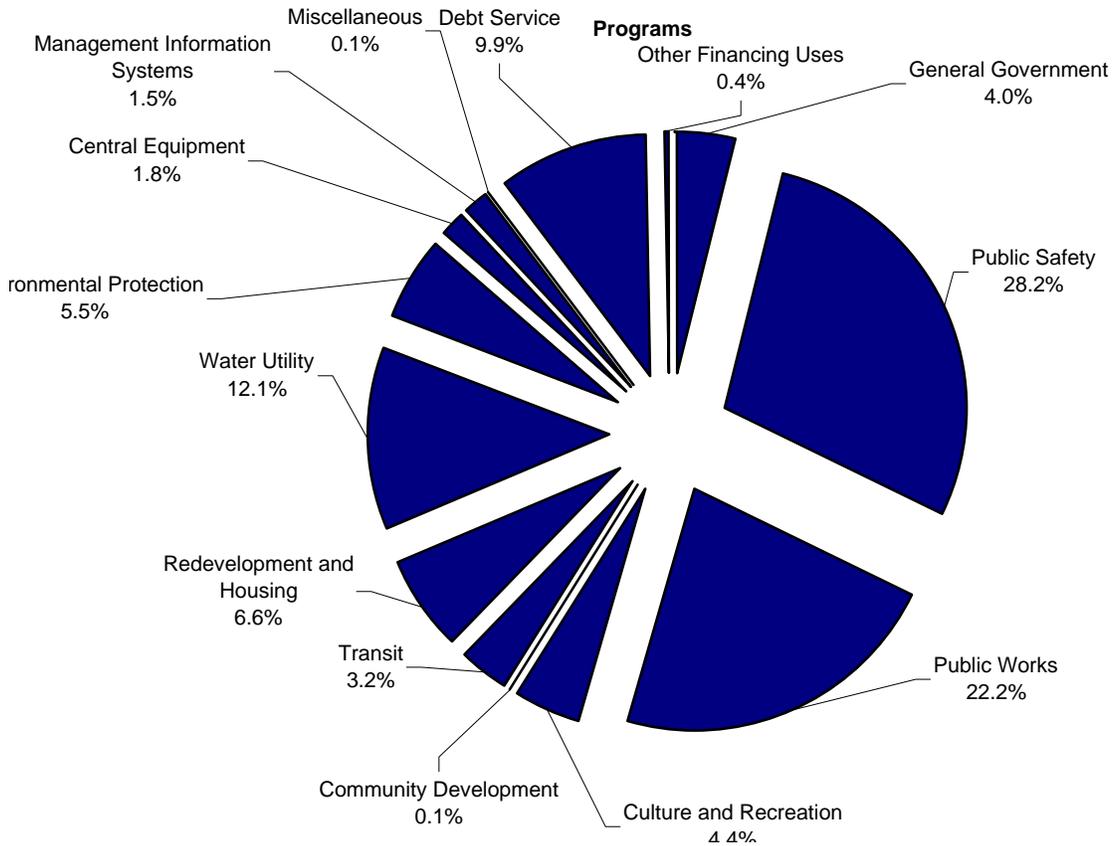
2010-2011 Budget

Budget Summary by Fund

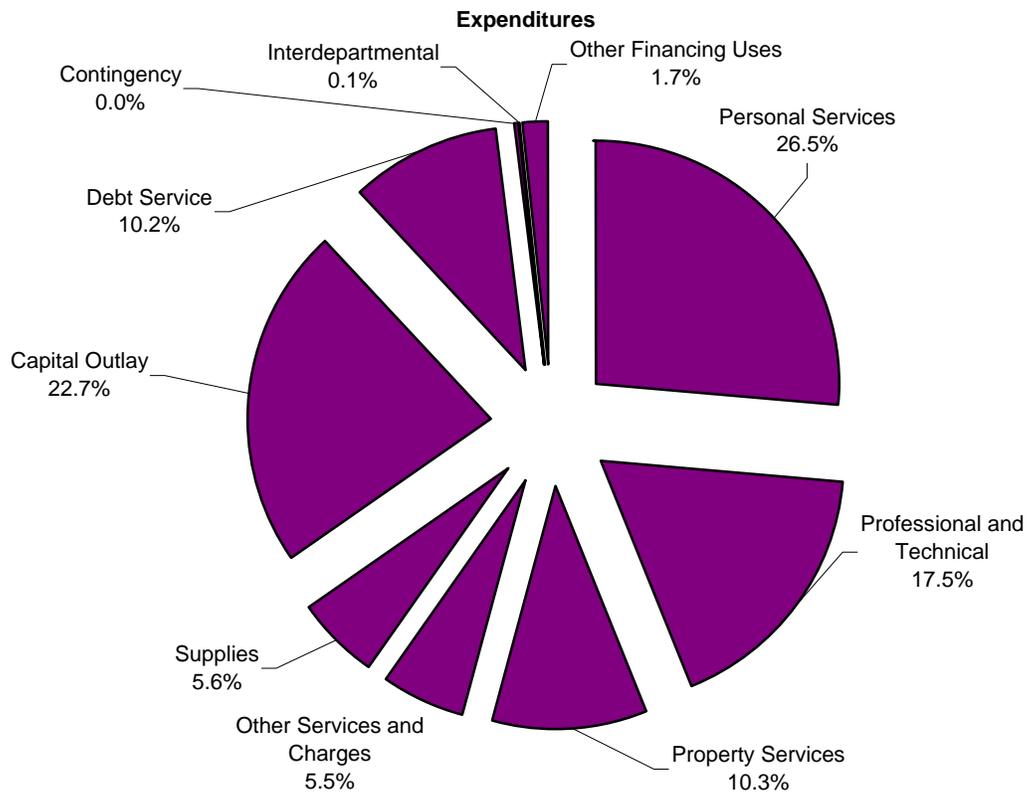
	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
PUBLIC LIABILITY					
(INTERNAL SERVICE)					
Revenues					
Reclassification From General Fund	-	-	2,255,000	-	-
Total Revenues	-	-	2,255,000	-	-
Expenditures					
Other Financing Sources	-	-	659,000	-	-
Total Expenditures	-	-	659,000	-	-
Net Increase (Decrease) in Fund Balance	-	-	1,596,000	-	-

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Budget Summary by Program Expenditure

	Personal Services	Professional and Technical	Property Services	Other Services and Charges	Supplies
General Government	2,187,460	1,860,170	164,730	773,900	56,170
Public Safety	10,543,250	8,862,520	400,400	879,260	247,490
Public Works	1,678,730	284,280	1,234,220	212,010	104,100
Culture and Recreation	2,028,250	418,110	500,840	226,020	207,730
Community Development	350,910	46,740	15,650	46,380	7,220
Transit	167,130	437,750	586,200	647,290	4,500
Redevelopment and Housing	755,800	547,270	734,170	991,760	32,040
Water Utility	1,217,730	494,790	380,220	200,270	2,921,710
Environmental Protection	259,880	66,490	3,247,650	82,930	55,610
Sewer District	-	-	-	-	-
Central Equipment	399,180	16,890	83,930	6,350	479,700
Management Information Systems	380,800	50,000	401,020	9,860	82,210
Miscellaneous	-	1,000	-	54,370	-
Debt Service	-	122,000	-	-	-
Other Financing Uses	-	-	-	-	-
Total Expenditures	19,969,120	13,208,010	7,749,030	4,130,400	4,198,480



Capital Outlay	Debt Service	Contingency	Interdepartmental	Other Financing Uses	Total
18,000	-	-	(2,098,020)	-	2,962,410
10,000	-	-	(10,410)	100,000	21,032,510
13,898,000	-	-	(893,900)	-	16,517,440
30,000	-	-	(118,160)	-	3,292,790
-	-	-	(418,110)	-	48,790
25,000	-	-	187,950	360,000	2,415,820
-	-	-	1,327,150	522,450	4,910,640
2,681,600	-	-	1,108,670	-	9,004,990
-	-	-	402,490	-	4,115,050
-	760,420	-	-	-	760,420
330,000	-	-	22,470	-	1,338,520
97,200	-	-	84,400	-	1,105,490
-	-	35,000	(12,720)	-	77,650
-	6,894,880	-	348,370	-	7,365,250
-	-	-	-	291,510	291,510
<u>17,089,800</u>	<u>7,655,300</u>	<u>35,000</u>	<u>(69,820)</u>	<u>1,273,960</u>	<u>75,239,280</u>



CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: General Fund

Account No: 1000

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Taxes						
40120	Secured Property Tax-Current	4,464,286	4,741,760	4,860,460	4,860,460	4,694,600
40140	Unsecured Property Tax-Current	144,747	314,612	155,000	155,000	75,000
40160	Secured/Unsecured-Prior Year	1,326	8,617	1,500	1,500	-
40180	Supplemental Roll-Current Year	245,292	203,556	200,000	200,000	200,000
40185	Supplemental Roll-Prior Year	(2,207)	(36)	-	-	-
40187	Property Tax In-Lieu MVL	3,539,623	3,769,834	3,767,200	3,767,200	3,622,220
40190	Interest on Property Tax	31,206	37,698	27,000	27,000	65,000
40195	SB211 Pass-Throughs	53,934	52,299	88,930	88,930	150,000
40199	ERAF Transfer	-	(432)	-	-	-
40200	Sales Tax	6,401,102	5,190,154	5,310,750	5,310,750	5,255,500
40210	In-Lieu of Sales Tax	2,232,359	2,116,023	1,770,250	1,770,250	1,718,500
40300	Transient Occupancy Tax	423,861	340,175	370,000	370,000	370,000
40400	Property Transfer Tax	158,340	113,113	162,000	162,000	150,000
40500	Business Registration Tax	357,366	330,229	312,000	312,000	400,000
40520	Business Registration Changes	105	301	150	150	150
40540	Business Registration Downtown	9,500	-	-	-	-
40550	Business Registration Prospero	6,600	-	-	-	-
40590	Business Registration Penalty	20,852	17,534	15,000	15,000	15,000
40700	Utility Users Tax	5,433,339	5,274,912	5,532,040	5,532,040	5,698,000
40820	Franchise Tax-Cable TV	143,786	152,876	144,000	144,000	160,000
40840	Franchise Tax-Electric	233,518	232,527	220,000	220,000	250,000
40860	Franchise Tax-Gas	162,234	187,505	162,000	162,000	125,000
40870	Franchise Tax-Towing	199,451	359,988	210,000	210,000	240,000
40880	Franchise Tax-Refuse	388,296	356,133	341,000	341,000	360,000
40890	Franchise Tax-Other	64,275	25,331	15,500	15,500	35,000
	Total Taxes	<u>24,713,191</u>	<u>23,824,709</u>	<u>23,664,780</u>	<u>23,664,780</u>	<u>23,583,970</u>
Licenses and Permits						
41100	Animal Licenses	70,542	6,949	120,000	-	-
41190	Application Fee - IWP	-	-	-	1,120	1,500
41200	Building Permits	227,015	120,393	134,060	134,060	150,000
41220	Electrical Permits	57,651	26,118	36,660	36,660	45,000
41240	Plumbing Permits	30,114	20,851	36,120	36,120	30,000
41260	Mechanical Permits	23,306	15,706	19,150	19,150	19,150
41300	Engineering Permits	33,932	19,077	30,000	20,000	25,000
41900	Grading Permits	575	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: General Fund

Account No: 1000

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
41990	Permit/Inspection Fees -IWP	<u>1,595</u>	<u>915</u>	<u>1,000</u>	<u>79,050</u>	<u>120,000</u>
	Total Licenses and Permits	<u>444,730</u>	<u>210,009</u>	<u>376,990</u>	<u>326,160</u>	<u>390,650</u>
Intergovernmental						
42100	Homeowners Exemption	46,864	43,275	43,000	43,000	40,000
42105	State Mandated Reimbursement	26,533	(140,627)	39,560	39,560	93,560
42115	Public Safety Augmentation	367,043	328,139	369,000	369,000	325,000
42117	POST Subvention	36,094	57,095	40,000	40,000	25,000
42118	Standards/Training-Corrections	6,743	5,002	5,720	5,720	5,720
42130	Vehicle In-Lieu Fees	220,369	168,956	157,000	157,000	160,000
42180	Library Services Grant	1,182	1,003	2,000	750	750
42185	Library Foundation Grant	-	16,872	16,870	-	-
42190	Other State Grants/Subventions	-	4,779	-	-	-
42240	Prop A Discretionary	-	30,000	41,000	41,000	71,000
42290	Other County Grants-Subvention	9,053	-	-	-	-
42500	School District	127,474	206,948	124,200	124,200	181,200
42600	Other Grants	-	5,000	-	-	-
42990	Other Governmental Units	<u>53,171</u>	<u>38,765</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
	Total Intergovernmental	<u>894,526</u>	<u>765,207</u>	<u>863,350</u>	<u>845,230</u>	<u>927,230</u>
Charges for Services						
43010	Passport Fee	9,175	8,640	10,000	10,000	10,000
43011	Passport Photo Fee	2,099	2,361	2,000	2,000	2,000
43020	Returned Ck Fees	5,083	4,902	5,000	5,000	5,000
43022	License Processing Fees	131,338	116,820	99,000	99,000	160,000
43025	Workers Compensation Charges	386,952	277,805	300,000	300,000	300,000
43026	Property Damage Charges	78,874	33,181	94,000	94,000	94,000
43050	Duplicating Charges	75,707	84,873	70,000	70,000	70,050
43080	Central Stores Sales	49	60	-	-	-
43101	Police Fee-VIS	200	200	550	550	550
43113	Police Fee-VEH	675	670	500	500	500
43114	Police Fee-CIT	1,776	3,010	1,400	1,400	1,400
43116	Police Fee-Vehicle Impound	41,057	29,898	25,000	25,000	25,000
43118	Police Fee-TC/Crime Reports	(113)	1,049	800	800	800
43119	Police Fee-Other	36,536	41,485	43,120	43,120	43,120
43130	Finger Printing Fees	230	80	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: General Fund

Account No: 1000

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
43140 Business/False Alarm Fees	12,414	18,564	30,000	30,000	30,000
43150 Overnight Parking Fees	92,979	74,231	120,000	120,000	120,000
43160 Hazard Materials Cleanup Fees	-	-	-	1,000	1,000
43190 Other Public Safety Charges	2,100	1,500	-	-	-
43200 Sale of Maps and Publications	764	730	-	-	-
43205 Bid Packages	360	3,295	300	300	300
43250 Engineer Services-Other	44,164	21,375	40,000	-	15,000
43280 Parking Permit Fees	(76)	-	-	-	-
43290 Other Public Works Charges	803	322	1,500	1,500	1,500
43305 Volunteer Service Fees	2,718	2,730	-	-	-
43311 Community Special Event Fees	17,222	18,940	8,930	6,500	6,500
43313 Adult Sport Fees	9,110	11,112	-	-	-
43314 Youth Sport Fees	66,244	70,567	83,200	97,390	97,390
43315 Leisure Lifestyle Fees	202,971	219,845	190,000	200,000	200,000
43316 Cultural Excursion Fees	17,073	13,353	19,000	15,000	15,000
43317 Peewee Recreation Fees	6,145	12,390	43,500	47,820	47,820
43318 Youth/Teen Program Fees	2,051	1,275	1,400	1,000	1,000
43320 Park Facilities Fees	8,422	10,443	9,000	9,800	12,800
43326 Field Maintenance Fees	-	-	10,000	10,000	10,000
43327 Park Maintenance Fees	-	3,700	3,120	3,120	3,120
43328 Community Involvement	8,149	9,731	3,000	3,000	-
43337 Senior Programs	24,325	22,210	24,440	27,540	27,540
43340 Community Parade	250	6,331	7,250	9,570	7,600
43350 Aquatics	148,001	186,448	178,720	185,730	185,730
43380 Library Services	10,393	3,639	2,000	2,780	2,780
43385 Library Videos	20,138	19,779	19,000	15,340	15,340
43387 Lost/Damaged Book fees	9,371	9,909	12,000	5,400	12,000
43388 Library Late Charges	23,037	22,649	24,000	18,000	18,000
43390 Other Culture-Recreation Charg	3,380	-	-	-	-
43400 Plan Review	334,261	166,491	67,850	75,630	13,850
43405 Energy Plan Check Fee	15,399	5,772	9,850	9,850	-
43410 Zoning and Subdivision Fees	131,216	132,561	105,800	105,800	140,000
43420 Variance Fees	14,360	-	-	-	-
43441 Code Verification Fees	115	220	-	-	-
43800 Community Award Fees	-	415	250	-	500
Total Charges for Services	<u>1,997,497</u>	<u>1,675,561</u>	<u>1,665,480</u>	<u>1,653,440</u>	<u>1,697,190</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: General Fund

Account No: 1000

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Fines and Forfeits						
44100	Court Fines	312,953	208,374	243,000	243,000	243,000
44200	Parking Fines	422,637	397,409	440,000	440,000	475,000
44800	Code Enforcement Fines	19,984	2,299	1,500	1,500	2,500
	Total Fines and Forfeits	<u>755,574</u>	<u>608,082</u>	<u>684,500</u>	<u>684,500</u>	<u>720,500</u>
Risk Management Charges						
46760	Risk Management-Other	153,406	-	-	-	-
	Total Risk Management Charges	<u>153,406</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Employee Benefits Charges						
46890	Employee Benefits-Other	-	70	-	-	-
	Total Employee Benefits Charges	<u>-</u>	<u>70</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	480,345	442,372	141,000	141,000	260,000
47300	Interest on Loans	474,270	176,049	190,590	190,590	230,000
47400	Interest on Advances-MIS	-	17,708	11,800	11,800	-
47410	Interest on Advances-Genl Fund	-	11,483	-	-	-
47500	UnrealizedGain (Loss)-Investmt	226,581	(37,805)	-	-	-
	Total Investment Earnings	<u>1,181,196</u>	<u>609,807</u>	<u>343,390</u>	<u>343,390</u>	<u>490,000</u>
Miscellaneous						
48100	Donations and Contributions	79,879	39,287	37,660	57,490	58,500
48790	Cash Overage/Shortage	(417)	(789)	-	-	-
48990	Other	8,298	37,753	83,030	41,530	41,530
	Total Miscellaneous	<u>87,760</u>	<u>76,251</u>	<u>120,690</u>	<u>99,020</u>	<u>100,030</u>
Other Financing Sources						
49110	Transfer-General Fund	-	4,909,273	-	-	-
49120	Transfer-Special Revenue Fund	-	68,132	-	100,000	100,000
49170	Transfer-Internal Service Fund	-	-	2,342,800	-	-
49800	Other Financing Sources	-	-	371,470	-	-
	Total Other Financing Sources	<u>-</u>	<u>4,977,405</u>	<u>2,714,270</u>	<u>100,000</u>	<u>100,000</u>
	Total Revenues	<u>30,227,880</u>	<u>32,747,101</u>	<u>30,433,450</u>	<u>27,716,520</u>	<u>28,009,570</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: LMIH

Account No: 2050

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Taxes						
40120	Secured Property Tax-Current	1,453,202	1,637,148	1,345,000	1,345,000	1,738,000
40140	Unsecured Property Tax-Current	101,244	116,484	280,000	280,000	-
40160	Secured/Unsecured-Prior Year	32,669	4,009	120,000	120,000	-
40180	Supplemental Roll-Current Year	127,166	39,881	-	-	-
40185	Supplemental Roll-Prior Year	<u>7,442</u>	<u>15,022</u>	<u>26,500</u>	<u>26,500</u>	<u>-</u>
	Total Taxes	<u>1,721,723</u>	<u>1,812,544</u>	<u>1,771,500</u>	<u>1,771,500</u>	<u>1,738,000</u>
Intergovernmental						
42100	Homeowners Exemption	<u>2,658</u>	<u>3,251</u>	<u>18,500</u>	<u>18,500</u>	<u>-</u>
	Total Intergovernmental	<u>2,658</u>	<u>3,251</u>	<u>18,500</u>	<u>18,500</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	203,753	168,084	118,400	118,400	66,800
47300	Interest on Loans	<u>42,148</u>	<u>25,603</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>245,901</u>	<u>193,687</u>	<u>118,400</u>	<u>118,400</u>	<u>66,800</u>
Miscellaneous						
48600	Grant Reimbursements	106	-	-	-	-
48650	Loan Reimbursements	324,071	681,793	-	-	-
48660	Advance Reimbursements	<u>-</u>	<u>-</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>
	Total Miscellaneous	<u>324,177</u>	<u>681,793</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>
Other Financing Sources						
49120	Transfer-Special Revenue Fund	<u>-</u>	<u>646,330</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>646,330</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>2,294,459</u>	<u>3,337,605</u>	<u>1,952,400</u>	<u>1,952,400</u>	<u>1,848,800</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: CDBG

Account No: 2100

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42050	Community Development Block Gr	<u>399,494</u>	<u>544,780</u>	<u>430,680</u>	<u>454,130</u>	<u>464,990</u>
	Total Intergovernmental	<u>399,494</u>	<u>544,780</u>	<u>430,680</u>	<u>454,130</u>	<u>464,990</u>
Investment Earnings						
47200	Interest on Investments	<u>-</u>	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>-</u>	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48100	Donations and Contributions	<u>(7,571)</u>	<u>7,571</u>	<u>-</u>	<u>-</u>	<u>-</u>
48600	Grant Reimbursements	<u>(10,037)</u>	<u>11,357</u>	<u>-</u>	<u>-</u>	<u>-</u>
48650	Loan Reimbursements	<u>(1,608)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>(19,216)</u>	<u>18,928</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>-</u>	<u>101,922</u>	<u>54,630</u>	<u>54,630</u>	<u>54,630</u>
	Total Other Financing Sources	<u>-</u>	<u>101,922</u>	<u>54,630</u>	<u>54,630</u>	<u>54,630</u>
	Total Revenues	<u>380,278</u>	<u>665,641</u>	<u>485,310</u>	<u>508,760</u>	<u>519,620</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Library Equipment Reserve

Account No: 2180

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Charges for Services						
43380	Library Services	<u>-</u>	<u>5,245</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>
	Total Charges for Services	<u>-</u>	<u>5,245</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>
Investment Earnings						
47200	Interest on Investments	<u>-</u>	<u>237</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>-</u>	<u>237</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>-</u>	<u>11,604</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>11,604</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>-</u>	<u>17,086</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Downtown

Account No: 2186

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Taxes						
40540	Business Registration Downtown	<u>-</u>	<u>7,723</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
	Total Taxes	<u>-</u>	<u>7,723</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Investment Earnings						
47200	Interest on Investments	<u>-</u>	<u>17</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>-</u>	<u>17</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48990	Other	<u>-</u>	<u>13,234</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>-</u>	<u>13,234</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>-</u>	<u>20,974</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Prospero

Account No: 2187

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Taxes						
40550	Business Registration Prospero	<u>-</u>	<u>7,216</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
	Total Taxes	<u>-</u>	<u>7,216</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Investment Earnings						
47200	Interest on Investments	<u>-</u>	<u>64</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>-</u>	<u>64</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>-</u>	<u>563</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>563</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>-</u>	<u>7,843</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Law Enforcement Grant

Account No: 2200

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42010	LLEB Grant	12,210	8,235	21,890	36,010	36,010
42030	Cops In Schools	100,683	13,178	-	-	-
42035	Homeland Security Grant	-	25,011	-	-	-
42110	Supplemental Law	236,918	63,082	100,000	100,000	100,000
42190	Other State Grants/Subventions	121,486	11,136	-	-	-
42990	Other Governmental Units	-	98,147	-	-	-
	Total Intergovernmental	<u>471,297</u>	<u>218,789</u>	<u>121,890</u>	<u>136,010</u>	<u>136,010</u>
Charges for Services						
43116	Police Fee-Vehicle Impound	48,815	29,914	36,000	36,000	36,000
	Total Charges for Services	<u>48,815</u>	<u>29,914</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
Investment Earnings						
47200	Interest on Investments	9,194	4,950	-	-	-
	Total Investment Earnings	<u>9,194</u>	<u>4,950</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48990	Other	-	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	-	180,292	96,300	96,300	96,300
49120	Transfer-Special Revenue Fund	-	3,721	-	-	-
	Total Other Financing Sources	<u>-</u>	<u>180,292</u>	<u>96,300</u>	<u>96,300</u>	<u>96,300</u>
	Total Revenues	<u>529,306</u>	<u>433,945</u>	<u>254,190</u>	<u>268,310</u>	<u>268,310</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Red Light Camera Program

Account No: 2210

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Fines and Forfeits						
44150	Red Light Camera Fines	<u>141,249</u>	<u>265,978</u>	<u>194,220</u>	<u>194,220</u>	<u>194,220</u>
	Total Fines and Forfeits	<u>141,249</u>	<u>265,978</u>	<u>194,220</u>	<u>194,220</u>	<u>194,220</u>
Investment Earnings						
47200	Interest on Investments	<u>1,499</u>	<u>208</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>1,499</u>	<u>208</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>142,748</u>	<u>266,186</u>	<u>194,220</u>	<u>194,220</u>	<u>194,220</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Narcotic Seizure

Account No: 2220

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42112	State Narcotic Seizure	<u>23,595</u>	<u>1,634</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Intergovernmental	<u>23,595</u>	<u>1,634</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	<u>8,873</u>	<u>291</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	Total Investment Earnings	<u>8,873</u>	<u>291</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Miscellaneous						
48990	Other	<u>-</u>	<u>23,595</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>-</u>	<u>23,595</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>32,468</u>	<u>25,520</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: State Gas Tax

Account No: 2300

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42140	State Gas Tax (2105)	293,655	266,849	304,400	263,500	263,500
42141	State Gas Tax (2106)	174,548	159,384	150,000	155,000	155,000
42143	State Gas Tax (2107)	392,960	355,161	400,000	351,500	351,500
42144	State Gas Tax (2107.5)	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
	Total Intergovernmental	<u>867,163</u>	<u>787,394</u>	<u>860,400</u>	<u>776,000</u>	<u>776,000</u>
Investment Earnings						
47200	Interest on Investments	<u>17,444</u>	<u>12,784</u>	<u>9,900</u>	<u>9,900</u>	<u>9,900</u>
	Total Investment Earnings	<u>17,444</u>	<u>12,784</u>	<u>9,900</u>	<u>9,900</u>	<u>9,900</u>
	Total Revenues	<u><u>884,607</u></u>	<u><u>800,178</u></u>	<u><u>870,300</u></u>	<u><u>785,900</u></u>	<u><u>785,900</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Transit

Account No: 2400

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42210	Proposition A	788,718	717,172	790,290	650,000	650,000
42220	Proposition C	(81,916)	-	-	-	-
42221	Measure R	-	-	-	415,000	415,000
	Total Intergovernmental	<u>706,802</u>	<u>717,172</u>	<u>790,290</u>	<u>1,065,000</u>	<u>1,065,000</u>
Charges for Services						
43205	Bid Packages	170	180	-	-	-
43500	Transit Fares	12,403	7,560	24,400	10,000	10,000
43550	Transit Parking Permit Fees	210,461	220,363	250,000	210,000	210,000
43600	Property Rental Fees	300	100	-	-	-
	Total Charges for Services	<u>223,334</u>	<u>228,203</u>	<u>274,400</u>	<u>220,000</u>	<u>220,000</u>
Investment Earnings						
47200	Interest on Investments	62,343	53,904	17,000	17,000	17,000
	Total Investment Earnings	<u>62,343</u>	<u>53,904</u>	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>
Miscellaneous						
48790	Cash Overage/Shortage	97	36	-	-	-
	Total Miscellaneous	<u>97</u>	<u>36</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	-	6,272	-	-	-
	Total Other Financing Sources	<u>-</u>	<u>6,272</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>992,576</u>	<u>1,005,587</u>	<u>1,081,690</u>	<u>1,302,000</u>	<u>1,302,000</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Air Quality

Account No: 2500

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42900	Motor Vehicle Environmental	<u>59,384</u>	<u>57,680</u>	<u>60,000</u>	<u>58,000</u>	<u>58,000</u>
	Total Intergovernmental	<u>59,384</u>	<u>57,680</u>	<u>60,000</u>	<u>58,000</u>	<u>58,000</u>
Investment Earnings						
47200	Interest on Investments	<u>5,675</u>	<u>4,524</u>	<u>3,000</u>	<u>6,000</u>	<u>4,500</u>
	Total Investment Earnings	<u>5,675</u>	<u>4,524</u>	<u>3,000</u>	<u>6,000</u>	<u>4,500</u>
Other Financing Sources						
49160	Transfer-Enterprise Fund	<u>-</u>	<u>1,640</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>1,640</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>65,059</u>	<u>63,844</u>	<u>63,000</u>	<u>64,000</u>	<u>62,500</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Environmental Services Grants

Account No: 25XX

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42090	Other Federal Grants	-	-	-	200,200	200,200
42165	Oil Block Grant	-	3,076	12,630	8,330	8,330
42190	Other State Grants/Subventions	-	13,043	13,050	13,050	13,050
	Total Intergovernmental	<u>-</u>	<u>16,119</u>	<u>25,680</u>	<u>221,580</u>	<u>221,580</u>
Investment Earnings						
47200	Interest on Investments	-	1,181	-	-	-
	Total Investment Earnings	<u>-</u>	<u>1,181</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49160	Transfer-Enterprise Fund	-	48,692	-	-	-
	Total Other Financing Sources	<u>-</u>	<u>48,692</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>-</u>	<u>65,992</u>	<u>25,680</u>	<u>221,580</u>	<u>221,580</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Municipal Parking District

Account No: 2600

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Taxes						
40120	Secured Property Tax-Current	24,406	24,417	26,800	26,800	26,800
40140	Unsecured Property Tax-Current	953	1,701	700	700	700
40160	Secured/Unsecured-Prior Year	28	229	500	500	500
40180	Supplemental Roll-Current Year	(90)	69	-	-	-
40185	Supplemental Roll-Prior Year	-	-	20	20	20
40190	Interest on Property Tax	66	25	200	200	200
40199	ERAF Transfer	-	(7)	-	-	-
	Total Taxes	<u>25,363</u>	<u>26,434</u>	<u>28,220</u>	<u>28,220</u>	<u>28,220</u>
Intergovernmental						
42100	Homeowners Exemption	<u>135</u>	<u>11</u>	<u>20</u>	<u>20</u>	<u>20</u>
	Total Intergovernmental	<u>135</u>	<u>11</u>	<u>20</u>	<u>20</u>	<u>20</u>
Charges for Services						
43280	Parking Permit Fees	32,980	28,591	34,000	34,000	34,000
43285	Parking Meter Fees	-	-	3,000	3,000	3,000
43600	Property Rental Fees	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
	Total Charges for Services	<u>68,980</u>	<u>64,591</u>	<u>73,000</u>	<u>73,000</u>	<u>73,000</u>
Investment Earnings						
47200	Interest on Investments	<u>12,216</u>	<u>8,942</u>	<u>2,600</u>	<u>5,000</u>	<u>5,000</u>
	Total Investment Earnings	<u>12,216</u>	<u>8,942</u>	<u>2,600</u>	<u>5,000</u>	<u>5,000</u>
Miscellaneous						
48790	Cash Overage/Shortage	<u>(984)</u>	<u>(666)</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>(984)</u>	<u>(666)</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>105,710</u>	<u>99,312</u>	<u>103,840</u>	<u>106,240</u>	<u>106,240</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Lighting District

Account No: 2710

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Special Assessments						
45300	Street Lighting	<u>121,728</u>	<u>122,021</u>	<u>122,500</u>	<u>122,500</u>	<u>122,500</u>
	Total Special Assessments	<u>121,728</u>	<u>122,021</u>	<u>122,500</u>	<u>122,500</u>	<u>122,500</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>-</u>	<u>138,628</u>	<u>-</u>	<u>92,160</u>	<u>92,160</u>
	Total Other Financing Sources	<u>-</u>	<u>138,628</u>	<u>-</u>	<u>92,160</u>	<u>92,160</u>
	Total Revenues	<u>121,728</u>	<u>260,649</u>	<u>122,500</u>	<u>214,660</u>	<u>214,660</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Landscape District

Account No: 2720

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Special Assessments						
45250	Street Landscaping	<u>119,703</u>	<u>111,433</u>	<u>113,900</u>	<u>113,900</u>	<u>113,900</u>
	Total Special Assessments	<u>119,703</u>	<u>111,433</u>	<u>113,900</u>	<u>113,900</u>	<u>113,900</u>
Investment Earnings						
47200	Interest on Investments	<u>6,217</u>	<u>3,799</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
	Total Investment Earnings	<u>6,217</u>	<u>3,799</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
	Total Revenues	<u>125,920</u>	<u>115,232</u>	<u>115,100</u>	<u>115,100</u>	<u>115,100</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Sewer District

Account No: 2730

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Charges for Services						
43160	Hazard Materials Cleanup Fees	6,542	(4,535)	-	-	-
43420	Variance Fees	<u>119,691</u>	<u>5,691</u>	<u>30,000</u>	-	-
	Total Charges for Services	<u>126,233</u>	<u>1,156</u>	<u>30,000</u>	-	-
Special Assessments						
45700	Sanitary Sewer	<u>137,343</u>	<u>531,538</u>	<u>1,170,000</u>	-	-
	Total Special Assessments	<u>137,343</u>	<u>531,538</u>	<u>1,170,000</u>	-	-
Investment Earnings						
47200	Interest on Investments	<u>30,823</u>	<u>3,990</u>	<u>3,450</u>	-	-
	Total Investment Earnings	<u>30,823</u>	<u>3,990</u>	<u>3,450</u>	-	-
Other Financing Sources						
49140	Transfer-Capital Projects Fund	<u>-</u>	<u>218,190</u>	<u>-</u>	-	-
	Total Other Financing Sources	<u>-</u>	<u>218,190</u>	<u>-</u>	-	-
	Total Revenues	<u>294,399</u>	<u>754,874</u>	<u>1,203,450</u>	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Shoppers Lane Parking District

Account No: 2750

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Taxes						
40500	Business Registration Tax	<u>1,080</u>	<u>1,045</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
	Total Taxes	<u>1,080</u>	<u>1,045</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
Investment Earnings						
47200	Interest on Investments	<u>-</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>-</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>-</u>	<u>38,048</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>38,048</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>1,080</u>	<u>39,094</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Literacy Grant

Account No: 2800

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42186	Library Literacy Grant	93,033	31,955	21,060	20,990	20,990
42190	Other State Grants/Subventions	-	4,537	13,060	26,150	26,150
	Total Intergovernmental	<u>93,033</u>	<u>36,492</u>	<u>34,120</u>	<u>47,140</u>	<u>47,140</u>
Investment Earnings						
47200	Interest on Investments	-	57	-	-	-
	Total Investment Earnings	<u>-</u>	<u>57</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48100	Donations and Contributions	2,566	10,142	23,470	23,160	23,160
	Total Miscellaneous	<u>2,566</u>	<u>10,142</u>	<u>23,470</u>	<u>23,160</u>	<u>23,160</u>
Other Financing Sources						
49110	Transfer-General Fund	-	128,052	44,170	44,170	44,170
49120	Transfer-Special Revenue Fund	-	11,686	-	-	-
	Total Other Financing Sources	<u>-</u>	<u>139,738</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
	Total Revenues	<u>95,599</u>	<u>186,429</u>	<u>101,760</u>	<u>114,470</u>	<u>114,470</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Public Education In Government

Account No: 2890

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Miscellaneous						
48400	Public Education in Government	<u>-</u>	<u>10,987</u>	<u>-</u>	<u>41,000</u>	<u>41,000</u>
	Total Miscellaneous	<u>-</u>	<u>10,987</u>	<u>-</u>	<u>41,000</u>	<u>41,000</u>
	Total Revenues	<u>-</u>	<u>10,987</u>	<u>-</u>	<u>41,000</u>	<u>41,000</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: City Donation

Account No: 2900

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Charges for Services						
43305	Volunteer Service Fees	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	Total Charges for Services	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Investment Earnings						
47200	Interest on Investments	<u>15,746</u>	<u>11,799</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>15,746</u>	<u>11,799</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48100	Donations and Contributions	8,940	19,764	9,060	9,060	9,060
48990	Other	<u>-</u>	<u>1,003</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>8,940</u>	<u>20,767</u>	<u>9,060</u>	<u>9,060</u>	<u>9,060</u>
	Total Revenues	<u>24,686</u>	<u>32,566</u>	<u>12,060</u>	<u>12,060</u>	<u>12,060</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Tax Allocation Debt

Account No: 3500

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Taxes						
40120	Secured Property Tax-Current	5,812,810	6,548,591	5,700,000	5,700,000	6,949,000
40140	Unsecured Property Tax-Current	362,099	465,936	905,000	905,000	-
40160	Secured/Unsecured-Prior Year	126,863	16,038	440,000	440,000	-
40180	Supplemental Roll-Current Year	555,353	159,523	-	-	-
40185	Supplemental Roll-Prior Year	29,769	60,089	125,000	125,000	-
40195	SB211 Pass-Throughs	(129,963)	(235,221)	(423,000)	(423,000)	(486,000)
40197	County Pass-Through, Inflation	(68,359)	(72,532)	(735,000)	(735,000)	-
40198	County Pass-Through	(220,214)	(988,614)	(100,000)	(100,000)	(676,000)
	Total Taxes	<u>6,468,358</u>	<u>5,953,810</u>	<u>5,912,000</u>	<u>5,912,000</u>	<u>5,787,000</u>
Intergovernmental						
42100	Homeowners Exemption	<u>10,632</u>	<u>13,003</u>	<u>31,000</u>	<u>31,000</u>	<u>-</u>
	Total Intergovernmental	<u>10,632</u>	<u>13,003</u>	<u>31,000</u>	<u>31,000</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	<u>370,196</u>	<u>167,719</u>	<u>49,200</u>	<u>49,200</u>	<u>49,200</u>
	Total Investment Earnings	<u>370,196</u>	<u>167,719</u>	<u>49,200</u>	<u>49,200</u>	<u>49,200</u>
	Total Revenues	<u>6,849,186</u>	<u>6,134,532</u>	<u>5,992,200</u>	<u>5,992,200</u>	<u>5,836,200</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Park Development

Account No: 4200

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42177	State Park Grant	357,593	(82,356)	-	-	-
42250	County Park Grants	-	110,307	-	-	-
	Total Intergovernmental	<u>357,593</u>	<u>27,951</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	969	4,311	1,200	1,200	1,200
	Total Investment Earnings	<u>969</u>	<u>4,311</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Other Financing Sources						
49120	Transfer-Special Revenue Fund	-	114,337	-	-	-
49140	Transfer-Capital Projects Fund	-	45,912	-	-	-
	Total Other Financing Sources	<u>-</u>	<u>160,249</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>358,562</u>	<u>192,511</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Transportation

Account No: 4300

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Intergovernmental						
42040	Surface Transportation Prog Gr	-	636,317	-	990,000	990,000
42090	Other Federal Grants	-	-	572,000	154,780	154,780
42122	Bicycle-Pedestrian Grant	34,812	28,681	-	-	-
42124	Traffic Congestion Relief	121,012	298,236	474,220	495,130	-
42205	Prop 1B	799,712	739,155	-	-	-
42200	County Highway Maintenance	-	597,251	-	-	-
42220	Proposition C	1,146,785	-	664,170	550,000	550,000
42221	Measure R	-	-	247,070	-	-
42230	County MTA	-	23,250	-	-	-
42600	Other Grants	902	(902)	-	-	-
	Total Intergovernmental	<u>2,103,223</u>	<u>2,321,988</u>	<u>1,957,460</u>	<u>2,189,910</u>	<u>1,694,780</u>
Charges for Services						
43205	Bid Packages	-	904	-	-	-
	Total Charges for Services	<u>-</u>	<u>904</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	92,081	64,979	22,000	1,000	1,000
	Total Investment Earnings	<u>92,081</u>	<u>64,979</u>	<u>22,000</u>	<u>1,000</u>	<u>1,000</u>
Miscellaneous						
48990	Other	22,202	-	-	-	-
	Total Miscellaneous	<u>22,202</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	80,819	22,199	-	-	-
49120	Transfer-Special Revenue Fund	-	29,268	-	315,000	315,000
49140	Transfer-Capital Projects Fund	-	698,161	-	-	-
49800	Other Financing Sources	(120,468)	-	-	-	-
	Total Other Financing Sources	<u>(39,649)</u>	<u>749,628</u>	<u>-</u>	<u>315,000</u>	<u>315,000</u>
	Total Revenues	<u>2,177,857</u>	<u>3,137,499</u>	<u>1,979,460</u>	<u>2,505,910</u>	<u>2,010,780</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Development Impact Fees

Account No: 47XX

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Charges for Services						
43095	Impact Fees - General Government	652	6,394	-	-	-
43155	Impact Fees - Police	601	5,935	-	-	-
43180	Development Impct Fee-Fire	289	2,843	-	-	-
43263	Impact Fees - Streets	15,959	16,212	-	-	-
43360	Impact Fees - Park Facilities	-	38,072	-	-	-
43382	Impact Fees - Library	-	3,984	-	-	-
	Total Charges for Services	<u>17,501</u>	<u>73,440</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	<u>18,339</u>	<u>10,195</u>	<u>3,900</u>	<u>3,900</u>	<u>-</u>
	Total Investment Earnings	<u>18,339</u>	<u>10,195</u>	<u>3,900</u>	<u>3,900</u>	<u>-</u>
	Total Revenues	<u>35,840</u>	<u>83,635</u>	<u>3,900</u>	<u>3,900</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Redevelopment

Account No: 5000

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Charges for Services						
43600	Property Rental Fees	<u>45,629</u>	<u>498,084</u>	<u>498,080</u>	<u>498,080</u>	<u>498,080</u>
	Total Charges for Services	<u>45,629</u>	<u>498,084</u>	<u>498,080</u>	<u>498,080</u>	<u>498,080</u>
Special Assessments						
43890	Other Non-Dept Charges	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Special Assessments	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	639,774	627,956	210,700	210,700	242,950
47300	Interest on Loans	41,140	39,436	29,480	29,480	29,480
47410	Interest on Advances-Genl Fund	27,242	25,481	28,930	28,930	28,930
47500	UnrealizedGain (Loss)-Investmt	<u>338,752</u>	<u>(151,722)</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>1,046,908</u>	<u>541,151</u>	<u>269,110</u>	<u>269,110</u>	<u>301,360</u>
Miscellaneous						
48650	Loan Reimbursements	33,810	16,427	42,750	42,750	42,750
48700	Gain on Sale of Property	-	-	4,700	-	-
48990	Other	<u>60,146</u>	<u>93,338</u>	<u>51,000</u>	<u>51,000</u>	<u>51,000</u>
	Total Miscellaneous	<u>93,956</u>	<u>109,765</u>	<u>98,450</u>	<u>93,750</u>	<u>93,750</u>
Other Financing Sources						
49110	Transfer-General Fund	-	8,416	-	-	-
49140	Transfer-Capital Projects Fund	-	6,204,234	-	-	-
49150	Transfer-CRA Capital Projects	3,819,302	887,328	-	-	-
49320	Loan Proceeds	-	-	2,310,000	2,310,000	2,310,000
49700	Sale of Property Proceeds	<u>(26,427)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>3,792,875</u>	<u>7,099,978</u>	<u>2,310,000</u>	<u>2,310,000</u>	<u>2,310,000</u>
	Total Revenues	<u>4,980,368</u>	<u>8,248,978</u>	<u>3,175,640</u>	<u>3,170,940</u>	<u>3,203,190</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: CRA LAND PROCEEDS FUND

Account No: 5031

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Charges for Services						
43600	Property Rental Fees	<u>827,894</u>	<u>430,947</u>	<u>349,140</u>	<u>349,140</u>	<u>349,140</u>
	Total Charges for Services	<u>827,894</u>	<u>430,947</u>	<u>349,140</u>	<u>349,140</u>	<u>349,140</u>
Investment Earnings						
47200	Interest on Investments	<u>28,417</u>	<u>98,226</u>	<u>32,000</u>	<u>32,000</u>	<u>32,000</u>
	Total Investment Earnings	<u>28,417</u>	<u>98,226</u>	<u>32,000</u>	<u>32,000</u>	<u>32,000</u>
Miscellaneous						
48990	Other	<u>-</u>	<u>34,359</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>-</u>	<u>34,359</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49150	Transfer-CRA Capital Projects	<u>3,819,302</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>3,819,302</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>4,675,613</u>	<u>563,532</u>	<u>381,140</u>	<u>381,140</u>	<u>381,140</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Water Utility

Account No: 6010

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Water Revenue						
46100	Water Sales-Retail	5,204,453	4,469,898	4,900,000	4,500,000	6,000,000
46110	Water Sales-Wholesale	531	299	-	-	-
46120	Fire Line	63,576	67,334	67,000	67,000	67,000
46160	Water Meter Installation Fees	28,238	6,942	6,000	4,000	4,000
46165	Water Reconnection Fees	30,290	63,350	45,000	40,000	40,000
46170	Water Late Fees	16,136	20,324	19,300	90,000	90,000
46175	Meter Re-read Fee	150	300	-	-	-
46180	Water Antenna Rentals	49,754	48,937	48,000	48,000	48,000
46190	Water-Other	<u>27,998</u>	<u>15,562</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
	Total Water Revenue	<u>5,421,126</u>	<u>4,692,946</u>	<u>5,093,300</u>	<u>4,757,000</u>	<u>6,257,000</u>
Investment Earnings						
47200	Interest on Investments	<u>8,459</u>	<u>6,154</u>	<u>21,000</u>	<u>35,000</u>	<u>35,000</u>
	Total Investment Earnings	<u>8,459</u>	<u>6,154</u>	<u>21,000</u>	<u>35,000</u>	<u>35,000</u>
Other Financing Sources						
49160	Transfer-Enterprise Fund	<u>-</u>	<u>2,452,837</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>2,452,837</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>5,429,585</u>	<u>7,151,937</u>	<u>5,114,300</u>	<u>4,792,000</u>	<u>6,292,000</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Water Capital

Account No: 6011

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Water Revenue						
46150	Water Capital Fees	<u>734,022</u>	<u>767,518</u>	<u>807,400</u>	<u>720,000</u>	<u>720,000</u>
	Total Water Revenue	<u>734,022</u>	<u>767,518</u>	<u>807,400</u>	<u>720,000</u>	<u>720,000</u>
Investment Earnings						
47200	Interest on Investments	<u>122,874</u>	<u>78,123</u>	<u>37,000</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>122,874</u>	<u>78,123</u>	<u>37,000</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>856,896</u>	<u>845,641</u>	<u>844,400</u>	<u>720,000</u>	<u>720,000</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Environmental

Account No: 6200

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Licenses and Permits						
41990	Permit/Inspection Fees -IWP	<u>150</u>	<u>180</u>	<u>-</u>	<u>150</u>	<u>150</u>
	Total Licenses and Permits	<u>150</u>	<u>180</u>	<u>-</u>	<u>150</u>	<u>150</u>
Intergovernmental						
42165	Oil Block Grant	13,015	9,797	-	-	-
42190	Other State Grants/Subventions	<u>13,123</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Intergovernmental	<u>26,138</u>	<u>9,797</u>	<u>-</u>	<u>-</u>	<u>-</u>
Charges for Services						
43022	License Processing Fees	70	-	-	-	-
43160	Hazard Materials Cleanup Fees	-	525	1,000	1,000	1,000
43262	Storm Water Inspection Fee	(189)	-	-	12,930	12,930
43290	Other Public Works Charges	-	-	-	150	150
43400	Plan Review	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,400</u>	<u>2,400</u>
	Total Charges for Services	<u>(119)</u>	<u>525</u>	<u>1,000</u>	<u>16,480</u>	<u>16,480</u>
Refuse/Waste Revenue						
46310	Refuse Collection Fees	1,850,873	2,010,007	1,830,970	1,853,390	1,853,390
46315	Integrated Waste Fee	656,845	705,803	661,720	645,760	645,760
46320	Recycling Fees	296,530	316,314	885,330	313,570	313,570
46325	Trash/Green Waste	504,687	546,965	-	541,080	541,080
46330	Recycling - MRF	227,842	100,830	36,000	137,880	137,880
46350	CRV Rebate	3,736	5,039	5,670	500	500
46375	Refuse Restoration Fee	-	-	-	500	500
46380	CNG Station Charge In-House	1,200	892	2,050	80	80
46381	CNG Station Charge Outside	53,530	41,853	43,620	50,000	50,000
46382	Fed Alternative Fuel Credit	1,715	344	4,100	7,430	7,430
46385	Storm Water Inspection Fee	23,969	22,228	24,950	25,400	25,400
46387	NPDES Environmental Compliance	-	-	-	40,500	40,500
46390	Waste Management-Other	<u>85,909</u>	<u>94,197</u>	<u>84,500</u>	<u>-</u>	<u>-</u>
	Total Refuse/Waste Revenue	<u>3,706,836</u>	<u>3,844,472</u>	<u>3,578,910</u>	<u>3,616,090</u>	<u>3,616,090</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Environmental

Account No: 6200

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Investment Earnings						
47200	Interest on Investments	<u>3,859</u>	<u>2,045</u>	<u>2,500</u>	<u>500</u>	<u>500</u>
	Total Investment Earnings	<u>3,859</u>	<u>2,045</u>	<u>2,500</u>	<u>500</u>	<u>500</u>
Miscellaneous						
48100	Donations and Contributions	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	-	2,679	-	-	-
49120	Transfer-Special Revenue Fund	<u>-</u>	<u>1,740</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>4,419</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>3,737,864</u>	<u>3,861,438</u>	<u>3,582,410</u>	<u>3,633,220</u>	<u>3,633,220</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Sewer

Account No: 6300

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Charges for Services						
43420	Variance Fees	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,000</u>	<u>4,000</u>
	Total Charges for Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,000</u>	<u>4,000</u>
Special Assessments						
45700	Sanitary Sewer	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,170,000</u>	<u>1,170,000</u>
	Total Special Assessments	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,170,000</u>	<u>1,170,000</u>
Investment Earnings						
47200	Interest on Investments	<u>-</u>	<u>-</u>	<u>-</u>	<u>80,000</u>	<u>80,000</u>
	Total Investment Earnings	<u>-</u>	<u>-</u>	<u>-</u>	<u>80,000</u>	<u>80,000</u>
Other Financing Sources						
49140	Transfer-Capital Projects Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,254,000</u>	<u>1,254,000</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Central Equipment

Account No: 7010

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Central Equipment Charges						
46400	Motor Pool Charges	1,239,120	1,239,120	1,239,120	-	1,239,120
46430	Fuel Charges- Outside Sales	180,124	131,080	145,000	90,000	90,000
46490	Central Equipment-Other	-	89	1,000	1,000	1,000
	Total Central Equipment Charges	<u>1,419,244</u>	<u>1,370,289</u>	<u>1,385,120</u>	<u>91,000</u>	<u>1,330,120</u>
Investment Earnings						
47200	Interest on Investments	<u>39,098</u>	<u>50,643</u>	<u>20,000</u>	<u>25,000</u>	<u>25,000</u>
	Total Investment Earnings	<u>39,098</u>	<u>50,643</u>	<u>20,000</u>	<u>25,000</u>	<u>25,000</u>
Miscellaneous						
48700	Gain on Sale of Property	<u>3,945</u>	<u>6,388</u>	<u>7,500</u>	-	-
	Total Miscellaneous	<u>3,945</u>	<u>6,388</u>	<u>7,500</u>	-	-
	Total Revenues	<u><u>1,462,287</u></u>	<u><u>1,427,320</u></u>	<u><u>1,412,620</u></u>	<u><u>116,000</u></u>	<u><u>1,355,120</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Management Information Systems

Account No: 7200

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
MIS Charges						
46600	Information Technology Charges	<u>1,105,140</u>	<u>1,097,688</u>	<u>1,199,440</u>	<u>1,247,690</u>	<u>1,108,550</u>
	Total MIS Charges	<u>1,105,140</u>	<u>1,097,688</u>	<u>1,199,440</u>	<u>1,247,690</u>	<u>1,108,550</u>
Investment Earnings						
47200	Interest on Investments	<u>26,257</u>	<u>31,511</u>	<u>8,700</u>	<u>8,700</u>	<u>22,000</u>
	Total Investment Earnings	<u>26,257</u>	<u>31,511</u>	<u>8,700</u>	<u>8,700</u>	<u>22,000</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>1,131,397</u>	<u>1,129,199</u>	<u>1,258,140</u>	<u>1,256,390</u>	<u>1,130,550</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Worker's Compensations Fund

Account No: 7360

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>-</u>	<u>-</u>	<u>3,857,800</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>3,857,800</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>-</u>	<u>-</u>	<u>3,857,800</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Revenue Detail

Fund: Public Liability Fund

Account No: 7370

		2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>-</u>	<u>-</u>	<u>2,255,000</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>2,255,000</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>-</u>	<u>-</u>	<u>2,255,000</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: General Government

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	689,277	529,036	580,250	580,000	641,550
Fines and Forfeits	1,634	2,299	1,500	1,500	2,500
Risk Management Charges	153,406	-	-	-	-
Employee Benefits Charges	-	65	-	-	-
Investment Earnings	(55,776)	157,013	-	-	-
Miscellaneous	<u>-</u>	<u>30,075</u>	<u>-</u>	<u>46,500</u>	<u>46,500</u>
Total Revenues	<u>788,541</u>	<u>718,488</u>	<u>581,750</u>	<u>628,000</u>	<u>690,550</u>
Activities					
City Council	54,975	107,310	59,500	59,940	60,030
City Clerk	2,680	3,231	2,400	2,700	2,700
City Treasurer	3,513	3,523	3,510	3,350	3,350
City Manager	569,006	754,871	612,920	517,140	524,480
City Attorney	152,439	271,655	222,230	226,680	226,680
Finance	1,297,852	1,470,871	1,532,630	1,418,800	1,407,110
Elections	62,575	56,901	-	70,360	69,450
Records Management	229,215	235,045	225,200	134,530	137,990
Human Resources	423,415	492,224	560,680	585,550	552,390
Employee Development	13,046	5,354	10,500	8,000	8,000
Workers Compensation	537,003	587,636	683,800	641,800	626,800
Public Liability	767,035	467,598	659,000	456,000	431,000
General Insurance	512,289	401,036	755,000	655,000	617,000
Duplicating Services	110,322	125,303	137,850	131,350	129,450
Public Information	214,929	267,890	239,900	117,340	145,380
Civic Center	172,521	230,342	491,830	396,830	189,830
Indirect Cost Allocation	<u>(1,719,060)</u>	<u>(1,869,920)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>
Total Activities	<u>3,403,755</u>	<u>3,610,870</u>	<u>4,027,720</u>	<u>3,256,140</u>	<u>2,962,410</u>
Appropriations					
General Fund	3,403,755	3,575,606	4,027,720	3,256,140	2,944,410
Public Education in Government	<u>-</u>	<u>35,264</u>	<u>-</u>	<u>-</u>	<u>18,000</u>
Total Appropriations	<u>3,403,755</u>	<u>3,610,870</u>	<u>4,027,720</u>	<u>3,256,140</u>	<u>2,962,410</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 2010-2011 include:

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

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

	<u>2006-2007</u> <u>Actual</u>	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Budget</u>	<u>2009-2010</u> <u>Base</u>	<u>2010-2011</u> <u>Adopted</u>
Full-Time Equivalent Positions					
<u>FTE Part-Time Positions</u>					
City Council	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: City Council

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Miscellaneous	-	13,500	-	-	-
Total Revenues	<u>-</u>	<u>13,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	26,530	25,450	26,620	27,060	27,060
Professional and Technical	11,369	35,129	11,850	11,850	12,870
Property Services	1,368	691	1,280	1,280	350
Other Services and Charges	12,843	41,769	15,930	15,930	15,930
Supplies	<u>2,865</u>	<u>4,271</u>	<u>3,820</u>	<u>3,820</u>	<u>3,820</u>
Total Expenditures	<u>54,975</u>	<u>107,310</u>	<u>59,500</u>	<u>59,940</u>	<u>60,030</u>
Appropriations					
General Fund	<u>54,975</u>	<u>107,310</u>	<u>59,500</u>	<u>59,940</u>	<u>60,030</u>
Total Appropriations	<u>54,975</u>	<u>107,310</u>	<u>59,500</u>	<u>59,940</u>	<u>60,030</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 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 and Redevelopment Agency 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 2010-2011.

	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Base</u>	<u>2010-2011</u> <u>Adopted</u>
Full-Time Equivalent Positions					
<u>FTE Part-Time Positions</u>					
City Clerk	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Total Full-Time Equivalent Positions	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: City Clerk

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	2,634	2,660	2,400	2,600	2,600
Other Services and Charges	<u>46</u>	<u>571</u>	<u>-</u>	<u>100</u>	<u>100</u>
Total Expenditures	<u>2,680</u>	<u>3,231</u>	<u>2,400</u>	<u>2,700</u>	<u>2,700</u>
Appropriations					
General Fund	<u>2,680</u>	<u>3,231</u>	<u>2,400</u>	<u>2,700</u>	<u>2,700</u>
Total Appropriations	<u>2,680</u>	<u>3,231</u>	<u>2,400</u>	<u>2,700</u>	<u>2,700</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: City Treasurer

Purpose

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

Goals and Objectives

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

Base Budget-Change in Service

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

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

Performance Workload Measurements

Percent of treasurer reports issued within 90 days 100%

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>FTE Part-Time Positions</u>					
City Treasurer	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Total Full-Time Equivalent Positions	<u><u>0.03</u></u>	<u><u>0.03</u></u>	<u><u>0.03</u></u>	<u><u>0.03</u></u>	<u><u>0.03</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: City Treasurer

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	2,575	2,585	2,560	2,600	2,600
Other Services and Charges	<u>938</u>	<u>938</u>	<u>950</u>	<u>750</u>	<u>750</u>
Total Expenditures	<u>3,513</u>	<u>3,523</u>	<u>3,510</u>	<u>3,350</u>	<u>3,350</u>
Appropriations					
General Fund	<u>3,513</u>	<u>3,523</u>	<u>3,510</u>	<u>3,350</u>	<u>3,350</u>
Total Appropriations	<u>3,513</u>	<u>3,523</u>	<u>3,510</u>	<u>3,350</u>	<u>3,350</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: City Manager (Administration)

Purpose

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

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

Support Service Activities

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

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

Goals and Objectives

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

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

Base Budget-Change in Service

For Fiscal year 2010-11 the following changes are proposed:

- Elimination of one full time position – Assistant City Manager

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

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: General Government

Activity: City Manager

	2006-2007 Actual	2007-2008 Actual	2008-2009 Budget	2009-2010 Budget	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	-
Executive Assistant to the City Manager	-	-	-	-	1.00
Senior Administrative Technician	1.00	1.00	1.00	1.00	-
Total Full-Time Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>
<u>FTE Part-Time Positions</u>					
Administrative Technician	1.00	1.00	1.00	.50	.50
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>3.50</u>	<u>2.50</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: City Manager

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	504,560	602,309	544,260	365,680	368,840
Professional and Technical	25,985	121,964	28,210	111,010	115,190
Property Services	5,181	5,050	7,030	7,030	7,030
Other Services and Charges	30,261	22,811	28,560	28,560	28,560
Supplies	<u>3,019</u>	<u>2,737</u>	<u>4,860</u>	<u>4,860</u>	<u>4,860</u>
Total Expenditures	<u>569,006</u>	<u>754,871</u>	<u>612,920</u>	<u>517,140</u>	<u>524,480</u>
Appropriations					
General Fund	<u>569,006</u>	<u>754,871</u>	<u>612,920</u>	<u>517,140</u>	<u>524,480</u>
Total Appropriations	<u>569,006</u>	<u>754,871</u>	<u>612,920</u>	<u>517,140</u>	<u>524,480</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 2010-2011 City Attorney budget. The City Attorney activity is accounted for in the General Fund.

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Adopted</u>
Full-Time Equivalent Positions					
<u>FTE Part-Time Positions</u>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: City Attorney

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Professional and Technical	<u>152,439</u>	<u>271,655</u>	<u>222,230</u>	<u>226,680</u>	<u>226,680</u>
Total Expenditures	<u>152,439</u>	<u>271,655</u>	<u>222,230</u>	<u>226,680</u>	<u>226,680</u>
Appropriations					
General Fund	<u>152,439</u>	<u>271,655</u>	<u>222,230</u>	<u>226,680</u>	<u>226,680</u>
Total Appropriations	<u>152,439</u>	<u>271,655</u>	<u>222,230</u>	<u>226,680</u>	<u>226,680</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Finance

Purpose

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

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

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

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

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

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

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

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

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

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

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Finance

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 and Redevelopment Agency.

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

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

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

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

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

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

- Provide general ongoing technical support for IFAS, payroll, utility billing and business licensing.
- Maintain and update financial applications.
- Provide ongoing training to finance staff.

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Finance

Goals and Objectives

Major finance goals are:

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

Base Budget-Change in Service

As of September 2009, the Finance Director was hired under a professional services agreement and is now accounted for in “Professional and Technical Services” as opposed to “Personal Services.” The budget also reflects an *underfilling* of the Finance Manager position at 90%.

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

Performance Workload Measurements

Financial Administration

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

General Accounting

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

Grant and Capital Project Administration

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

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Finance

Provide monthly, quarterly and annual reports to federal, state and county agencies by due dates	Yes
Capitalize infrastructure improvements in fixed asset system by 30 days after close of fiscal year	Yes
<u>Purchasing and Accounts Payable</u>	
Percent of accounts payable processed within 3 working days	96%
Percent of vendor 1099s processed on time	100%
<u>Payroll</u>	
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%
<u>Independent Audit</u>	
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
<u>Cashier</u>	
Percent of cash receipts processed within 24 hours	90%
<u>Business Licensing</u>	
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
<u>Financial Information Systems</u>	
Maintain and update financial applications	Yes
Provide ongoing training to finance staff	Yes

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Finance

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Director of Finance	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00
Senior Accountant	2.00	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	2.00	1.00	1.00	1.00
Business License Technician	1.00	1.00	1.00	1.00	1.00
Account Clerk II	1.50	1.50	1.25	1.25	1.25
Total Full-Time Positions	<u>8.50</u>	<u>8.50</u>	<u>8.25</u>	<u>8.25</u>	<u>8.25</u>
<u>FTE Part-Time Positions</u>					
Account Clerk I	0.50	0.50	-	-	-
Account Clerk II	-	-	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>9.00</u>	<u>9.00</u>	<u>8.75</u>	<u>8.75</u>	<u>8.75</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Finance

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	136,421	121,652	104,000	104,000	165,000
Fines and Forfeits	1,634	2,299	1,500	1,500	2,500
Employee Benefits Charges	-	65	-	-	-
Investment Earnings	<u>(55,776)</u>	<u>157,013</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>82,279</u>	<u>281,029</u>	<u>105,500</u>	<u>105,500</u>	<u>167,500</u>
Expenditures					
Personal Services	646,119	490,100	719,040	610,670	604,980
Professional and Technical	618,174	924,337	759,360	746,100	740,100
Property Services	5,992	5,969	6,500	14,150	14,150
Other Services and Charges	26,055	49,143	42,700	43,350	43,350
Supplies	4,915	4,014	5,030	4,530	4,530
Interdepartmental	<u>(3,403)</u>	<u>(2,692)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,297,852</u>	<u>1,470,871</u>	<u>1,532,630</u>	<u>1,418,800</u>	<u>1,407,110</u>
Appropriations					
General Fund	<u>1,297,852</u>	<u>1,470,871</u>	<u>1,532,630</u>	<u>1,418,800</u>	<u>1,407,110</u>
Total Appropriations	<u>1,297,852</u>	<u>1,470,871</u>	<u>1,532,630</u>	<u>1,418,800</u>	<u>1,407,110</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Information

Program: General Government

Activity: Elections

Purpose

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

Goals and Objectives

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

Base Budget-Change in Service

This activity reflects a budget increase of \$69,450 from the prior year due to a General Municipal Election scheduled for Fiscal Year 2010 – 2011 (March 8, 2011).

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Elections

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Miscellaneous	-	5,588	-	5,500	5,500
Total Revenues	<u>-</u>	<u>5,588</u>	<u>-</u>	<u>5,500</u>	<u>5,500</u>
Expenditures					
Personal Services	-	3,005	-	4,500	4,500
Professional and Technical	61,815	45,672	-	55,290	55,000
Property Services	-	240	-	520	400
Other Services and Charges	760	7,701	-	9,550	9,250
Supplies	-	283	-	500	300
Total Expenditures	<u>62,575</u>	<u>56,901</u>	<u>-</u>	<u>70,360</u>	<u>69,450</u>
Appropriations					
General Fund	<u>62,575</u>	<u>56,901</u>	<u>-</u>	<u>70,360</u>	<u>69,450</u>
Total Appropriations	<u>62,575</u>	<u>56,901</u>	<u>-</u>	<u>70,360</u>	<u>69,450</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Information

Program: General Government

Activity: Records Management

Purpose

Records Management carries out many of the functions designated to the City Clerk by the California Government 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:

- Maintenance of all official records and documents including Ordinances, Resolutions and Minutes.
- Preparation and distribution of City Council and Redevelopment Agency agenda packets.
- Preparation of City Council/Redevelopment Agency minutes.
- Filing officer for Political Reform Act and Conflict of Interest Code filings.
- Conduct general municipal and special elections.
- Certify documents pertaining to City affairs.
- Preparation and monitoring budget activity for City Clerk, Records Management and Election Cost Centers.

Goals and Objectives

Goals for Fiscal Year 2010 - 2011 are as follows:

- Maintain Record Management Program and Retention Schedule.
- Continue the reorganization and purging of the filing system.
- Continue maintenance of a fully operational document imaging/storage and retrieval system.
- Maintain complete and current minutes of all legislative board meetings.
- Complete indexing of legislative history.
- Continue development and maintenance of up-to-date job skills through training opportunities.
- Serve as a Passport Acceptance Facility.

Base Budget-Change in Service

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

- Elimination of the full-time Chief Deputy City Clerk position.
- New contract position of part-time Deputy City Clerk position.

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Information

Program: General Government

Activity: Records Management

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Chief Deputy City Clerk	1.00	1.00	1.00	-	-
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	2.00	2.00	2.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Office Assistant II	0.50	0.50	0.50	-	-
Total FTE Part-Time Positions	0.50	0.50	0.50	-	-
Total Full-Time Equivalent Positions	2.50	2.50	2.50	1.00	1.00

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Records Management

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	<u>11,467</u>	<u>11,283</u>	<u>12,000</u>	<u>12,000</u>	<u>12,050</u>
Total Revenues	<u><u>11,467</u></u>	<u><u>11,283</u></u>	<u><u>12,000</u></u>	<u><u>12,000</u></u>	<u><u>12,050</u></u>
Expenditures					
Personal Services	175,441	196,376	188,670	97,550	82,690
Professional and Technical	30,590	12,040	12,320	16,580	33,250
Property Services	2,674	2,928	2,720	3,500	3,500
Other Services and Charges	11,662	15,788	13,240	13,800	12,950
Supplies	<u>8,848</u>	<u>7,913</u>	<u>8,250</u>	<u>3,100</u>	<u>5,600</u>
Total Expenditures	<u><u>229,215</u></u>	<u><u>235,045</u></u>	<u><u>225,200</u></u>	<u><u>134,530</u></u>	<u><u>137,990</u></u>
Appropriations					
General Fund	<u>229,215</u>	<u>235,045</u>	<u>225,200</u>	<u>134,530</u>	<u>137,990</u>
Total Appropriations	<u><u>229,215</u></u>	<u><u>235,045</u></u>	<u><u>225,200</u></u>	<u><u>134,530</u></u>	<u><u>137,990</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Human Resources

Purpose

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

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

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

Goals and Objectives

Major Personnel-Risk Management goals are:

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

Base Budget-Change in Services

There is an increase of \$56,360.

Performance Workload Measurements	2005	2006	2007	2008	2009
Average number of days from receipt of requisition to certification of full-time eligibility list	30	48	58	64	37
Number of full-time lists certified	25	34	17	26	10
Employee Injuries resulting in workers compensation claims	35	15	19	30	31
Liability Claims Filed	42	46	40	36	29

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Human Resources

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Director of Human Resources	-	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	-	-	-	-
Risk Manager	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	-	-	-	-	-
Administrative Technician	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	4.00	4.00	4.00	4.00	4.00

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Human Resources

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	333,800	382,636	386,830	436,800	443,190
Professional and Technical	49,580	75,593	122,810	104,810	65,610
Property Services	3,557	4,406	4,200	6,000	9,350
Other Services and Charges	30,345	20,022	35,540	26,640	23,440
Supplies	<u>6,133</u>	<u>9,567</u>	<u>11,300</u>	<u>11,300</u>	<u>10,800</u>
Total Expenditures	<u>423,415</u>	<u>492,224</u>	<u>560,680</u>	<u>585,550</u>	<u>552,390</u>
Appropriations					
General Fund	<u>423,415</u>	<u>492,224</u>	<u>560,680</u>	<u>585,550</u>	<u>552,390</u>
Total Appropriations	<u>423,415</u>	<u>492,224</u>	<u>560,680</u>	<u>585,550</u>	<u>552,390</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Employee Development

Purpose

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

Goals and Objectives

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

Base Budget-Change in Service

There is a decrease of \$2,500 in Employee Training.

	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Base</u>	<u>2010-2011</u> <u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Employee Development

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Other Services and Charges	<u>13,046</u>	<u>5,354</u>	<u>10,500</u>	<u>8,000</u>	<u>8,000</u>
Total Expenditures	<u>13,046</u>	<u>5,354</u>	<u>10,500</u>	<u>8,000</u>	<u>8,000</u>
Appropriations					
General Fund	<u>13,046</u>	<u>5,354</u>	<u>10,500</u>	<u>8,000</u>	<u>8,000</u>
Total Appropriations	<u>13,046</u>	<u>5,354</u>	<u>10,500</u>	<u>8,000</u>	<u>8,000</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

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

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 2010-2011 budget reflects a decrease of \$57,000.

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

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Workers Compensation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	388,715	277,805	300,000	300,000	300,000
Risk Management Charges	<u>153,406</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>542,121</u>	<u>277,805</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Expenditures					
Professional and Technical	300,280	362,390	409,200	377,200	377,200
Other Services and Charges	<u>236,723</u>	<u>225,246</u>	<u>274,600</u>	<u>264,600</u>	<u>249,600</u>
Total Expenditures	<u>537,003</u>	<u>587,636</u>	<u>683,800</u>	<u>641,800</u>	<u>626,800</u>
Appropriations					
General Fund	<u>537,003</u>	<u>587,636</u>	<u>683,800</u>	<u>641,800</u>	<u>626,800</u>
Total Appropriations	<u>537,003</u>	<u>587,636</u>	<u>683,800</u>	<u>641,800</u>	<u>626,800</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

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 2010-2011 budget reflects a decrease of \$238,000.

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

	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Base</u>	<u>2010-2011</u> <u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Public Liability

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	<u>77,111</u>	<u>33,181</u>	<u>94,000</u>	<u>94,000</u>	<u>94,000</u>
Total Revenues	<u><u>77,111</u></u>	<u><u>33,181</u></u>	<u><u>94,000</u></u>	<u><u>94,000</u></u>	<u><u>94,000</u></u>
Expenditures					
Professional and Technical	290,163	328,467	300,000	200,000	175,000
Other Services and Charges	476,872	139,131	359,000	256,000	256,000
Capital Outlay	-	24,197	-	-	-
Interdepartmental	<u>-</u>	<u>(24,197)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>767,035</u></u>	<u><u>467,598</u></u>	<u><u>659,000</u></u>	<u><u>456,000</u></u>	<u><u>431,000</u></u>
Appropriations					
General Fund	<u>767,035</u>	<u>467,598</u>	<u>659,000</u>	<u>456,000</u>	<u>431,000</u>
Total Appropriations	<u><u>767,035</u></u>	<u><u>467,598</u></u>	<u><u>659,000</u></u>	<u><u>456,000</u></u>	<u><u>431,000</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 utilizing a third party administrator
- Secure necessary bonds and property insurance through outside carriers

Goals and Objectives

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

Base Budget-Change in Service

The 2010-2011 budget reflects a decrease of \$138,000.

General insurance is accounted for in the General Fund.

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: General Insurance

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	427,596	389,476	698,000	598,000	560,000
Professional and Technical	-	-	5,500	5,500	5,500
Other Services and Charges	<u>84,693</u>	<u>11,560</u>	<u>51,500</u>	<u>51,500</u>	<u>51,500</u>
Total Expenditures	<u>512,289</u>	<u>401,036</u>	<u>755,000</u>	<u>655,000</u>	<u>617,000</u>
Appropriations					
General Fund	<u>512,289</u>	<u>401,036</u>	<u>755,000</u>	<u>655,000</u>	<u>617,000</u>
Total Appropriations	<u>512,289</u>	<u>401,036</u>	<u>755,000</u>	<u>655,000</u>	<u>617,000</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Duplicating Services

Purpose

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

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

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

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

Goals and Objectives

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

To accomplish this goal the division will:

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

Base Budget-Change in Service

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

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>FTE Full-Time Positions</u>					
Printing and Central Services Specialist	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Printing and Central Services Specialist	0.25	-	-	-	-
Total FTE Part-Time Positions	<u>0.25</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Full-Time Equivalent Positions	<u><u>1.25</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Duplicating Services

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	<u>75,514</u>	<u>84,640</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Total Revenues	<u><u>75,514</u></u>	<u><u>84,640</u></u>	<u><u>70,000</u></u>	<u><u>70,000</u></u>	<u><u>70,000</u></u>
Expenditures					
Personal Services	45,079	50,538	51,350	56,360	55,250
Professional and Technical	4,240	4,240	3,230	5,880	5,090
Property Services	15,990	17,079	20,810	17,110	17,110
Other Services and Charges	29,850	38,140	40,860	32,500	32,500
Supplies	<u>15,163</u>	<u>15,306</u>	<u>21,600</u>	<u>19,500</u>	<u>19,500</u>
Total Expenditures	<u><u>110,322</u></u>	<u><u>125,303</u></u>	<u><u>137,850</u></u>	<u><u>131,350</u></u>	<u><u>129,450</u></u>
Appropriations					
General Fund	<u>110,322</u>	<u>125,303</u>	<u>137,850</u>	<u>131,350</u>	<u>129,450</u>
Total Appropriations	<u><u>110,322</u></u>	<u><u>125,303</u></u>	<u><u>137,850</u></u>	<u><u>131,350</u></u>	<u><u>129,450</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Public Information

Purpose

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

Basic Functions

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

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

Goals and Objectives

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

Base Budget-Change in Service

The Recommended Budget includes the savings of the unfilled Public Information Supervisor position, as well as an increase in Professional and Technical Services for contract services. There is also a budget of \$18,000 in Capital Outlay for an additional camera/equipment for broadcasting City Council meetings. The costs of the capital will be paid for by the PEG fund.

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Public Information

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Public Information Officer	1.00	1.00	1.00	-	-
Total Full-Time Positions	1.00	1.00	1.00	-	-
<u>FTE Part-Time Positions</u>					
Public Information Officer	-	-	-	-	-
Account Clerk I	1.00	1.00	1.00	1.00	1.00
Total FTE Part-Time Positions	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	2.00	2.00	2.00	1.00	1.00

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Public Information

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	49	475	250	-	500
Miscellaneous	-	10,987	-	41,000	41,000
Total Revenues	<u>49</u>	<u>11,462</u>	<u>250</u>	<u>41,000</u>	<u>41,500</u>
Expenditures					
Personal Services	146,295	154,363	145,570	35,710	35,750
Professional and Technical	12,330	12,330	11,580	38,680	48,680
Property Services	3,374	3,195	4,140	3,150	3,150
Other Services and Charges	51,152	57,660	72,450	38,650	38,650
Supplies	1,778	5,078	6,160	1,150	1,150
Capital Outlay	-	35,264	-	-	18,000
Total Expenditures	<u>214,929</u>	<u>267,890</u>	<u>239,900</u>	<u>117,340</u>	<u>145,380</u>
Appropriations					
General Fund	214,929	232,626	239,900	117,340	127,380
Public Education in Government	-	35,264	-	-	18,000
Total Appropriations	<u>214,929</u>	<u>267,890</u>	<u>239,900</u>	<u>117,340</u>	<u>145,380</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 2010-2011. 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. Structural engineering is partially funded in the amount of \$302,000.

	2007-2008	2008-2009	2009-2010	2010-2011	2010-2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Civic Center

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Property Services	71,083	83,842	109,690	109,690	109,690
Other Services and Charges	2,820	2,938	3,320	3,320	3,320
Supplies	3,437	2,314	5,610	5,610	5,610
Capital Outlay	28,617	120,448	302,000	207,000	-
Interdepartmental	<u>66,564</u>	<u>20,800</u>	<u>71,210</u>	<u>71,210</u>	<u>71,210</u>
Total Expenditures	<u>172,521</u>	<u>230,342</u>	<u>491,830</u>	<u>396,830</u>	<u>189,830</u>
Appropriations					
General Fund	<u>172,521</u>	<u>230,342</u>	<u>491,830</u>	<u>396,830</u>	<u>189,830</u>
Total Appropriations	<u>172,521</u>	<u>230,342</u>	<u>491,830</u>	<u>396,830</u>	<u>189,830</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: General Government

Activity: Indirect Cost Allocation

Purpose

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

From

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

To

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

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

Goals and Objectives

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

Base Budget-Change in Service

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

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: General Government

Activity: Indirect Cost Allocation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>(1,719,060)</u>	<u>(1,869,920)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>
Total Expenditures	<u>(1,719,060)</u>	<u>(1,869,920)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>
Appropriations					
General Fund	<u>(1,719,060)</u>	<u>(1,869,920)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>
Total Appropriations	<u>(1,719,060)</u>	<u>(1,869,920)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>	<u>(2,169,230)</u>



CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Public Safety

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	2,060	1,340	-	-	-
Licenses and Permits	70,542	6,949	120,000	-	-
Intergovernmental	899,283	740,410	698,670	715,490	714,930
Charges for Services	238,468	204,256	257,370	257,370	257,370
Fines and Forfeits	876,839	871,761	877,220	877,220	912,220
Miscellaneous	9,213	(177)	-	-	-
Total Revenues	<u>2,096,405</u>	<u>1,824,539</u>	<u>1,953,260</u>	<u>1,850,080</u>	<u>1,884,520</u>
Activities					
Police Administration	957,835	1,049,074	1,100,280	1,135,430	1,099,500
Crime Prevention	404,043	446,530	450,540	452,760	304,120
Police Investigation	1,644,358	1,973,246	2,046,380	2,060,020	1,889,350
Police Patrol	6,310,574	6,495,156	6,601,040	6,686,200	6,288,370
Police Records	443,695	447,543	464,290	492,050	505,030
Police Jail	306,859	399,668	399,310	411,000	415,780
Traffic Safety	478,410	385,561	359,600	364,310	364,190
Parking Control	195,183	207,142	327,960	309,150	274,130
Communication Services	1,114,786	1,124,038	1,181,980	1,250,720	1,204,020
Police Training	412,656	271,244	430,530	434,370	344,580
Police Computer Services	377,649	370,564	391,320	391,320	386,850
Fire Suppression	6,715,505	7,772,168	7,706,370	7,977,810	7,647,440
Disaster Preparedness	6,530	44,014	130,380	131,630	16,350
Animal Control	108,939	63,180	175,690	125,600	125,600
Indirect Cost Allocation P/S	21,252	100,820	67,200	67,200	67,200
Total Activities	<u>19,498,274</u>	<u>21,149,948</u>	<u>21,832,870</u>	<u>22,289,570</u>	<u>20,932,510</u>
Appropriations					
General Fund	19,021,516	20,580,800	21,420,460	21,863,040	20,505,980
Police Evidence Money Reserve	14,700	-	-	-	-
Red Light Camera Program	126,533	215,427	194,220	194,220	194,220
Law Enforcement Grant Fund	335,525	353,721	218,190	232,310	232,310
Total Appropriations	<u>19,498,274</u>	<u>21,149,948</u>	<u>21,832,870</u>	<u>22,289,570</u>	<u>20,932,510</u>

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Public Safety

Activity: Police Administration

Purpose

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

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

Goals and Objectives

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

Goals for fiscal year 2010-2011 are as follows:

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

The objectives to meet the aforementioned goals are:

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

Base Budget-Change in Service

There is an overall reduction of \$82,170 in this activity due to the Support Services Manager position being reclassified to a Management Analyst, the elimination of one part time background investigator and the Department no longer using a vendor for janitorial services. The budget will reflect an increase in part time positions due to the hiring of two custodians who will take the place of the janitorial service. The Department has received grant funding from the U.S. Department of Justice, Office of Justice Programs to continue the Police Cadet program.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00	-
Management Analyst	-	-	-	-	1.00
Executive Assistant to the Police Chief	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Public Safety

Activity: Police Administration

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
<u>FTE Part-Time Positions</u>					
Administrative Technician	0.50	0.50	0.50	0.50	0.50
Police Cadet	1.50	1.50	1.50	1.50	1.50
Background Investigator	.50	.50	1.00	1.00	.50
Custodian	-	-	-	-	1.00
Total FTE Part-Time Positions	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>3.00</u>	<u>3.50</u>
Total Full-Time Equivalent Positions	<u>5.50</u>	<u>6.50</u>	<u>7.00</u>	<u>7.00</u>	<u>7.50</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Police Administration

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	100	1,340	-	-	-
Intergovernmental	12,210	-	21,890	36,010	36,010
Charges for Services	2,305	1,630	-	-	-
Miscellaneous	337	5,286	-	-	-
Total Revenues	<u>14,952</u>	<u>8,256</u>	<u>21,890</u>	<u>36,010</u>	<u>36,010</u>
Expenditures					
Personal Services	628,372	678,761	728,620	763,770	750,810
Professional and Technical	33,927	42,173	32,980	32,980	88,090
Property Services	138,544	141,646	167,720	167,720	130,220
Other Services and Charges	76,177	75,142	72,610	72,610	76,550
Supplies	41,375	39,328	52,650	52,650	49,570
Capital Outlay	-	25,620	-	-	-
Interdepartmental	39,440	46,404	45,700	45,700	4,260
Total Expenditures	<u>957,835</u>	<u>1,049,074</u>	<u>1,100,280</u>	<u>1,135,430</u>	<u>1,099,500</u>
Appropriations					
General Fund	946,160	1,042,409	1,078,390	1,099,420	1,063,490
Law Enforcement Grant Fund	11,675	6,665	21,890	36,010	36,010
Total Appropriations	<u>957,835</u>	<u>1,049,074</u>	<u>1,100,280</u>	<u>1,135,430</u>	<u>1,099,500</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Crime Prevention

Purpose

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

Goals and Objectives

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

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

Goals for fiscal year 2010-2011 are as follows:

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

The objectives to meet the aforementioned goals are:

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

Base Budget-Change in Service

There is a reduction of \$147,120 in this activity due to the elimination/retirement of one full time Community Services Specialist. In 2009-2010, the Graffiti Abatement Program was transferred to the Public Works Division. For the 2010-2011 budget, this activity has been decreased to reflect this change. The part time Community Services Specialist continues to be funded by a COPS grant. Should the grant not be funded, this position will be eliminated.

	2007-2008 <u>Actual</u>	2008-2009 <u>Actual</u>	2009-2010 <u>Budget</u>	2010-2011 <u>Base</u>	2010-2011 <u>Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Police Sergeant	1.00	1.00	1.00	1.00	1.00
Community Services Specialist	1.00	1.00	1.00	1.00	-
Community Services Officer	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Crime Prevention

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
<u>FTE Part-Time Positions</u>					
Community Services Specialist	0.50	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>2.50</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Crime Prevention

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	24,800	18,650	24,800	24,800	24,800
Charges for Services	12,403	18,433	30,000	30,000	30,000
Miscellaneous	<u>1,365</u>	<u>2,256</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>38,568</u>	<u>39,339</u>	<u>54,800</u>	<u>54,800</u>	<u>54,800</u>
Expenditures					
Personal Services	312,560	339,453	337,820	340,040	257,490
Professional and Technical	58,187	60,000	60,000	60,000	-
Property Services	-	10,316	1,800	1,800	500
Other Services and Charges	22,100	21,758	25,190	25,190	25,720
Supplies	<u>11,196</u>	<u>15,003</u>	<u>25,730</u>	<u>25,730</u>	<u>20,410</u>
Total Expenditures	<u>404,043</u>	<u>446,530</u>	<u>450,540</u>	<u>452,760</u>	<u>304,120</u>
Appropriations					
General Fund	378,833	415,367	425,740	427,960	279,320
Law Enforcement Grant Fund	<u>25,210</u>	<u>31,163</u>	<u>24,800</u>	<u>24,800</u>	<u>24,800</u>
Total Appropriations	<u>404,043</u>	<u>446,530</u>	<u>450,540</u>	<u>452,760</u>	<u>304,120</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Police Investigations

Purpose

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

Goals and Objectives

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

Goals for fiscal year 2010-2011 are as follows:

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

The objectives to meet the aforementioned goals are:

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

Base Budget-Change in Service

There is an overall decrease in this activity of \$165,560 due to a reduction in Professional Services of \$5,000 for Crime Analysis, a \$36,000 reduction in overtime and the elimination of one part time Community Services Officer position. One vacant police officer position has been moved to the Patrol Division.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00	1.00
Police Officer	10.00	10.00	10.00	10.00	9.00
Court Officer	1.00	1.00	1.00	1.00	1.00
Property/Evidence Clerk	1.00	1.00	1.00	1.00	1.00
Police Records Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>14.00</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Police Investigation

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
<u>FTE Part-Time Positions</u>					
Police Officer	0.50	0.50	-	-	-
Community Services Officer	0.50	0.50	0.50	0.50	-
Total FTE Part-Time Positions	1.00	1.00	1.00	-	-
Total Full-Time Equivalent Positions	16.00	16.00	16.00	15.50	14.00

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Police Investigation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	1,960	-	-	-	-
Charges for Services	<u>4,260</u>	<u>6,468</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>6,220</u>	<u>6,468</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	1,481,779	1,772,859	1,867,860	1,881,500	1,715,730
Professional and Technical	54,792	48,907	61,070	61,070	56,070
Property Services	9,400	11,419	13,110	13,110	13,110
Other Services and Charges	86,818	91,196	88,460	88,460	89,560
Supplies	11,569	13,861	15,880	15,880	14,880
Interdepartmental	<u>-</u>	<u>35,004</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,644,358</u>	<u>1,973,246</u>	<u>2,046,380</u>	<u>2,060,020</u>	<u>1,889,350</u>
Appropriations					
General Fund	1,629,658	1,973,246	2,046,380	2,060,020	1,889,350
Police Evidence Money Reserve	<u>14,700</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>1,644,358</u>	<u>1,973,246</u>	<u>2,046,380</u>	<u>2,060,020</u>	<u>1,889,350</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Police Patrol

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.

Goals and Objectives

The Patrol Division's goals for fiscal year 2010-2011 are as follows:

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

The objectives of the aforementioned goals are:

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

Base Budget-Change in Service

There is a reduction of \$390,420 in this activity. This is due to a reduction in overtime, the elimination of one Community Services Officer position and a reduction in the Motor Vehicle Maintenance account. In mid-year 2009-2010, three Police Officer positions were left vacant and this will continue for the 2010-2011 fiscal year. This activity also includes an increase of \$3,294 for the Foothill Air Support Team helicopter services.

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

Six (6) patrol vehicles are scheduled for replacement this year and this expenditure appears in the Public Works Central Equipment cost center

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Police Patrol

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Police Lieutenant	3.00	3.00	3.00	3.00	3.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	32.00	32.00	32.00	32.00	30.00
Community Services Officer	4.00	4.00	4.00	4.00	3.00
Total Full-Time Positions	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>	<u>42.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Police Patrol

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	694,218	626,594	563,000	565,700	578,700
Charges for Services	32,301	34,967	43,120	43,120	43,120
Fines and Forfeits	454,202	463,224	437,220	437,220	437,220
Miscellaneous	-	39	-	-	-
Total Revenues	<u>1,180,721</u>	<u>1,124,824</u>	<u>1,043,340</u>	<u>1,046,040</u>	<u>1,059,040</u>
Expenditures					
Personal Services	5,419,976	5,526,858	5,669,350	5,763,550	5,385,720
Professional and Technical	180,461	269,716	253,780	253,780	253,780
Property Services	24,411	31,133	33,100	33,100	13,100
Other Services and Charges	602,752	602,825	607,940	607,940	607,940
Supplies	72,974	41,228	54,700	54,700	54,700
Capital Outlay	10,000	25,011	-	-	-
Interdepartmental	-	(1,615)	(17,830)	(26,870)	(26,870)
Total Expenditures	<u>6,310,574</u>	<u>6,495,156</u>	<u>6,601,040</u>	<u>6,686,200</u>	<u>6,288,370</u>
Appropriations					
General Fund	6,072,089	6,157,007	6,331,620	6,416,780	6,018,950
Red Light Camera Program	126,533	215,427	194,220	194,220	194,220
Law Enforcement Grant Fund	111,952	122,722	75,200	75,200	75,200
Total Appropriations	<u>6,310,574</u>	<u>6,495,156</u>	<u>6,601,040</u>	<u>6,686,200</u>	<u>6,288,370</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Police Records

Purpose

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

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

Goals and Objectives

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

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

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

Goals for fiscal year 2010-2011 are as follows:

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

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Police Records

The objectives to meet these goals are:

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

Base Budget-Change in Service

There is an increase of \$22,380 in this activity due to the reclassification of the three Police Aide Clerical positions to Police Records Clerk (part time). Police Aides are currently assigned to work in Records for vacation coverage, weekends and evenings in order to adequately cover the shifts and are required to do the same responsibilities as the full time Police Records Clerks. This reclassification is in keeping with all other divisions of the Police Department where there are part time positions budgeted (Jailer/part time Jailer; Dispatcher/part time Dispatcher; Community Services Officer/part time Community Services Officer).

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Clerk	5.00	5.00	5.00	5.00	5.00
Total Full-Time Positions	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<u>FTE Part-Time Positions</u>					
Police Aide/Clerical	1.50	1.50	1.50	1.50	-
Police Records Clerk	-	-	-	-	1.50
Total Full-Time Equivalent Positions	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Police Records

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	554	7,197	-	-	2,000
Charges for Services	<u>43,651</u>	<u>34,908</u>	<u>28,250</u>	<u>28,250</u>	<u>28,250</u>
Total Revenues	<u>44,205</u>	<u>42,105</u>	<u>28,250</u>	<u>28,250</u>	<u>30,250</u>
Expenditures					
Personal Services	412,154	416,733	430,380	458,140	471,120
Professional and Technical	6,109	6,746	5,590	5,590	5,590
Property Services	21,617	23,625	24,400	24,400	24,400
Other Services and Charges	1,390	-	170	170	170
Supplies	<u>2,425</u>	<u>439</u>	<u>3,750</u>	<u>3,750</u>	<u>3,750</u>
Total Expenditures	<u>443,695</u>	<u>447,543</u>	<u>464,290</u>	<u>492,050</u>	<u>505,030</u>
Appropriations					
General Fund	<u>443,695</u>	<u>447,543</u>	<u>464,290</u>	<u>492,050</u>	<u>505,030</u>
Total Appropriations	<u>443,695</u>	<u>447,543</u>	<u>464,290</u>	<u>492,050</u>	<u>505,030</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Police Jail

Purpose

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

Goals and Objectives

Goals for fiscal year 2010-2011 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 \$11,020 in this activity due to employee step increases and the need to resurface the Jail Sally Port floor. This area was identified as an area needing improvement by the Los Angeles County Environmental Health Inspection Agency.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Jailer	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>FTE Part-Time Positions</u>					
Jailer	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u><u>4.50</u></u>	<u><u>4.50</u></u>	<u><u>4.50</u></u>	<u><u>4.50</u></u>	<u><u>4.50</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Police Jail

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	4,226	11,128	15,560	15,560	15,000
Miscellaneous	<u>7,451</u>	<u>(7,758)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>11,677</u>	<u>3,370</u>	<u>15,560</u>	<u>15,560</u>	<u>15,000</u>
Expenditures					
Personal Services	276,695	329,912	351,190	362,880	357,660
Professional and Technical	-	-	2,000	2,000	2,000
Property Services	13,731	24,205	29,320	29,320	29,320
Supplies	16,433	13,975	16,800	16,800	16,800
Capital Outlay	-	55,651	-	-	10,000
Interdepartmental	<u>-</u>	<u>(24,075)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>306,859</u>	<u>399,668</u>	<u>399,310</u>	<u>411,000</u>	<u>415,780</u>
Appropriations					
General Fund	<u>306,859</u>	<u>399,668</u>	<u>399,310</u>	<u>411,000</u>	<u>415,780</u>
Total Appropriations	<u>306,859</u>	<u>399,668</u>	<u>399,310</u>	<u>411,000</u>	<u>415,780</u>

CITY OF COVINA, CALIFORNIA

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

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Police Officer	<u>2.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total Full-Time Equivalent Positions	<u>2.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Traffic Safety

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	124,664	14,744	2,700	2,700	2,700
Charges for Services	48,815	29,914	36,000	36,000	36,000
Miscellaneous	<u>60</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>173,539</u>	<u>44,658</u>	<u>38,700</u>	<u>38,700</u>	<u>38,700</u>
Expenditures					
Personal Services	372,794	279,133	246,300	251,010	250,890
Professional and Technical	94,699	92,063	97,580	97,580	97,580
Property Services	3,343	4,418	4,500	4,500	4,500
Other Services and Charges	4,475	4,080	4,180	4,180	4,180
Supplies	<u>3,099</u>	<u>5,867</u>	<u>7,040</u>	<u>7,040</u>	<u>7,040</u>
Total Expenditures	<u>478,410</u>	<u>385,561</u>	<u>359,600</u>	<u>364,310</u>	<u>364,190</u>
Appropriations					
General Fund	328,403	340,716	359,600	364,310	364,190
Law Enforcement Grant Fund	<u>150,007</u>	<u>44,845</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>478,410</u>	<u>385,561</u>	<u>359,600</u>	<u>364,310</u>	<u>364,190</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 2010-2011 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.

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.

Base Budget-Change in Service

This activity reflects a decrease of \$35,020 due to the elimination of the Parking Enforcement Officer position in 2009-2010. Daytime parking enforcement is provided by an outside vendor, seven days a week. Prop A Transit Funds are used for a part-time parking enforcement officer and these are budgeted via interdepartmental instead of revenue.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Parking Officer	1.00	1.00	1.00	1.00	-
<u>FTE Part-Time Positions</u>					
Overnight Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00
Parking Officer	-	.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	3.00	3.50	3.50	3.50	2.50

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Parking Control

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	-	-	25,000	25,000	25,000
Charges for Services	92,903	74,231	120,000	120,000	120,000
Fines and Forfeits	<u>422,637</u>	<u>408,537</u>	<u>440,000</u>	<u>440,000</u>	<u>475,000</u>
Total Revenues	<u>515,540</u>	<u>482,768</u>	<u>585,000</u>	<u>585,000</u>	<u>620,000</u>
Expenditures					
Personal Services	90,198	88,645	126,240	128,720	93,640
Professional and Technical	119,933	133,750	211,000	211,000	211,000
Property Services	1,355	2,331	1,800	1,800	1,800
Other Services and Charges	17,949	25,007	21,310	21,310	21,370
Supplies	2,826	718	1,320	1,320	1,320
Interdepartmental	<u>(37,078)</u>	<u>(43,309)</u>	<u>(33,710)</u>	<u>(55,000)</u>	<u>(55,000)</u>
Total Expenditures	<u>195,183</u>	<u>207,142</u>	<u>327,960</u>	<u>309,150</u>	<u>274,130</u>
Appropriations					
General Fund	<u>195,183</u>	<u>207,142</u>	<u>327,960</u>	<u>309,150</u>	<u>274,130</u>
Total Appropriations	<u>195,183</u>	<u>207,142</u>	<u>327,960</u>	<u>309,150</u>	<u>274,130</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Communication Services

Purpose

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

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

Goals and Objectives

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

Goals for fiscal year 2010-2011 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 overall decrease of \$39,290 in this activity. This includes a reduction of \$20,000 in Communications overtime and the elimination of one part time Dispatcher position.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Public Safety Communications Supervisor	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatcher	9.00	9.00	10.00	10.00	10.00
Total Full-Time Positions	<u>10.00</u>	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
<u>FTE Part-Time Positions</u>					
Public Safety Dispatcher	1.0	1.00	1.00	1.00	0.50
Total Full-Time Equivalent Positions	<u><u>11.00</u></u>	<u><u>11.00</u></u>	<u><u>12.00</u></u>	<u><u>12.00</u></u>	<u><u>11.50</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Communication Services

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	926,442	986,170	1,022,870	1,091,610	1,044,910
Property Services	115,838	135,333	156,890	156,890	156,890
Other Services and Charges	659	765	300	300	300
Supplies	1,970	1,770	1,920	1,920	1,920
Capital Outlay	170,560	-	-	-	-
Interdepartmental	<u>(100,683)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,114,786</u>	<u>1,124,038</u>	<u>1,181,980</u>	<u>1,250,720</u>	<u>1,204,020</u>
Appropriations					
General Fund	<u>1,114,786</u>	<u>1,124,038</u>	<u>1,181,980</u>	<u>1,250,720</u>	<u>1,204,020</u>
Total Appropriations	<u>1,114,786</u>	<u>1,124,038</u>	<u>1,181,980</u>	<u>1,250,720</u>	<u>1,204,020</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Police Training

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; a core group of officers also deploy AR-15 and M16 .223 caliber rifles. All patrol officers deploy "Less Lethal" shotguns; officers additionally deploy electronic weapons (Tasers). Officers train with their pistol every other month, with their shotgun three (3) times a year, rifle three (3) times a year and with less lethal shotguns and Tasers twice a year. During the course of one (1) year the range staff provides officers with approximately 650 man-hours of training.

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

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

Goals and Objectives

Goals for fiscal year 2010-2011 are as follows:

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

The objectives to meet the aforementioned goals are:

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

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Police Training

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

Base Budget Change in Service

There is a decrease of \$89,730 in this activity due to a reduction in overtime and employee training. Consequently there is a reduction in revenue from POST reimbursement.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Police Sergeant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Police Training

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	38,611	62,097	45,720	45,720	30,720
Charges for Services	(45)	-	-	-	-
Total Revenues	<u>38,566</u>	<u>62,097</u>	<u>45,720</u>	<u>45,720</u>	<u>30,720</u>
Expenditures					
Personal Services	236,833	155,213	263,580	267,420	215,280
Property Services	790	750	13,210	13,210	13,210
Other Services and Charges	104,619	81,489	99,870	99,870	50,870
Supplies	70,414	33,792	53,870	53,870	65,220
Total Expenditures	<u>412,656</u>	<u>271,244</u>	<u>430,530</u>	<u>434,370</u>	<u>344,580</u>
Appropriations					
General Fund	412,656	268,758	430,530	434,370	344,580
Law Enforcement Grant Fund	-	2,486	-	-	-
Total Appropriations	<u>412,656</u>	<u>271,244</u>	<u>430,530</u>	<u>434,370</u>	<u>344,580</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 2010-2011 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, despite the reduction of one full-time Community Service Officer from the police patrol budget.
- With the elimination/retirement of one full-time Community Services Specialist from the crime prevention budget, continue to provide a manner in which the public can view/research crime information that has occurred within the City.

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.
- Implement an online Internet-based police reporting system that is available to citizens 24 hours per day, seven days per week.
- Subscribe to Internet-based crime mapping service to make crime information available to members of our community.

Base Budget-Change in Service

There is a reduction of \$15,800 in this activity due to the completion of the MDC Implementation. The majority of the expenses in this activity reflect the Police Department's share of the Information Technology General and Network charges. An online Police Report Writing System is included in the Information Technology Budget as a capital expenditure for 2010-2011.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Police Computer Services

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	Actual	Actual	Budget	Base	Adopted
Revenues					
Total Revenues	-	-	-	-	-
Expenditures					
Professional and Technical	362,632	365,339	380,400	380,400	375,930
Property Services	3,974	-	4,500	4,500	4,500
Other Services and Charges	-	-	100	100	100
Supplies	8,814	5,225	6,320	6,320	6,320
Interdepartmental	2,229	-	-	-	-
Total Expenditures	377,649	370,564	391,320	391,320	386,850
Appropriations					
General Fund	375,420	370,564	391,320	391,320	386,850
Law Enforcement Grant Fund	2,229	-	-	-	-
Total Appropriations	377,649	370,564	391,320	391,320	386,850

CITY OF COVINA, CALIFORNIA

2010-2011 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

Due to ongoing negotiations with LACFD, there is an overall decrease of \$58,930 from Fiscal Year 09-10.

	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Base</u>	<u>2010-2011</u> <u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Fire Suppression

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	<u>1,274</u>	<u>3,705</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>1,274</u></u>	<u><u>3,705</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Expenditures					
Professional and Technical	6,717,893	7,772,375	7,706,370	7,977,810	7,647,440
Property Services	<u>(2,388)</u>	<u>(207)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>6,715,505</u></u>	<u><u>7,772,168</u></u>	<u><u>7,706,370</u></u>	<u><u>7,977,810</u></u>	<u><u>7,647,440</u></u>
Appropriations					
General Fund	<u>6,715,505</u>	<u>7,772,168</u>	<u>7,706,370</u>	<u>7,977,810</u>	<u>7,647,440</u>
Total Appropriations	<u><u>6,715,505</u></u>	<u><u>7,772,168</u></u>	<u><u>7,706,370</u></u>	<u><u>7,977,810</u></u>	<u><u>7,647,440</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 activation of the EOC.

Goals and Objectives

Goals for fiscal year 2010-2011 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.

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.

Base Budget Change in Service

There is a reduction of \$119,030 in this activity due to the Disaster Coordinator and related expenses being eliminated mid-year 2009-2010 due to budget constraints. Budgeted items for 2010-2011 include Emergency Operations Center telephones, satellite phone service, Area D Dues and funding for initial emergency supplies.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Emergency Services Coordinator	-	-	-	-	-
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Disaster Preparedness

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	-	-	105,300	106,550	-
Property Services	4,067	4,047	2,000	2,000	8,850
Other Services and Charges	2,463	4,963	16,980	16,980	2,500
Supplies	-	-	4,100	4,100	5,000
Capital Outlay	-	-	2,000	2,000	-
Interdepartmental	<u>-</u>	<u>35,004</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>6,530</u>	<u>44,014</u>	<u>130,380</u>	<u>131,630</u>	<u>16,350</u>
Appropriations					
General Fund	<u>6,530</u>	<u>44,014</u>	<u>130,380</u>	<u>131,630</u>	<u>16,350</u>
Total Appropriations	<u>6,530</u>	<u>44,014</u>	<u>130,380</u>	<u>131,630</u>	<u>16,350</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Animal Control

Purpose

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

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

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

Goals and Objectives

This will be the 16th 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 Administrative Lieutenant will maintain a good working relationship with the Los Angeles County Shelter Manager and will closely monitor the services provided by them.
- Educate residents on animal regulations and available services through existing City publications and resources.
- Assist in publicizing and conducting the annual rabies vaccination clinic.

Base Budget-Change in Service

There is an increase in this service per contract. The County has implemented changes in the way that Animal Control Services will be provided and the way licensing fees are credited. Some of the services previously included in the contract are now charged as an additional cost.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Animal Control

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Licenses and Permits	<u>70,542</u>	<u>6,949</u>	<u>120,000</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>70,542</u></u>	<u><u>6,949</u></u>	<u><u>120,000</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Expenditures					
Professional and Technical	108,939	63,180	175,130	125,040	125,040
Supplies	<u>-</u>	<u>-</u>	<u>560</u>	<u>560</u>	<u>560</u>
Total Expenditures	<u><u>108,939</u></u>	<u><u>63,180</u></u>	<u><u>175,690</u></u>	<u><u>125,600</u></u>	<u><u>125,600</u></u>
Appropriations					
General Fund	<u>108,939</u>	<u>63,180</u>	<u>175,690</u>	<u>125,600</u>	<u>125,600</u>
Total Appropriations	<u><u>108,939</u></u>	<u><u>63,180</u></u>	<u><u>175,690</u></u>	<u><u>125,600</u></u>	<u><u>125,600</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Safety

Activity: Indirect Cost Allocation

Purpose

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

From

- Police Administration

To

- Law Enforcement Grant

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

Goals and Objectives

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

Base Budget-Change in Service

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

	2007-2008 <u>Actual</u>	2008-2009 <u>Actual</u>	2009-2010 <u>Budget</u>	2010-2011 <u>Base</u>	2010-2011 <u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Safety

Activity: Indirect Cost Allocation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>21,252</u>	<u>100,820</u>	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>
Total Expenditures	<u>21,252</u>	<u>100,820</u>	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>
Appropriations					
General Fund	(13,200)	(45,020)	(29,100)	(29,100)	(29,100)
Law Enforcement Grant Fund	<u>34,452</u>	<u>145,840</u>	<u>96,300</u>	<u>96,300</u>	<u>96,300</u>
Total Appropriations	<u>21,252</u>	<u>100,820</u>	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>



CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Public Works

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	Actual	Actual	Budget	Base	Adopted
Revenues					
Taxes	26,443	27,479	29,320	29,320	29,320
Licenses and Permits	33,932	19,077	30,000	245,990	269,150
Intergovernmental	2,552,753	1,911,157	1,394,640	2,319,150	1,824,020
Charges for Services	270,866	108,349	144,800	152,650	93,800
Special Assessments	378,774	764,992	1,406,400	1,406,400	1,406,400
Investment Earnings	46,783	14,293	7,550	120,700	120,700
Miscellaneous	(721)	(19,916)	-	-	-
Other Financing Sources	(39,649)	-	-	-	-
Total Revenues	<u>3,269,181</u>	<u>2,825,431</u>	<u>3,012,710</u>	<u>4,274,210</u>	<u>3,743,390</u>
Activities					
Public Works Administration	287,554	237,210	113,050	125,880	132,880
Graffiti Removal	-	-	-	67,820	76,220
Engineering	399,021	429,299	435,400	259,440	248,040
Streets	1,976,435	2,044,304	1,098,770	1,797,000	1,647,380
Street Landscaping	135,225	111,789	118,820	117,820	117,820
Street Lighting	444,570	465,713	478,500	495,500	495,500
Traffic Control	185,663	450,460	214,500	804,500	214,500
Air Quality	61,157	25,500	180,000	143,300	143,300
Sanitary Sewer	846,268	251,263	668,300	13,184,560	13,203,530
Public Parking	57,956	92,476	98,410	108,300	108,300
Yard Center	68,449	153,516	67,940	42,620	47,410
Building Inspection	-	-	-	349,050	326,690
Indirect Cost Allocation P/W	(289,286)	(301,460)	(231,240)	(244,130)	(244,130)
Total Activities	<u>4,173,012</u>	<u>3,960,070</u>	<u>3,242,450</u>	<u>17,251,660</u>	<u>16,517,440</u>
Appropriations					
General Fund	1,102,670	1,565,204	841,110	1,552,270	799,080
State Gas Tax	770,709	803,706	1,003,590	813,190	813,190
Air Quality	61,157	25,500	180,000	143,300	143,300
Municipal Parking District	100,717	137,980	137,500	147,390	147,390
Lighting District	225,533	231,044	204,660	214,660	214,660
Landscape District	162,757	140,479	148,940	147,940	147,940
Sewer Fund	864,688	270,453	696,410	13,212,670	13,231,640
Shoppers Lane Parking District	21,707	21,436	5,350	5,350	5,350
Transportation Fund	863,074	764,268	24,890	1,014,890	1,014,890
Total Appropriations	<u>4,173,012</u>	<u>3,960,070</u>	<u>3,242,450</u>	<u>17,251,660</u>	<u>16,517,440</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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, public facilities, equipment, environmental protection and water utility; oversees the activities of the Building and Safety, Neighborhood Preservation, and Transportation Sections; and coordinates with all other operations (internal and external) to meet the goals and objective of the City.

Goals and Objectives

The major goals of the division are:

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

Base Budget-Change in Service

There is no change in service, but there is a cut to overhead expenses. A portion of the cost of this Division is being allocated to both the Water and Sewer Enterprise funds; recognizing the direct involvement this Division has over those activity areas. The Public Works Manager’s title has been upgraded to that of Assistant Public Works Director to accurately reflect the duties and responsibilities of that position.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Public Works Manager	1.00	1.00	1.00	1.00	-
Assistant Public Works Director	-	-	-	-	1.00
Total Full-Time Equivalent Positions	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Public Works Administration

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Miscellaneous	<u>263</u>	<u>19,250</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>263</u>	<u>19,250</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	258,339	276,698	274,820	295,350	295,640
Professional and Technical	11,430	11,430	4,780	4,060	10,770
Property Services	6,166	6,107	6,800	6,800	6,800
Other Services and Charges	8,773	5,878	9,150	9,370	9,370
Supplies	2,846	3,013	4,500	4,500	4,500
Interdepartmental	<u>-</u>	<u>(65,916)</u>	<u>(187,000)</u>	<u>(194,200)</u>	<u>(194,200)</u>
Total Expenditures	<u>287,554</u>	<u>237,210</u>	<u>113,050</u>	<u>125,880</u>	<u>132,880</u>
Appropriations					
General Fund	<u>287,554</u>	<u>237,210</u>	<u>113,050</u>	<u>125,880</u>	<u>132,880</u>
Total Appropriations	<u>287,554</u>	<u>237,210</u>	<u>113,050</u>	<u>125,880</u>	<u>132,880</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Works

Activity: Graffiti Removal

Purpose

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

Goals and Objectives

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

Base Budget-Change in Service

Reorganization of City services to improve efficiency has resulted in this activity being moved from the Police Department to the Department of Public Works. The contractor and the contact information for the Graffiti Hotline remain unchanged.

Graffiti Hotline
(626) 384-5599

An additional service providing photographic documentation has been requested of the contractor, in the amount of \$8,400.00, to assist in future criminal prosecutions.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Graffiti Removal

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Professional and Technical	-	-	-	60,000	68,400
Property Services	-	-	-	1,300	1,300
Other Services and Charges	-	-	-	50	50
Supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,470</u>	<u>6,470</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>67,820</u>	<u>76,220</u>
Appropriations					
General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>67,820</u>	<u>76,220</u>
Total Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>67,820</u>	<u>76,220</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 Division'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 Division 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
- 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 has been downgraded to a part-time position which will restrict the Department's ability to perform in-house engineering design and project reviews. The Senior Administrative Technician position has been vacated. Administrative support services for this Section will be provided by other Division personnel.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
City Engineer	1.00	1.00	1.00	1.00	0.50
Supervising Civil Engineer	-	-	-	-	-
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Senior Administrative Technician	1.00	1.00	1.00	1.00	-
Construction Inspector	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>2.50</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Engineering

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Licenses and Permits	33,932	19,077	30,000	20,000	25,000
Charges for Services	<u>44,231</u>	<u>25,164</u>	<u>40,300</u>	<u>300</u>	<u>15,300</u>
Total Revenues	<u><u>78,163</u></u>	<u><u>44,241</u></u>	<u><u>70,300</u></u>	<u><u>20,300</u></u>	<u><u>40,300</u></u>
Expenditures					
Personal Services	359,501	375,730	370,780	205,610	202,450
Professional and Technical	23,022	13,382	99,570	89,240	81,000
Property Services	3,383	8,945	6,500	7,000	7,000
Other Services and Charges	11,515	13,640	13,270	13,870	13,870
Supplies	1,600	2,190	2,280	2,280	2,280
Capital Outlay	-	15,868	-	-	-
Interdepartmental	<u>-</u>	<u>(456)</u>	<u>(57,000)</u>	<u>(58,560)</u>	<u>(58,560)</u>
Total Expenditures	<u><u>399,021</u></u>	<u><u>429,299</u></u>	<u><u>435,400</u></u>	<u><u>259,440</u></u>	<u><u>248,040</u></u>
Appropriations					
General Fund	<u>399,021</u>	<u>429,299</u>	<u>435,400</u>	<u>259,440</u>	<u>248,040</u>
Total Appropriations	<u><u>399,021</u></u>	<u><u>429,299</u></u>	<u><u>435,400</u></u>	<u><u>259,440</u></u>	<u><u>248,040</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Works

Activity: Streets

Purpose

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

Goals and Objectives

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

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

Base Budget-Change in Service

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

The greatest impact to the General Fund in this area is the continued elimination of all General Fund capital outlay expenditures for the resurfacing of City of Covina streets. In the past, the City budgeted approximately \$1 million of these funds for this repair and maintenance work on an annual basis, but this expenditure will again be eliminated in 2010-2011. The lack of General Fund activity in this area will result in no local streets being scheduled for major repair during the fiscal year and, as the City will not meet its required "Maintenance of Effort" as required by Proposition 42, those additional Gas Tax funds will not be available for expenditure and will be returned to the state.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00	-
Street Maintenance Foreman	-	-	-	-	1.00
Street Crew Leader	1.00	1.00	1.00	2.00	2.00
Administrative Technician	1.00	1.00	-	-	-
Sr. Administrative Technician	-	-	1.00	1.00	0.25
Street Worker	5.00	5.00	5.00	7.00	7.00
Total Full-Time Equivalent Positions	9.00	9.00	9.00	12.00	11.25

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Streets

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	2,493,234	1,853,466	1,334,620	2,261,130	1,766,000
Charges for Services	17,062	17,438	1,500	1,500	1,500
Investment Earnings	46,783	-	-	-	-
Other Financing Sources	(39,649)	-	-	-	-
Total Revenues	<u>2,517,430</u>	<u>1,870,904</u>	<u>1,336,120</u>	<u>2,262,630</u>	<u>1,767,500</u>
Expenditures					
Personal Services	575,821	606,310	805,620	869,070	736,110
Professional and Technical	3,730	3,730	5,560	4,470	6,780
Property Services	169,607	279,498	406,840	368,890	368,890
Other Services and Charges	129,314	126,876	131,960	131,860	131,860
Supplies	46,284	52,038	49,650	50,700	50,700
Capital Outlay	776,847	1,484,612	-	1,168,000	1,168,000
Interdepartmental	(60,739)	(508,760)	(300,860)	(795,990)	(814,960)
Other Financing Uses	335,571	-	-	-	-
Total Expenditures	<u>1,976,435</u>	<u>2,044,304</u>	<u>1,098,770</u>	<u>1,797,000</u>	<u>1,647,380</u>
Appropriations					
General Fund	464,688	634,758	298,370	207,000	57,380
State Gas Tax	655,145	652,018	800,400	600,000	600,000
Transportation Fund	856,602	757,528	-	990,000	990,000
Total Appropriations	<u>1,976,435</u>	<u>2,044,304</u>	<u>1,098,770</u>	<u>1,797,000</u>	<u>1,647,380</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Works

Activity: Street Landscaping

Purpose

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

Goals and Objectives

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

Base Budget-Change in Service

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

	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Base</u>	<u>2010-2011</u> <u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Street Landscaping

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Special Assessments	119,703	111,433	113,900	113,900	113,900
Investment Earnings	-	-	1,200	1,200	1,200
Total Revenues	<u>119,703</u>	<u>111,433</u>	<u>115,100</u>	<u>115,100</u>	<u>115,100</u>
Expenditures					
Professional and Technical	19,026	5,666	7,200	7,200	7,200
Property Services	44,825	23,803	29,300	28,300	28,300
Other Services and Charges	362	-	-	-	-
Interdepartmental	71,012	82,320	82,320	82,320	82,320
Total Expenditures	<u>135,225</u>	<u>111,789</u>	<u>118,820</u>	<u>117,820</u>	<u>117,820</u>
Appropriations					
Landscape District	<u>135,225</u>	<u>111,789</u>	<u>118,820</u>	<u>117,820</u>	<u>117,820</u>
Total Appropriations	<u>135,225</u>	<u>111,789</u>	<u>118,820</u>	<u>117,820</u>	<u>117,820</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Street Lighting

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Special Assessments	121,728	122,021	122,500	122,500	122,500
Charges for Services	14,360	-	-	-	-
Total Revenues	<u>136,088</u>	<u>122,021</u>	<u>122,500</u>	<u>122,500</u>	<u>122,500</u>
Expenditures					
Professional and Technical	15,250	4,677	6,000	6,000	6,000
Property Services	429,320	461,036	472,000	489,000	489,000
Other Services and Charges	-	-	500	500	500
Total Expenditures	<u>444,570</u>	<u>465,713</u>	<u>478,500</u>	<u>495,500</u>	<u>495,500</u>
Appropriations					
General Fund	198,177	179,011	202,500	199,500	199,500
State Gas Tax	37,912	73,428	90,000	100,000	100,000
Lighting District	208,481	213,274	186,000	196,000	196,000
Total Appropriations	<u>444,570</u>	<u>465,713</u>	<u>478,500</u>	<u>495,500</u>	<u>495,500</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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

No funds have been budgeted for capital outlay under this activity. The following projects are in the planning stages: joint-jurisdiction traffic signal systems with Los Angeles County at the intersections of Covina and Sunflower and Cienega and Glendora; a joint-jurisdiction protected left turn phase with West Covina at Hollenbeck and Workman; and 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. It is possible that these projects will not be ready to build during Fiscal Year 2010-2011 and no dollars have been budgeted.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Traffic Control

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Professional and Technical	-	7,120	15,000	15,000	15,000
Property Services	185,663	216,336	199,500	199,500	199,500
Capital Outlay	<u>-</u>	<u>227,004</u>	<u>-</u>	<u>590,000</u>	<u>-</u>
Total Expenditures	<u>185,663</u>	<u>450,460</u>	<u>214,500</u>	<u>804,500</u>	<u>214,500</u>
Appropriations					
General Fund	110,911	375,220	144,500	734,500	144,500
State Gas Tax	<u>74,752</u>	<u>75,240</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Total Appropriations	<u>185,663</u>	<u>450,460</u>	<u>214,500</u>	<u>804,500</u>	<u>214,500</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Works

Activity: Air Quality

Purpose

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

Goals and Objectives

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

Base Budget-Change in Service

There is no change in basic service for fiscal year 2010-2011. One-time capital expenditures are planned for the modernization and upgrading of the City's compressed natural gas (CNG) fueling equipment located at the City Yard.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Air Quality

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	59,384	57,680	60,000	58,000	58,000
Investment Earnings	-	-	1,500	4,500	4,500
Total Revenues	<u>59,384</u>	<u>57,680</u>	<u>61,500</u>	<u>62,500</u>	<u>62,500</u>
Expenditures					
Personal Services	-	-	-	11,100	11,100
Property Services	-	-	-	500	500
Other Services and Charges	6,265	-	-	11,700	11,700
Interdepartmental	<u>54,892</u>	<u>25,500</u>	<u>180,000</u>	<u>120,000</u>	<u>120,000</u>
Total Expenditures	<u>61,157</u>	<u>25,500</u>	<u>180,000</u>	<u>143,300</u>	<u>143,300</u>
Appropriations					
Air Quality	<u>61,157</u>	<u>25,500</u>	<u>180,000</u>	<u>143,300</u>	<u>143,300</u>
Total Appropriations	<u>61,157</u>	<u>25,500</u>	<u>180,000</u>	<u>143,300</u>	<u>143,300</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Works

Activity: Sanitary Sewer

Purpose

Provide for the operation, maintenance and repair of the City sanitary sewer system.

Goals and Objectives

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

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

Base Budget-Change in Service

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

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

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Sanitary Sewer

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	126,233	1,156	30,000	4,000	4,000
Special Assessments	137,343	531,538	1,170,000	1,170,000	1,170,000
Investment Earnings	-	8,796	3,450	110,000	110,000
Total Revenues	<u>263,576</u>	<u>541,490</u>	<u>1,203,450</u>	<u>1,284,000</u>	<u>1,284,000</u>
Expenditures					
Personal Services	-	-	-	5,000	5,000
Professional and Technical	40,374	27,966	115,000	60,000	60,000
Property Services	27,706	48,249	80,300	35,800	35,800
Other Services and Charges	-	185	400	1,000	1,000
Supplies	-	-	-	22,100	22,100
Capital Outlay	-	11	-	12,730,000	12,730,000
Debt Service	-	-	108,000	-	-
Interdepartmental	778,188	174,852	364,600	330,660	349,630
Total Expenditures	<u>846,268</u>	<u>251,263</u>	<u>668,300</u>	<u>13,184,560</u>	<u>13,203,530</u>
Appropriations					
Sewer Fund	<u>846,268</u>	<u>251,263</u>	<u>668,300</u>	<u>13,184,560</u>	<u>13,203,530</u>
Total Appropriations	<u>846,268</u>	<u>251,263</u>	<u>668,300</u>	<u>13,184,560</u>	<u>13,203,530</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 division 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 2010-2011. 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 2010-2011, operational costs have increased due to the downtown parking structure's opening.

	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Base</u>	<u>2010-2011</u> <u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Public Parking

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	26,443	27,479	29,320	29,320	29,320
Intergovernmental	135	11	20	20	20
Charges for Services	68,980	64,591	73,000	73,000	73,000
Investment Earnings	-	5,497	2,600	5,000	5,000
Miscellaneous	<u>(984)</u>	<u>(666)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>94,574</u>	<u>96,912</u>	<u>104,940</u>	<u>107,340</u>	<u>107,340</u>
Expenditures					
Professional and Technical	1,492	2,901	2,800	3,000	3,000
Property Services	14,647	21,986	30,500	35,500	35,500
Other Services and Charges	153	463	1,000	1,000	1,000
Supplies	-	-	500	500	500
Capital Outlay	-	22,294	-	-	-
Interdepartmental	<u>41,664</u>	<u>44,832</u>	<u>63,610</u>	<u>68,300</u>	<u>68,300</u>
Total Expenditures	<u>57,956</u>	<u>92,476</u>	<u>98,410</u>	<u>108,300</u>	<u>108,300</u>
Appropriations					
Municipal Parking District	53,189	88,460	97,310	107,200	107,200
Shoppers Lane Parking District	<u>4,767</u>	<u>4,016</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
Total Appropriations	<u>57,956</u>	<u>92,476</u>	<u>98,410</u>	<u>108,300</u>	<u>108,300</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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

The two part-time general maintenance workers who are dedicated to the Police Department (totaling 1 FTE) are being shifted to that Department. This is for accounting clarification with no resulting change in service.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
General Maintenance Workers	2.00	2.00	2.00	1.00	1.00
Total Full-Time Equivalent Positions	3.00	3.00	3.00	2.00	2.00

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Yard Center

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	121,246	112,715	142,020	148,070	107,980
Professional and Technical	1,060	580	2,610	2,250	5,690
Property Services	41,596	44,600	57,380	57,380	57,380
Other Services and Charges	11,460	11,460	12,360	12,360	12,360
Supplies	12,737	8,889	9,500	9,500	9,500
Capital Outlay	20,635	100,650	27,000	-	-
Interdepartmental	<u>(140,285)</u>	<u>(125,378)</u>	<u>(182,930)</u>	<u>(186,940)</u>	<u>(145,500)</u>
Total Expenditures	<u>68,449</u>	<u>153,516</u>	<u>67,940</u>	<u>42,620</u>	<u>47,410</u>
Appropriations					
General Fund	<u>68,449</u>	<u>153,516</u>	<u>67,940</u>	<u>42,620</u>	<u>47,410</u>
Total Appropriations	<u>68,449</u>	<u>153,516</u>	<u>67,940</u>	<u>42,620</u>	<u>47,410</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

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 insuring 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 2007 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 2006 edition of the International Building Code
- Part 3 – California Electrical Code, based on the 2005 edition of the National Electrical Code
- Part 4 – California Mechanical Code, based on the 2006 edition of the Uniform Mechanical Code
- Part 5 – California Plumbing Code, based on the 2006 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 2006 edition of the International Fire Code
- Part 10 – California Existing Buildings Code
- Part 11 – California Green Building Standards Code
- Part 12 – California Reference Standards Code

To enhance the Community Development 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 team effort in the processing of both small and large projects; the City's Development Review Committee consists of representatives from Building, Planning, Engineering, Covina Redevelopment Agency and Los Angeles County Fire. This simultaneous plan review process insures a smooth and streamlined approach of collecting comments and forwarding them to the applicant within 20 working days. When the Committee has satisfactorily approved the construction documents, the applicant is encouraged to proceed with the permit application.

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

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

Goals and Objectives

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

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

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

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

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

Base Budget-Change in Service

A portion of salaries and benefits for the City Building Official and his staff have been budgeted under the Covina Redevelopment Agency for work performed on their behalf. The Building & Code Enforcement Coordinator was previously budgeted in Neighborhood Preservation, but will be more appropriately budgeted here. His title will also be adjusted to Deputy Building Official, to more accurately reflect his responsibilities. The Permit Technician position is being upgraded to another General Building Inspector, to improve responsiveness to the Community in this area, allowing for all available Building staff to provide field service and inspections. As a result of the newly implemented Industrial Waste Permit fees, this section will receive additional funds as an Interdepartmental transfer from the Environmental Services Section to perform the related inspections in an ongoing effort to protect the integrity of the City’s sanitary sewer system. A vacancy in this area has been budgeted as unfilled for six (6) months in fiscal year 2010-2011 to create a General Fund savings.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Building Official	1.00	1.00	1.00	0.60	0.60
Deputy Building Official	-	-	-	1.00	1.00
General Building Inspector	2.00	2.00	2.00	2.50	2.50
Permit Technician	-	1.00	1.00	-	-
Secretary	1.00	1.00	-	-	-
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.10</u>	<u>4.10</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Building Inspection

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	Actual	Actual	Budget	Base	Adopted
Revenues					
Licenses and Permits	-	-	-	225,990	244,150
Charges for Services	-	-	-	73,850	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>299,840</u>	<u>244,150</u>
Expenditures					
Personal Services	-	-	-	449,990	320,450
Professional and Technical	-	-	-	10,230	20,440
Property Services	-	-	-	4,250	4,250
Other Services and Charges	-	-	-	25,750	30,300
Supplies	-	-	-	8,050	8,050
Interdepartmental	-	-	-	(149,220)	(56,800)
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>349,050</u>	<u>326,690</u>
Appropriations					
General Fund	-	-	-	349,050	326,690
Total Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>349,050</u>	<u>326,690</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Works

Activity: Indirect Cost Allocation

Purpose

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

From

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

To

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

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

Goals and Objectives

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

Base Budget-Change in Service

There is a slight increase in costs allocated, due to Transit Administration/Operations supervision moving from Community Development to Public Works

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Indirect Cost Allocation P/W

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>(289,286)</u>	<u>(301,460)</u>	<u>(231,240)</u>	<u>(244,130)</u>	<u>(244,130)</u>
Total Expenditures	<u>(289,286)</u>	<u>(301,460)</u>	<u>(231,240)</u>	<u>(244,130)</u>	<u>(244,130)</u>
Appropriations					
General Fund	(426,130)	(443,810)	(420,650)	(433,540)	(433,540)
State Gas Tax	2,900	3,020	43,190	43,190	43,190
Municipal Parking District	47,528	49,520	40,190	40,190	40,190
Lighting District	17,052	17,770	18,660	18,660	18,660
Landscape District	27,532	28,690	30,120	30,120	30,120
Sewer District	18,420	19,190	28,110	28,110	28,110
Shoppers Lane Parking District	16,940	17,420	4,250	4,250	4,250
Transportation Fund	<u>6,472</u>	<u>6,740</u>	<u>24,890</u>	<u>24,890</u>	<u>24,890</u>
Total Appropriations	<u>(289,286)</u>	<u>(301,460)</u>	<u>(231,240)</u>	<u>(244,130)</u>	<u>(244,130)</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Culture and Recreation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	328,010	80,991	93,990	88,890	118,890
Charges for Services	579,000	650,296	641,560	665,990	670,620
Miscellaneous	<u>87,523</u>	<u>60,697</u>	<u>92,420</u>	<u>110,750</u>	<u>111,750</u>
Total Revenues	<u>994,533</u>	<u>791,984</u>	<u>827,970</u>	<u>865,630</u>	<u>901,260</u>
Activities					
Park-Recreation Administration	388,482	401,207	431,910	420,350	430,620
Community Relations	112,012	127,470	114,860	127,520	134,460
Recreation Services	410,384	510,540	482,740	509,240	508,210
Community Programs	67,054	45,148	18,270	17,610	-
Park Facilities	938,859	654,596	633,990	628,840	554,010
Senior Services	213,718	268,778	270,170	286,450	246,060
Community Parade	48,372	73,294	111,480	106,420	103,970
Community - Special Events	36,465	4,084	6,720	(3,000)	(3,000)
Aquatics	204,259	258,135	262,070	280,390	311,260
Cultural Arts	6,691	4,933	2,450	2,450	-
Library Services	1,285,324	1,425,432	1,413,860	964,840	963,030
Indirect Cost Allocation C/Rec	<u>62,712</u>	<u>65,340</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
Total Activities	<u>3,774,332</u>	<u>3,838,957</u>	<u>3,792,690</u>	<u>3,385,280</u>	<u>3,292,790</u>
Appropriations					
General Fund	3,278,381	3,659,555	3,678,740	3,254,200	3,163,200
Library Grant Fund	116,754	121,563	101,890	114,480	112,670
Library Equipment Reserve	-	1,327	-	4,860	4,860
Parks and Recreation Grant Fund	2,560	-	12,060	12,060	12,060
Park Development Fund	357,593	18,686	-	-	-
City Donation Fund	<u>19,044</u>	<u>37,826</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>3,774,332</u>	<u>3,838,957</u>	<u>3,792,690</u>	<u>3,385,600</u>	<u>3,292,790</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks-Recreation Administration

Purpose

The Parks and Recreation Department “Creates Community Through People, Parks, and Programs.” The services and programs offered through the department’s operational divisions are essential to the quality of life in Covina. Citizens are provided with “Space to Image and Learn,” “Space to Run and Play,” “Space to Share Life Experiences,” “Space to be Safe and Secure,” “Space to be Healthy and Grow,” and “Space to Create and Explore.”

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

In March 2010, the responsibility of managing the Covina Public Library was turned over to the Parks and Recreation Department as a result of budgetary reductions and staff layoffs. The Parks and Recreation Director directly oversees Library operations and supervises Library staff.

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

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

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

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

- The unstable economy.
- 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, and preventing and reducing crime. The older population continues to grow in California, along with the need to provide services for the frail and the more active older adult. Providing programs and services to participants with disabilities continues to be a challenge. To better serve persons with disabilities, the City must have the appropriate trained staff and funding.

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.

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks-Recreation Administration

- Sharing our leadership skills to allow youth of all ages to share, grow and play together.
- Providing opportunities for people of all ages to increase physical fitness and overall health.
- Keeping older adults actively involved in the community.
- Promoting ethnic and cultural awareness through arts education.
- Energetically pursuing grants, sponsorships, and other creative funding alternatives to the General Fund.
- The belief that the citizen is our customer and our success is dependent upon their satisfaction.

Goals and Objectives

The division has established the following goals:

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

To accomplish these goals the division will:

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

Base Budget-Change in Service

The budget reflects the elimination of all Conferences and Meetings.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Parks-Recreation Director	1.00	1.00	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	1.00	1.00
Administrative Technician	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	0.50	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Park-Recreation Administration

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Miscellaneous	<u>4,300</u>	<u>173</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>4,300</u>	<u>173</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	334,132	356,127	377,810	366,370	369,410
Professional and Technical	12,520	8,320	13,690	13,690	22,140
Property Services	13,842	10,269	12,240	12,270	12,270
Other Services and Charges	20,591	20,710	23,330	23,180	21,960
Supplies	<u>7,397</u>	<u>5,781</u>	<u>4,840</u>	<u>4,840</u>	<u>4,840</u>
Total Expenditures	<u>388,482</u>	<u>401,207</u>	<u>431,910</u>	<u>420,350</u>	<u>430,620</u>
Appropriations					
General Fund	380,733	400,975	431,910	420,350	430,620
City Donation Fund	<u>7,749</u>	<u>232</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>388,482</u>	<u>401,207</u>	<u>431,910</u>	<u>420,350</u>	<u>430,620</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Relations

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, writing of press releases, coordination of the department's portion of the City View Newsletter, taking of photos and video of department programs and activities, coordination of presentations for the City Council, local schools, service clubs, and other interested organizations, and coordination of promotional booths at various venues.

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

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

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

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

Goals and Objectives

The Community Relations division has established the following goals:

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

To accomplish these goals the division will:

- Develop a potential sponsor list of Covina area businesses and make personal contact with each one to build effective working relationships, provide enhanced recognition for sponsors at events, and make contact with larger companies to discuss the benefits of sponsoring events.
- Develop and create new ideas for PowerPoint presentations, 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

The budget reflects the elimination of all Conferences and Meetings, and also reflects the addition of the Rec N' Roll Movie Experience program.

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Relations

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Community Relations Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.52	0.50	0.45	0.47	0.47
Community Resources Assistant II	0.13	0.12	0.03	0.04	0.04
Community Resources Assistant I	0.02	0.05	0.04	0.06	0.06
Community Resources Aide	0.01	-	-	0.02	0.02
Total FTE Part-Time Positions	<u>0.68</u>	<u>0.67</u>	<u>0.52</u>	<u>0.59</u>	<u>0.59</u>
Total Full-Time Equivalent Positions	<u>1.68</u>	<u>1.67</u>	<u>1.52</u>	<u>1.59</u>	<u>1.59</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Community Relations

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	2,718	2,730	3,000	7,340	7,340
Miscellaneous	<u>8,449</u>	<u>8,000</u>	<u>9,060</u>	<u>9,060</u>	<u>9,060</u>
Total Revenues	<u>11,167</u>	<u>10,730</u>	<u>12,060</u>	<u>16,400</u>	<u>16,400</u>
Expenditures					
Personal Services	96,078	110,964	102,360	112,320	112,540
Professional and Technical	2,560	4,596	1,500	3,300	9,980
Other Services and Charges	3,550	3,489	1,370	1,540	1,360
Supplies	<u>9,824</u>	<u>8,421</u>	<u>9,630</u>	<u>10,360</u>	<u>10,580</u>
Total Expenditures	<u>112,012</u>	<u>127,470</u>	<u>114,860</u>	<u>127,520</u>	<u>134,460</u>
Appropriations					
General Fund	109,452	127,470	102,800	115,460	122,400
Parks and Recreation Grant Fund	<u>2,560</u>	<u>-</u>	<u>12,060</u>	<u>12,060</u>	<u>12,060</u>
Total Appropriations	<u>112,012</u>	<u>127,470</u>	<u>114,860</u>	<u>127,520</u>	<u>134,460</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Recreation Services

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 Youth Softball (summer)
- Little Tot, Pee Wee and Youth Soccer (fall and spring)
- Little Tot, Pee Wee and Youth Basketball (winter)
- Little Tot, Pee Wee and Youth Flag Football (spring)
- Youth Cheer (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 Breakfast Lion's Club, the Parks & Recreation Department is able to provide a free, fun, safe alternative to trick-or-treating.

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

Summer Day Camp Program. The Summer Day Camp program will operate Monday-Friday, 7:30 a.m.-6 p.m. at Covina Park. This affordable program provides structured, supervised activities for children ages 6-12. It includes arts & crafts, science, games, sports, field games, movies, character development, leadership skill development, swimming, and field trips.

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

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

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

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Recreation Services

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, programs and services for teens and the quality of after-school programs.

To accomplish these goals the division will:

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

Base Budget-Change in Service

The budget reflects the elimination of Conferences and Meetings, as well as a reduction in part-time staff hours. PA equipment expenditures have been transferred to this cost center from the Community Programs cost center.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Community Services Supervisor	-	1.00	1.00	1.00	1.00
Recreation Services Supervisor	0.50	-	-	-	-
Recreation Coordinator	1.50	1.50	1.50	1.50	1.50
Total Full-Time Positions	<u>2.00</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.82	1.09	1.31	0.99	0.92
Community Resources Assistant II	2.10	1.78	3.22	2.41	2.41
Community Resources Assistant I	0.93	1.07	0.93	1.14	1.14
Community Resources Aide	0.22	0.30	-	0.07	0.07
Total FTE Part-Time Positions	<u>4.07</u>	<u>4.24</u>	<u>5.46</u>	<u>4.61</u>	<u>4.54</u>
Total Full-Time Equivalent Positions	<u><u>6.07</u></u>	<u><u>6.74</u></u>	<u><u>7.96</u></u>	<u><u>7.11</u></u>	<u><u>7.04</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Recreation Services

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	-	5,000	-	-	-
Charges for Services	303,840	329,069	339,310	363,370	363,370
Miscellaneous	<u>14,354</u>	<u>24,393</u>	<u>18,720</u>	<u>19,650</u>	<u>19,650</u>
Total Revenues	<u>318,194</u>	<u>358,462</u>	<u>358,030</u>	<u>383,020</u>	<u>383,020</u>
Expenditures					
Personal Services	222,491	272,128	282,760	294,620	292,990
Professional and Technical	156,647	179,519	166,090	170,030	169,490
Property Services	3,872	3,267	3,390	1,920	2,920
Other Services and Charges	26,124	28,437	34,150	33,470	33,210
Supplies	22,195	30,365	29,280	32,200	32,600
Capital Outlay	8,730	28,555	-	-	-
Interdepartmental	<u>(29,675)</u>	<u>(31,731)</u>	<u>(32,930)</u>	<u>(23,000)</u>	<u>(23,000)</u>
Total Expenditures	<u>410,384</u>	<u>510,540</u>	<u>482,740</u>	<u>509,240</u>	<u>508,210</u>
Appropriations					
General Fund	401,654	494,465	482,740	509,240	508,210
City Donation Fund	<u>8,730</u>	<u>16,075</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>410,384</u>	<u>510,540</u>	<u>482,740</u>	<u>509,240</u>	<u>508,210</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Programs

For fiscal year 2010-11, the tasks previously reflected in the Community Programs cost center have been transferred to different cost centers within the Parks and Recreation Department budget. The transfers include:

- Serving as City liaison to community youth sports organizations – *transferred to Recreation Services Supervisor (no costs associated with this task)*
- Coordinating use of all department facilities, including the rental of various parks, park facilities, Savoy and Heyler Fields, and the Recreation Hall – *transferred to Recreation Services Supervisor with expenditures/revenues not reflected in Park Facilities cost center.*
- Coordination of equipment use, including tables, chairs, E-Z ups, and sound equipment – *transferred to Recreation Services Supervisor (no costs associated with this task)*
- Coordination of Covina-Valley Unified School District field use – *transferred to Recreation Services Supervisor (no costs associated with this task)*

Base Budget-Change in Service

All facility rental revenues and expenditures have been transferred to the Park Facilities division. Maintenance costs for the Recreation Hall have also been transferred to the Park Facilities division. PA equipment expenditures have been transferred to the Recreation Services division.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Community Services Supervisor	0.25	-	-	-	-
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.02	0.04	-	-	-
Community Resources Assistant II	0.01	0.04	0.07	0.07	-
Community Resources Assistant I	0.03	-	0.01	0.01	-
Total FTE Part-Time Positions	<u>0.06</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>-</u>
Total Full-Time Equivalent Positions	<u>0.31</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Community Programs

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	7,636	22,279	3,000	3,000	-
Miscellaneous	129	-	-	-	-
Total Revenues	<u>7,765</u>	<u>22,279</u>	<u>3,000</u>	<u>3,000</u>	<u>-</u>
Expenditures					
Personal Services	40,693	2,223	2,010	1,990	-
Professional and Technical	-	150	-	-	-
Property Services	21,894	12,656	13,690	13,050	-
Other Services and Charges	438	515	220	220	-
Supplies	4,029	5,025	2,350	2,350	-
Capital Outlay	-	24,579	-	-	-
Total Expenditures	<u>67,054</u>	<u>45,148</u>	<u>18,270</u>	<u>17,610</u>	<u>-</u>
Appropriations					
General Fund	<u>67,054</u>	<u>45,148</u>	<u>18,270</u>	<u>17,610</u>	-
Total Appropriations	<u>67,054</u>	<u>45,148</u>	<u>18,270</u>	<u>17,610</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Park Facilities

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.

For fiscal year 2010-2011, the department will be adding the maintenance of Covina Park, Edna Park, and Civic Park to the existing landscape maintenance contract, which includes Kelby Park, Jobe's Glen at Jalapa Park, Three Oaks Park, Hollenbeck Park, Kahler Russell Park and Nature Trail, and City Hall grounds.

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.

Goals and Objectives

The division has established the following goals:

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

To accomplish these goals the division will:

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

Base Budget-Change in Service

The budget reflects the elimination of a full-time Park Worker-Irrigation Specialist position. Also eliminated is Conferences and Meetings. Changes also include the transfer of facility rental revenues and expenditures and Recreation Hall maintenance from the Community Programs cost center to this cost center. The increased landscape maintenance contract is included being partially offset by a reduction in part-time staff hours. Reductions have also been made in maintenance supply accounts and utilities.

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Park Facilities

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Park Foreman	1.00	1.00	1.00	1.00	1.00
Park Worker - Irrigation Specialist	1.00	1.00	1.00	1.00	-
Park Worker	1.00	1.00	1.00	1.00	1.00
Office Assistant II	1.00	-	-	-	-
Total Full-Time Positions	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>3.00</u>
<u>FTE Part-Time Positions</u>					
Park Maintenance Assistant	0.30	0.82	1.92	1.93	0.97
Community Resources Assistant II	-	-	-	-	0.07
Community Resources Assistant I	0.44	0.19	-	-	0.01
Total FTE Part-Time Positions	<u>0.74</u>	<u>1.01</u>	<u>1.92</u>	<u>1.93</u>	<u>1.05</u>
Total Full-Time Equivalent Positions	<u>5.74</u>	<u>5.01</u>	<u>5.92</u>	<u>5.93</u>	<u>4.05</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Park Facilities

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	275,976	(52,356)	21,000	21,000	21,000
Charges for Services	8,422	14,143	22,120	22,920	25,920
Miscellaneous	957	-	1,200	-	-
Total Revenues	<u>285,355</u>	<u>(38,213)</u>	<u>44,320</u>	<u>43,920</u>	<u>46,920</u>
Expenditures					
Personal Services	298,823	382,270	352,820	372,760	279,040
Professional and Technical	2,096	3,054	2,350	2,350	4,900
Property Services	238,918	228,473	249,370	224,780	243,230
Other Services and Charges	69,023	67,462	69,030	68,430	68,130
Supplies	34,458	32,423	38,610	38,710	36,900
Capital Outlay	386,623	18,686	-	-	-
Interdepartmental	(91,082)	(77,772)	(78,190)	(78,190)	(78,190)
Total Expenditures	<u>938,859</u>	<u>654,596</u>	<u>633,990</u>	<u>628,840</u>	<u>554,010</u>
Appropriations					
General Fund	581,266	635,910	633,990	628,840	554,010
Park Development Fund	<u>357,593</u>	<u>18,686</u>	-	-	-
Total Appropriations	<u>938,859</u>	<u>654,596</u>	<u>633,990</u>	<u>628,840</u>	<u>554,010</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Senior Services

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 advice, Medicare advocacy, income tax preparation, renters' credit preparation, and health assessment services.
- **Transportation.** Reduced rate transportation is accessible at the Joslyn Center. Identification cards are prepared and issued for the Dial-a-Cab program, and discounted bus passes are sold each month.
- **Nutrition Program.** Through a contract with YWCA Intervale Senior Services and grant funding from Los Angeles County Area Agency on Aging and the Community Development Block Grant, the Senior Services division offers a daily congregate meal program. Home delivered meals are available to Covina residents through the Meals-on-Wheels program.
- **Case Management.** Funded by the Community Development Block Grant and coordinated by YWCA Intervale Senior Services, the Case Management program assists the elderly who have problems which are preventing them from living independently or from receiving needed services. The Case Manager acts as an advocate and connects seniors with available services.
- **Older Adult Classes.** A variety of fee-based classes for older adults are offered at the Joslyn Center. Also, the Mount San Antonio College continuing education program offers several classes at no cost.

Goals and Objectives

The division has established the following goals:

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

To accomplish these goals the division will:

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

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Senior Services

Base Budget-Change in Service

The budget reflects the elimination of Conferences and Meetings, as well as a reduction in part-time staff hours. Also eliminated is free coffee for the senior participants. Staff will be seeking sponsorships to cover the cost of the coffee.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Community Services Supervisor	0.25	-	-	-	-
Recreation Services Supervisor	-	0.50	0.50	0.50	0.50
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.25</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	1.76	1.35	1.30	1.33	1.33
Community Resources Assistant II	0.28	0.33	0.24	0.24	0.05
Community Resources Assistant I	0.19	0.12	-	-	-
Total FTE Part-Time Positions	<u>2.23</u>	<u>1.80</u>	<u>1.54</u>	<u>1.57</u>	<u>1.38</u>
Total Full-Time Equivalent Positions	<u><u>3.48</u></u>	<u><u>3.30</u></u>	<u><u>3.04</u></u>	<u><u>3.07</u></u>	<u><u>2.88</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Senior Services

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	24,788	22,717	24,440	27,540	27,540
Miscellaneous	<u>3,793</u>	<u>5,970</u>	<u>38,370</u>	<u>39,970</u>	<u>39,970</u>
Total Revenues	<u>26,201</u>	<u>25,847</u>	<u>62,810</u>	<u>67,510</u>	<u>67,510</u>
Expenditures					
Personal Services	127,300	147,312	152,700	161,100	156,710
Professional and Technical	17,327	14,339	17,540	24,780	28,910
Property Services	36,279	45,181	47,890	51,260	51,260
Other Services and Charges	26,155	25,293	36,790	37,240	37,010
Supplies	13,624	15,290	14,620	14,920	14,920
Capital Outlay	-	27,219	306,850	39,900	-
Interdepartmental	<u>(6,967)</u>	<u>(5,856)</u>	<u>(306,220)</u>	<u>(42,750)</u>	<u>(42,750)</u>
Total Expenditures	<u>213,718</u>	<u>268,778</u>	<u>270,170</u>	<u>286,450</u>	<u>246,060</u>
Appropriations					
General Fund	211,153	253,208	270,170	286,460	246,060
City Donation Fund	<u>2,565</u>	<u>15,570</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>213,718</u>	<u>268,778</u>	<u>270,170</u>	<u>286,460</u>	<u>246,060</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Parade

Purpose

The Covina Christmas Parade will celebrate its 60th year on December 4, 2010. 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 five volunteer members and staff liaisons. The Executive Committee is responsible for setting policies, establishing fees, and long-range planning. Members serve a two-year term.

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

Goals and Objectives

The division has established the following goals:

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

To accomplish these goals the division will:

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

Base Budget-Change in Service

The Christmas Festival and Tree Lighting event has been eliminated for fiscal year 2010-11, although the lights will still be placed on the traditional city Christmas tree.

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Culture and Recreation

Activity: Community Parade

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Office Assistant II	-	1.00	1.00	1.00	1.00
Total Full-Time Positions	-	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.01	0.03	0.02	0.02	0.02
Community Resources Assistant II	0.01	0.01	0.04	0.03	0.03
Community Resources Assistant I	-	0.01	-	-	-
Total FTE Part-Time Positions	0.02	0.05	0.06	0.05	0.05
Total Full-Time Equivalent Positions	0.02	1.05	1.06	1.05	1.05

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Community Parade

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	250	6,331	7,250	9,570	7,600
Miscellaneous	<u>13,655</u>	<u>6,576</u>	<u>1,500</u>	<u>1,500</u>	<u>2,500</u>
Total Revenues	<u>13,905</u>	<u>12,907</u>	<u>8,750</u>	<u>11,070</u>	<u>10,100</u>
Expenditures					
Personal Services	34,827	2,500	57,690	61,240	60,990
Professional and Technical	1,000	8,759	8,710	3,730	2,950
Property Services	2,245	13,348	12,400	12,760	12,060
Other Services and Charges	2,231	3,581	5,100	5,140	4,880
Supplies	8,069	4,483	5,240	2,910	2,450
Interdepartmental	<u>-</u>	<u>40,623</u>	<u>22,340</u>	<u>20,640</u>	<u>20,640</u>
Total Expenditures	<u>48,372</u>	<u>73,294</u>	<u>111,480</u>	<u>106,420</u>	<u>103,970</u>
Appropriations					
General Fund	<u>48,372</u>	<u>73,294</u>	<u>111,480</u>	<u>106,730</u>	<u>103,970</u>
Total Appropriations	<u>48,372</u>	<u>73,294</u>	<u>111,480</u>	<u>106,730</u>	<u>103,970</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Special Events

Purpose

Bluesapalooza/Thunderfest is a free community-wide event scheduled for Saturday, October 23, 2010. The event features indoor and outdoor musical venues, the largest car show in the east San Gabriel Valley (race cars from the National Hot Rod Association – NHRA), food vendors, arts & crafts vendors, and more. Over 25,000 attend the event annually.

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

Goals and Objectives

The following goals have been established for the event:

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

To accomplish these goals the department will:

- Promote the event through Blues magazines, NHRA promotional materials, and radio stations.
- Continue the event evaluation process and revise the reporting format.
- Review current trends and potential sponsors that would assist in covering equipment costs for a new activity area.

Base Budget-Change in Service

No change.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.05	0.06	0.15	0.15	0.15
Community Resources Assistant II	-	0.01	-	-	-
Community Resources Assistant I	0.02	0.01	-	-	-
Total FTE Part-Time Positions	<u>0.07</u>	<u>0.08</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
Total Full-Time Equivalent Positions	<u>0.07</u>	<u>0.08</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Community - Special Events

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	16,976	5,358	6,720	-	-
Miscellaneous	<u>33,700</u>	<u>-</u>	<u>-</u>	<u>15,000</u>	<u>15,000</u>
Total Revenues	<u><u>50,676</u></u>	<u><u>5,358</u></u>	<u><u>6,720</u></u>	<u><u>15,000</u></u>	<u><u>15,000</u></u>
Expenditures					
Personal Services	929	2,540	4,820	4,810	4,810
Professional and Technical	33,818	516	500	12,900	12,900
Property Services	387	403	500	11,700	11,700
Other Services and Charges	40	-	100	16,700	16,700
Supplies	1,291	625	800	7,170	7,170
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>(56,280)</u>	<u>(56,280)</u>
Total Expenditures	<u><u>36,465</u></u>	<u><u>4,084</u></u>	<u><u>6,720</u></u>	<u><u>(3,000)</u></u>	<u><u>(3,000)</u></u>
Appropriations					
General Fund	<u>36,465</u>	<u>4,084</u>	<u>6,720</u>	<u>(3,000)</u>	<u>(3,000)</u>
Total Appropriations	<u><u>36,465</u></u>	<u><u>4,084</u></u>	<u><u>6,720</u></u>	<u><u>(3,000)</u></u>	<u><u>(3,000)</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Aquatics

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 are trained in the City's E.L.I.T.E. swim program.

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

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

Goals and Objectives

The division has established the following goals:

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

To accomplish these goals the division will:

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

Base Budget-Change in Service

The budget reflects an increase in part-time staff hours due to more staff being hired and more swim classes being offered. This is offset by a projected increase in revenue.

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Aquatics

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Recreation Services Supervisor	0.50	0.50	0.50	0.50	0.50
Total Full-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
<u>FTE Part-Time Positions</u>					
Pool Manager	0.24	0.25	0.25	0.25	0.25
Assistant Pool Manager	0.93	0.60	0.21	0.23	0.23
Lifeguard/Instructor	2.53	3.03	3.32	4.22	4.22
Lifeguard	0.08	0.31	0.33	0.33	0.33
Park Maintenance Assistant	-	0.30	0.48	0.48	0.48
Community Resources Specialist	-	0.04	-	-	-
Community Resources Assistant II	0.26	0.27	0.26	0.26	0.26
Community Resources Assistant I	0.01	0.02	-	-	-
Total FTE Part-Time Positions	<u>4.05</u>	<u>4.82</u>	<u>4.85</u>	<u>5.77</u>	<u>5.77</u>
Total Full-Time Equivalent Positions	<u><u>4.55</u></u>	<u><u>5.32</u></u>	<u><u>5.35</u></u>	<u><u>6.27</u></u>	<u><u>6.27</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Aquatics

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	Actual	Actual	Budget	Base	Adopted
Revenues					
Intergovernmental	-	-	20,000	20,000	50,000
Charges for Services	148,051	186,448	178,720	185,730	185,730
Miscellaneous	98	9	-	-	-
Total Revenues	<u>148,149</u>	<u>186,457</u>	<u>198,720</u>	<u>205,730</u>	<u>235,730</u>
Expenditures					
Personal Services	122,407	166,738	171,810	197,070	197,170
Professional and Technical	1,140	1,540	1,500	1,500	3,430
Property Services	50,357	53,589	52,830	47,430	47,430
Other Services and Charges	10,020	3,360	6,040	16,750	15,590
Supplies	20,335	32,908	29,890	29,140	29,140
Capital Outlay	-	-	-	-	30,000
Interdepartmental	-	-	-	(11,500)	(11,500)
Total Expenditures	<u>204,259</u>	<u>258,135</u>	<u>262,070</u>	<u>280,390</u>	<u>311,260</u>
Appropriations					
General Fund	204,259	255,542	262,070	280,390	311,260
City Donation Fund	-	2,593	-	-	-
Total Appropriations	<u>204,259</u>	<u>258,135</u>	<u>262,070</u>	<u>280,390</u>	<u>311,260</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 tenth year.

The Cultural Arts Advisory Commission accomplished the following projects/events in 2009-2010:

- Presentation of a free Community Concert series.
- Presentation of the Leo Politi event in conjunction with the Covina Public Library

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

All funding for the Cultural Arts Advisory Commission has been eliminated for fiscal year 2010-11. Funding for the Martin Luther King Jr. event has been transferred to the Recreation Services division.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	-	0.01	-	-	-
Community Resources Assistant II	0.01	-	-	-	-
Community Resources Assistant I	-	-	-	-	-
Total Full-Time Equivalent Positions	<u>0.01</u>	<u>0.01</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Cultural Arts

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	3,380	-	-	-	-
Miscellaneous	<u>5,100</u>	<u>2,695</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>8,480</u>	<u>2,695</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	174	179	-	-	-
Professional and Technical	5,075	3,500	1,350	1,350	-
Other Services and Charges	1,090	643	900	900	-
Supplies	<u>352</u>	<u>611</u>	<u>200</u>	<u>200</u>	<u>-</u>
Total Expenditures	<u>6,691</u>	<u>4,933</u>	<u>2,450</u>	<u>2,450</u>	<u>-</u>
Appropriations					
General Fund	6,691	1,577	2,450	2,450	-
City Donation Fund	<u>-</u>	<u>3,356</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>6,691</u>	<u>4,933</u>	<u>2,450</u>	<u>2,450</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Library Administration

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, fostering continued educational activities, and encouraging reading, and preventing and reducing crime.

Library Administration staff serve as the liaison to the Covina Library Board of Trustees, a state mandated educational board, and the Friends of the Covina Public Library. Both groups meet on a regular basis throughout the year.

Library Administration oversees the capital improvement projects and grants.

The Library is governed by the following principles:

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

Library Administration division provides the following support services:

- Clerical Support – typing, proof reading, office supply ordering, and forms maintenance.
- Personnel Functions – recruitment coordination , interviewing, personnel paperwork processing, staff rosters, coordination of in-service training, and staff handbooks.
- Financial Functions – coordination of department budget submittal, budget controls, accounts payable, accounts receivable, cash reports, payroll processing, petty cash, and refunds.
- Coordination of building maintenance needs.
- Preparation of annual and quarterly mandated reports to the State.
- Preparation of Library Board meeting packets and staff liaison.
- Staff liaison to the Friends of the Covina Library and assistance with coordinating their event needs.

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:

- The unstable economy.
- Aging building, which needs electrical upgrades and earthquake retrofitting.
- Reduction of available grant funds for literacy.
- Informational, educational and recreational reading.
- Demographic, social, cultural, political, and legislative trends.
- Increasing special needs population desiring access to library services

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Library Administration

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:

- Cross-train staff to increase their knowledge and skills.
- 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.
- Research various types of vendors that would be interested in providing services, at a fee, which in return will bring funds to the Library
- Work with IKEA to remodel the Community Room and create an outdoor space for youth and teens.
- Research and implement a "Giving Wall" to create an ongoing source of revenue for the Library needs which are not covered by the General Fund.

Base Budget-Change in Service

The budget reflects a significant reduction due to budget constraints.

This year the Library Administration is separated out from the other divisions which include Circulation Services, Adult Reference Services, Children's Reference Services and Technical Services.

	2007-2008 <u>Actual</u>	2008-2009 <u>Actual</u>	2009-2010 <u>Budget</u>	2010-2011 <u>Base</u>	2010-2011 <u>Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Library Director	1.00	1.00	1.00	-	-
Administrative Technician	1.00	1.00	1.00	-	-
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>-</u>	<u>-</u>
<u>FTE Part-Time Positions</u>					
Administrative Technician	-	-	-	0.46	0.46
Total FTE Part-Time Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.46</u>	<u>0.46</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.46</u>	<u>0.46</u>

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Circulation Services

Purpose

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

Responsibilities include:

- Issuing new library cards.
- Check out materials
- Process returned materials, including checking and cleaning returned items and flagging materials that have been damaged.
- Sort returned materials for reshelving.
- Reshelve returned materials
- Maintain library patron account information.
- Coordination of questions and collection of library fees and fines.
- Run report on Late Items and send Overdue Notices.
- Send notices to those who have unresolved charges remaining on their account.
- Process collection agency accounts.
- Collection development of CD's and DVDs maintain the CD's and DVD displays to encourage more checkouts.
- Answering questions related to library check-out and returns.
- Collect library fines and fees.
- Checking and cleaning returned items; flagging materials that have been damaged.
- Update newspapers and magazines as they are published.
- Update newspapers daily and magazines as they are published.
- Community Room applications and scheduling of room.
- 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
- Develop internal Community Room scheduling procedures.
- Redefine usage of the Community Room to increase youth/teen/and Friends of the Library's better access to the facility.

To accomplish these goals the division will:

- Train and cross-train staff to increase their knowledge and skills to provide continuous quality counters 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.
- Computerize the Community Room calendar. Implement internal scheduling request form.

Base Budget-Change in Service

To better demonstrate all services in the library, program area divisions were created to include Library Administration, Circulation Services, Adult Reference Services, Children's Reference Services, and Technical Services.

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Circulation Services

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Circulation Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Library Clerk	2.23	2.23	2.23	2.23	2.23
Library Shelver	0.52	0.52	0.52	0.41	0.41
Total FTE Part-Time Positions	2.75	2.75	2.75	2.64	2.64
Total Full-Time Equivalent Positions	3.75	3.75	3.75	3.64	3.64

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Adult/Teen Reference Services

Purpose

The Adult/Teen 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
- Conducting library programs for Adults and Teens.
- Weeding current book collection

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 the community.
- Due to the reduction in funding staff will need to create better methods of book materials selection.

To accomplish these goals the division will:

- New book selection.
- Seek new materials donation through a “book donation wall” to augment the reduced book budget.
- Train and cross-train staff to increase their knowledge and skills to provide continuous quality reference service.

Base Budget-Change in Service

To better demonstrate all services in the library, program area divisions were created to include Library Administration, Circulation Services, Adult Reference Services, Children’s Reference Services, and Technical Services. The budget reflects a significant reduction in staff due to budget constraints.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Senior Librarian	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Positions	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Senior Librarian	<u>0.82</u>	<u>0.82</u>	<u>0.82</u>	<u>0.75</u>	<u>0.75</u>
Total FTE Part-Time Positions	<u>0.82</u>	<u>0.82</u>	<u>0.82</u>	<u>0.75</u>	<u>0.75</u>
Total Full-Time Equivalent Positions	<u><u>2.82</u></u>	<u><u>2.82</u></u>	<u><u>2.82</u></u>	<u><u>1.75</u></u>	<u><u>1.75</u></u>

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Children's Reference Area

Purpose

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

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

Goals and Objectives

The division has established the following goals:

- Endeavor to maintain the existing collection and make the collection more relevant by careful selection of new materials; discarding outdated and unneeded materials.
- Provide reference services that meet the needs youth ages 0-17.
- Increase additional programming to bring in new patrons to the Library.
- Provide quality programs.
- Continue to seek new ideas for programs and services.

To accomplish these goals the division will:

- Read reviews composed by reputable book reviewers, etc. when making the selection of materials from library vendors.
- Seek new materials donation through an "adopt-a-book" program to augment the reduced book budget.
- Create a 0-3 Storytime program to introduce new parents to library services and early childhood development skills through stories and song.
- Continue outreach schedule visits to the local schools for Storytime, introduction to BrainFuse and other library services.
- Revamp the Homework Help program.
- Participate in professional library organizations' forums, trainings and seminars to advance the current programming and services.
- Train and cross-train staff to increase their knowledge and skills to provide continuous quality reference service.
- Administer the Summer Reading Program.
- Invite authors and performers who stimulate and educate the children.

Base Budget-Change in Service

To better demonstrate all services in the library, program area divisions were created to include Library Administration, Circulation Services, Adult Reference Services, Children's Reference Services, and Technical Services. There is no change in service.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Senior Librarian	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Senior Librarian	-	-	-	0.27	0.27
Total FTE Part-Time Positions	-	-	-	0.27	0.27
Total Full-Time Equivalent Positions	1.00	1.00	1.00	1.27	1.27

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Technical Services

Purpose

The Technical Services Division is responsible for: processing the new materials for check out; cataloging materials; repair of damaged items.

Responsibilities include:

- Ordering new materials – books, CD’s, DVD’s and periodicals.
- Cataloging the new material to the OCLC database.
- Processing new materials for check out.
- Coordinate Inter-Library loans.
- Daily scheduling of the Library’s SIRSI/DYNIX backups and alert IT when problems occur.
- Repair 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, CD’s and DVDs, and periodicals.
- Ensure library computer for check-out and library patron records is updated daily.
- Improve support services to better serve the other functions of the library.

To accomplish these goals the division will:

- Train and cross-train staff 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 of procedures for Technical Services
- Redo outdated processes and forms to improve technical services

Base Budget-Change in Service

To better demonstrate all services in the library, program area divisions were created to include Library Administration, Circulation Services, Adult Reference Services, Children’s Reference Services, and Technical Services. The budget reflects a significant reduction in staff due to budget constraints.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Principal Librarian	1.00	1.00	1.00	-	-
Total Full-Time Positions	1.00	1.00	1.00	-	-
<u>FTE Part-Time Positions</u>					
Library Assistant	0.47	0.47	0.47	0.47	0.47
Library Clerk	1.78	1.78	1.78	1.78	1.78
Library Shelver	-	-	-	0.08	0.08
Total FTE Part-Time Positions	0.50	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	9.00	9.00	8.75	8.75	8.75

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Public Printer

Purpose

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

Base Budget-Change in Service

There is no service change.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Culture and Recreation

Activity: Library Literacy Program

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 CDBG program. Additional funds are provided through the Annual Trivia Showdown Contest, community donations, Friends of the Library and the general fund. Since 2001 the Literacy program has served 491 participants and has trained 239 tutors.

Goals and Objectives

The Second Start Literacy Program has established the following goals:

- Continue to provide quality literacy services to adults and children with 1 full time staff member and 31 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.

To accomplish these goals the Second Start Literacy Program will:

- Maintain and increase the volunteer base utilizing the VolunteerMatch.org and local publicity along with public presentations to local service clubs and organizations.
- Local fundraising through various approaches such as wine walk and the new Literacy donation form in the City View, and corporate entities.
- During the orientation, give new participants a tour of the library.
- Introduce participants to library programs.
- Have children in the Literacy program join the Summer Reading Program.
- Encourage adult learners and children to obtain a library card.

Base Budget Changes in Services

There is no change in service.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Literacy Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Library Clerk	0.10	0.03	-	-	-
Total FTE Part-Time Positions	0.10	0.03	-	-	-
Total Full-Time Equivalent Positions	1.10	1.03	1.00	1.00	1.00

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Library Services

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	52,034	54,991	52,990	47,890	47,890
Charges for Services	62,939	61,221	57,000	46,520	53,120
Miscellaneous	<u>2,988</u>	<u>12,881</u>	<u>23,570</u>	<u>25,570</u>	<u>25,570</u>
Total Revenues	<u>117,961</u>	<u>129,093</u>	<u>133,560</u>	<u>119,980</u>	<u>126,580</u>
Expenditures					
Personal Services	875,920	906,654	960,690	554,590	554,590
Professional and Technical	138,247	135,826	125,850	163,410	163,410
Property Services	108,723	121,436	123,450	119,970	119,970
Other Services and Charges	21,492	28,842	30,810	27,180	27,180
Supplies	105,119	130,468	144,240	70,940	69,130
Capital Outlay	1,000	72,509	-	-	-
Interdepartmental	<u>34,823</u>	<u>29,697</u>	<u>28,820</u>	<u>28,750</u>	<u>28,750</u>
Total Expenditures	<u>1,285,324</u>	<u>1,425,432</u>	<u>1,413,860</u>	<u>964,840</u>	<u>963,030</u>
Appropriations					
General Fund	1,231,282	1,367,882	1,356,140	889,670	889,670
Library Equipment Reserve	-	1,327	-	4,860	4,860
Library Grant Fund	<u>54,042</u>	<u>56,223</u>	<u>57,720</u>	<u>70,310</u>	<u>68,500</u>
Total Appropriations	<u>1,285,324</u>	<u>1,425,432</u>	<u>1,413,860</u>	<u>964,840</u>	<u>963,030</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Culture and Recreation

Activity: Indirect Cost Allocation

Purpose

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

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

Goals and Objectives

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

Base Budget-Change in Service

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

	2006-2007 Actual	2007-2008 Actual	2008-2009 Budget	2009-2010 Base	2009-2010 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Culture and Recreation

Activity: Indirect Cost Allocation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>62,712</u>	<u>65,340</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
Total Expenditures	<u>62,712</u>	<u>65,340</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
Appropriations					
Literacy Grant	<u>62,712</u>	<u>65,340</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
Total Appropriations	<u>62,712</u>	<u>65,340</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Community Development

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Licenses and Permits	338,661	183,068	225,990	-	-
Charges for Services	480,763	301,575	109,650	109,650	143,850
Fines and Forfeits	18,350	26,195	-	-	-
Miscellaneous	-	39,262	62,000	15,000	15,000
Total Revenues	<u>837,774</u>	<u>550,100</u>	<u>397,640</u>	<u>124,650</u>	<u>158,850</u>
Activities					
Development Administration	455,282	353,231	357,110	357,110	153,580
Planning	231,454	333,196	343,020	366,490	215,770
Building Inspection	600,790	429,520	357,420	-	-
Code Enforcement	92,526	113,646	96,920	96,920	97,550
Indirect Cost Allocation	<u>(501,690)</u>	<u>(522,760)</u>	<u>(548,890)</u>	<u>(548,890)</u>	<u>(418,110)</u>
Total Activities	<u>878,362</u>	<u>706,833</u>	<u>605,580</u>	<u>271,630</u>	<u>48,790</u>
Appropriations					
General Fund	878,362	686,299	605,580	271,630	48,790
Community Improvement Fund	-	20,534	-	-	-
Total Appropriations	<u>878,362</u>	<u>706,833</u>	<u>605,580</u>	<u>271,630</u>	<u>48,790</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Community Development

Activity: Development Administration

Purpose

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

Goals and Objectives

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

Base Budget-Change in Services

Personnel charges include 50% of the costs of the Director of Community Development and a Senior Administrative Technician, with the remainder being budgeted in Community Development Administration. This also includes the reallocation of the Senior Management Analyst to Redevelopment Administration.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Director of Community Development	1.00	1.00	1.00	0.50	0.50
Assistant Director of Community Development	1.00	-	-	-	-
Senior Management Analyst	-	1.00	1.00	-	-
Management Analyst	1.00	-	-	-	-
Senior Administrative Technician	1.00	1.00	1.00	0.50	0.50
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>3.00</u>	<u>3.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Community Development

Activity: Development Administration

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	425,827	324,725	321,870	321,870	117,880
Professional and Technical	10,060	10,060	12,000	12,000	12,460
Property Services	4,916	4,909	6,650	6,650	6,650
Other Services and Charges	13,172	12,612	13,840	13,840	13,840
Supplies	<u>1,307</u>	<u>925</u>	<u>2,750</u>	<u>2,750</u>	<u>2,750</u>
Total Expenditures	<u>455,282</u>	<u>353,231</u>	<u>357,110</u>	<u>357,110</u>	<u>153,580</u>
Appropriations					
General Fund	<u>455,282</u>	<u>353,231</u>	<u>357,110</u>	<u>357,110</u>	<u>153,580</u>
Total Appropriations	<u>455,282</u>	<u>353,231</u>	<u>357,110</u>	<u>357,110</u>	<u>153,580</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Community Development

Activity: Planning

Purpose

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

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

Goals and Objectives

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

Our specific objectives for this year are to:

- Update public information related to development standards and the review process, and make this information available on the City's website.
- Complete an update of the General Plan Housing Element, in conjunction with the Regional Housing Needs Assessment (RHNA).
- Commence a comprehensive update of the zoning code.

Base Budget-Change in Service

Two full-time professional positions were eliminated due to layoffs in the 2009-2010 fiscal year. Additionally, 70% of the cost of an Associate Planner is being charged to Housing.

	2007-2007 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
City Planner	-	-	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	1.00	0.30
Assistant Planner	1.00	1.00	-	-	-
Planning Technician	1.00	1.00	1.00	-	-
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>2.00</u>	<u>1.30</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Community Development

Activity: Planning

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	150,179	155,158	109,650	109,650	143,850
Miscellaneous	-	1,950	15,000	15,000	15,000
Total Revenues	<u>150,179</u>	<u>157,108</u>	<u>124,650</u>	<u>124,650</u>	<u>158,850</u>
Expenditures					
Personal Services	261,549	345,062	365,200	365,200	170,740
Professional and Technical	17,684	34,117	24,510	47,980	24,510
Property Services	2,013	2,480	3,170	3,170	5,000
Other Services and Charges	7,387	8,809	12,680	12,680	12,880
Supplies	909	1,228	2,640	2,640	2,640
Interdepartmental	(58,088)	(58,500)	(65,180)	(65,180)	-
Total Expenditures	<u>231,454</u>	<u>333,196</u>	<u>343,020</u>	<u>366,490</u>	<u>215,770</u>
Appropriations					
General Fund	<u>231,454</u>	<u>333,196</u>	<u>343,020</u>	<u>366,490</u>	<u>215,770</u>
Total Appropriations	<u>231,454</u>	<u>333,196</u>	<u>343,020</u>	<u>366,490</u>	<u>215,770</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

Note:

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

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Building Official	1.00	1.00	1.00	-	-
Deputy Building Official				-	-
General Building Inspector	2.00	2.00	2.00	-	-
Permit Technician	-	1.00	1.00	-	-
Secretary	1.00	1.00	-	-	-
Total Full-Time Equivalent Positions	4.00	4.00	4.00	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Public Works

Activity: Building Inspection

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	Actual	Actual	Budget	Base	Adopted
Revenues					
Licenses and Permits	338,661	183,068	225,990	-	-
Charges for Services	330,469	146,197	-	-	-
Miscellaneous	-	-	47,000	-	-
Total Revenues	<u>669,130</u>	<u>329,265</u>	<u>272,990</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	303,489	330,294	341,760	-	-
Professional and Technical	337,042	144,850	74,230	-	-
Property Services	3,790	4,160	4,250	-	-
Other Services and Charges	24,699	25,890	23,890	-	-
Supplies	4,490	862	3,060	-	-
Interdepartmental	<u>(72,720)</u>	<u>(76,536)</u>	<u>(89,770)</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>600,790</u>	<u>429,520</u>	<u>357,420</u>	<u>-</u>	<u>-</u>
Appropriations					
General Fund	<u>600,790</u>	<u>429,520</u>	<u>357,420</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>600,790</u>	<u>429,520</u>	<u>357,420</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Community Development

Activity: Neighborhood Preservation

Purpose

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

Goals and Objectives

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

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

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

Base Budget-Change in Service

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

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Building and Code Enforcement Coordinator	1.00	1.00	1.00	0.00	0.00
Neighborhood Preservation Officer	2.00	2.00	2.00	2.00	0.50
<u>FTE Part-Time Positions</u>					
Code Enforcement Officer	0.95	0.45	0.45	0.45	0.45
Total Full-Time Equivalent Positions	<u>3.95</u>	<u>3.45</u>	<u>3.45</u>	<u>3.45</u>	<u>0.95</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Community Development

Activity: Code Enforcement

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	<u>115</u>	<u>220</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>115</u>	<u>220</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	225,301	234,105	249,030	249,030	62,290
Professional and Technical	7,820	13,347	16,790	16,790	9,770
Property Services	1,881	2,153	2,420	2,420	4,000
Other Services and Charges	19,859	20,036	19,660	19,660	19,660
Supplies	369	1,023	1,830	1,830	1,830
Interdepartmental	<u>(174,552)</u>	<u>(177,552)</u>	<u>(192,810)</u>	<u>(192,810)</u>	<u>-</u>
Total Expenditures	<u>80,678</u>	<u>93,112</u>	<u>96,920</u>	<u>96,920</u>	<u>97,550</u>
Appropriations					
General Fund	<u>80,678</u>	<u>93,112</u>	<u>96,920</u>	<u>96,920</u>	<u>97,550</u>
Total Appropriations	<u>80,678</u>	<u>93,112</u>	<u>96,920</u>	<u>96,920</u>	<u>97,550</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Community Development

Activity: Indirect Cost Allocation

Purpose

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

From

- Development Administration

To

- Transit
- Redevelopment and Housing

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

Goals and Objectives

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

Base Budget-Change in Service

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

	2007-2008 <u>Actual</u>	2008-2009 <u>Actual</u>	2009-2010 <u>Budget</u>	2010-2011 <u>Base</u>	2010-2011 <u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Community Development

Activity: Indirect Cost Allocation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>(501,690)</u>	<u>(522,760)</u>	<u>(548,890)</u>	<u>(548,890)</u>	<u>(418,110)</u>
Total Expenditures	<u>(501,690)</u>	<u>(522,760)</u>	<u>(548,890)</u>	<u>(548,890)</u>	<u>(418,110)</u>
Appropriations					
General Fund	<u>(501,690)</u>	<u>(522,760)</u>	<u>(548,890)</u>	<u>(548,890)</u>	<u>(418,110)</u>
Total Appropriations	<u>(501,690)</u>	<u>(522,760)</u>	<u>(548,890)</u>	<u>(548,890)</u>	<u>(418,110)</u>



CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Transit

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	706,802	717,172	3,756,770	2,059,560	2,059,560
Charges for Services	223,334	228,203	274,400	220,000	220,000
Investment Earnings	62,343	30,078	17,000	17,000	17,000
Miscellaneous	<u>97</u>	<u>36</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>992,576</u>	<u>975,489</u>	<u>4,048,170</u>	<u>2,296,560</u>	<u>2,296,560</u>
Activities					
Transit Administration	76,250	118,600	121,480	137,360	174,580
Transit Operation	915,823	668,915	1,432,020	2,145,130	2,225,130
Indirect Cost Alloc. Transit	<u>73,740</u>	<u>76,840</u>	<u>83,910</u>	<u>16,110</u>	<u>16,110</u>
Total Activities	<u>1,065,813</u>	<u>864,355</u>	<u>1,637,410</u>	<u>2,298,600</u>	<u>2,415,820</u>
Appropriations					
Transit	715,455	806,721	1,278,950	1,493,040	1,970,260
Transportation Fund	<u>350,358</u>	<u>28,366</u>	<u>358,460</u>	<u>445,560</u>	<u>445,560</u>
Total Appropriations	<u>1,065,813</u>	<u>835,087</u>	<u>1,637,410</u>	<u>1,938,600</u>	<u>2,415,820</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Transit

Activity: Transit Administration

Purpose

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

Goals and Objectives

The goal of the Transit Division 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.
- Contract management for the Covina Transit Metrolink Commuter Shuttle, a local fixed route service with 32 stops throughout the City that provides connectivity for commuters between Metrolink trains and City of Covina employment sites.
- Subsidy of METRO and Foothill Transit monthly bus passes for senior citizens and the disabled.
- Management of www.ParkCovina.com web portal.
- Transit shelter maintenance and bus stop improvements citywide.
- Maintain Metrolink right-of-way clean of graffiti citywide.
- Partner with Public Works Department in project development and implementation.
- Management of the City's of Proposition A, Proposition C and Measure R funds..
- Serve as a liaison between the City of Covina and Foothill Transit, METRO, Metrolink, the San Gabriel Valley Council of Governments, and other regional bodies on transportation matters.
- Review and recommend policy positions on transportation legislation for City administration.

Base Budget-Change in Service

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

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00
Account Clerk II	-	-	-	-	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>2.00</u>
<u>FTE Part-Time Positions</u>					
Office Assistant II	0.50	-	-	-	-
Account Clerk II	-	0.50	0.50	0.50	-
Total Full-Time Equivalent Positions	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Transit

Activity: Transit Administration

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Investment Earnings	<u>62,343</u>	<u>30,078</u>	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>
Total Revenues	<u><u>62,343</u></u>	<u><u>30,078</u></u>	<u><u>17,000</u></u>	<u><u>17,000</u></u>	<u><u>17,000</u></u>
Expenditures					
Personal Services	88,667	109,444	110,770	130,310	167,130
Professional and Technical	1,870	1,870	2,750	2,750	2,750
Property Services	764	1,352	820	1,100	1,100
Other Services and Charges	7,059	4,793	6,440	2,200	2,200
Supplies	582	1,141	700	1,000	1,400
Interdepartmental	<u>(22,692)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>76,250</u></u>	<u><u>118,600</u></u>	<u><u>121,480</u></u>	<u><u>137,360</u></u>	<u><u>174,580</u></u>
Appropriations					
Transit	<u>76,250</u>	<u>118,600</u>	<u>121,480</u>	<u>137,360</u>	<u>174,580</u>
Total Appropriations	<u><u>76,250</u></u>	<u><u>118,600</u></u>	<u><u>121,480</u></u>	<u><u>137,360</u></u>	<u><u>174,580</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Transit

Activity: Transit Operation

Purpose

To provide transportation services to the community and maintain transit capital 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 to the community. Transportation services and capital include operation of the Metrolink Parking Complex, Municipal Parking Lots, and Bikestation Covina..

Base Budget-Change in Service

Covina Transit increased its service fleet from four City owned vehicles to five city-owned vehicles. The increase in service was due to the introduction of an expanded Metrolink Shuttle fixed route system that also led to improved reliability and performance for Covina Transit program participants that were not possible with the former vehicle fleet.

Bikestation Covina and www.ParkCovina.com were implemented in Fiscal Year 2009-2010.

Reorganization of City services to improve customer services and efficiency has resulted in the requested change of one part-time position to full-time in support of service delivery.

One federal earmark is included in the 2010-2011 transportation budget: a construction grant to improve pedestrian safety in the vicinity of the Metrolink station.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Transit

Activity: Transit Operation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	706,802	717,172	2,273,530	1,354,780	1,354,780
Charges for Services	223,334	228,203	274,400	220,000	220,000
Investment Earnings	-	-	8,000	1,000	1,000
Miscellaneous	97	36	-	-	-
Total Revenues	<u>930,233</u>	<u>945,411</u>	<u>2,555,930</u>	<u>1,575,780</u>	<u>1,575,780</u>
Expenditures					
Personal Services	12	-	-	-	-
Professional and Technical	40,196	22,958	20,000	435,000	435,000
Property Services	232,143	272,730	465,900	505,100	585,100
Other Services and Charges	232,042	276,199	480,590	645,090	645,090
Supplies	4,237	1,325	3,000	3,100	3,100
Capital Outlay	377,221	37,960	380,240	25,000	25,000
Interdepartmental	29,972	28,475	82,290	171,840	171,840
Other Financing Uses	-	29,268	-	360,000	360,000
Total Expenditures	<u>915,823</u>	<u>668,915</u>	<u>1,432,020</u>	<u>2,145,130</u>	<u>2,225,130</u>
Appropriations					
Transit	565,465	611,281	1,076,780	1,342,790	1,782,790
Transportation Fund	<u>350,358</u>	<u>28,366</u>	<u>355,240</u>	<u>442,340</u>	<u>442,340</u>
Total Appropriations	<u>915,823</u>	<u>639,647</u>	<u>1,432,020</u>	<u>1,785,130</u>	<u>2,225,130</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Transit

Activity: Indirect Cost Allocation

Purpose

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

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

Goals and Objectives

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

Base Budget-Change in Service

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

Performance Workload Measurements

Percentage of indirect transit support allocated to other designated funds 0.0%

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Transit

Activity: Indirect Cost Alloc. Transit

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Expenditures					
Interdepartmental	<u>73,740</u>	<u>76,840</u>	<u>83,910</u>	<u>16,110</u>	<u>16,110</u>
Total Expenditures	<u><u>73,740</u></u>	<u><u>76,840</u></u>	<u><u>83,910</u></u>	<u><u>16,110</u></u>	<u><u>16,110</u></u>
Appropriations					
Transit	73,740	76,840	80,690	12,890	12,890
Transportation Fund	<u>-</u>	<u>-</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>
Total Appropriations	<u><u>73,740</u></u>	<u><u>76,840</u></u>	<u><u>83,910</u></u>	<u><u>16,110</u></u>	<u><u>16,110</u></u>



CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Redevelopment and Housing

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	1,721,723	1,812,544	1,771,500	1,771,500	1,738,000
Intergovernmental	460,979	616,408	461,130	461,130	464,990
Charges for Services	873,523	929,031	847,220	847,220	847,220
Special Assessments	1,000	-	-	-	-
Investment Earnings	1,494,242	985,626	325,510	242,510	190,910
Miscellaneous	418,133	825,557	142,450	137,750	137,750
Other Financing Sources	<u>209,600</u>	<u>-</u>	<u>2,310,000</u>	<u>2,310,000</u>	<u>2,200,000</u>
Total Revenues	<u>5,179,200</u>	<u>5,169,166</u>	<u>5,857,810</u>	<u>5,770,110</u>	<u>5,578,870</u>
Activities					
Redevelopment-Administration	221,952	255,352	262,950	262,950	475,810
CDBG Administration	43,482	41,065	43,170	43,170	46,500
Marketing	234,911	371,494	475,190	475,500	497,520
Redevelopment	5,972,176	3,052,142	1,577,080	1,562,660	1,094,160
Housing	551,554	531,183	506,130	531,480	983,630
Business Assistance	198,815	282,910	20,000	20,000	235,000
Public Service	59,402	62,241	64,620	64,620	69,750
Residential Rehabilitation	13,464	90,521	20,000	20,000	113,630
Neighborhood Preservation	192,735	200,719	234,410	234,410	137,240
Public Improvements	106,630	71,529	283,840	283,840	-
Land Proceeds	64,646	35,059	-	-	-
Indirect Cost Allocation	<u>914,772</u>	<u>954,930</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>
Total Activities	<u>8,574,539</u>	<u>5,949,145</u>	<u>4,744,790</u>	<u>4,756,030</u>	<u>4,910,640</u>
Appropriations					
LMIH Fund	861,049	853,572	883,910	909,260	1,264,240
CDBG Fund	471,705	600,276	486,260	486,260	519,510
Redevelopment Fund	7,177,139	4,460,238	3,374,620	3,360,510	3,126,890
Land Proceeds Fund	<u>64,646</u>	<u>35,059</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>8,574,539</u>	<u>5,949,145</u>	<u>4,744,790</u>	<u>4,756,030</u>	<u>4,910,640</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Redevelopment Administration

Purpose

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

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

Goals and Objectives

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

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

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

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

Base Budget-Change in Service

Personnel charges include 50% of the costs of the Director of Community Development and a Senior Administrative Technician, with the remainder being budgeted in Community Development Administration. This also includes the reallocation of the Senior Management Analyst from Community Development.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Director of Community Development	-	-	-	0.50	0.50
Senior Management Analyst	-	-	-	1.00	1.00
Senior Administrative Technician	-	-	-	0.50	0.50
Total Full-Time Equivalent Positions	-	-	-	2.00	2.00

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Redevelopment-Administration

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	58,827	68,377	-	-	-
Charges for Services	45,629	-	-	-	-
Investment Earnings	434,346	61,194	92,400	92,400	92,400
Miscellaneous	<u>65,307</u>	<u>34,368</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
Total Revenues	<u>604,109</u>	<u>163,939</u>	<u>108,400</u>	<u>108,400</u>	<u>108,400</u>
Expenditures					
Personal Services	92,073	104,693	112,920	112,920	322,780
Professional and Technical	56,155	69,788	124,670	124,670	125,670
Property Services	-	633	-	-	2,000
Other Services and Charges	69,574	69,355	15,360	15,360	15,360
Supplies	747	8,191	10,000	10,000	10,000
Interdepartmental	<u>3,403</u>	<u>2,692</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>221,952</u>	<u>255,352</u>	<u>262,950</u>	<u>262,950</u>	<u>475,810</u>
Appropriations					
Redevelopment Fund	<u>221,952</u>	<u>255,352</u>	<u>262,950</u>	<u>262,950</u>	<u>475,810</u>
Total Appropriations	<u>221,952</u>	<u>255,352</u>	<u>262,950</u>	<u>262,950</u>	<u>475,810</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: CDBG Administration

Purpose

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

Costs that are charged to administrative costs are subject to a limitation that not more than 10% of grant funds may be used for administration.

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

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

Goals and Objectives

Goals for fiscal year 2010-2011 are as follows:

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

The objectives to meet the above mentioned goals are:

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

Base Budget-Change in Service

The fiscal year 2010-2011 CDBG Administration budget reflects an increase in personnel costs including benefits for unaffiliated management effective January 1, 2009. Information Technology charges. Interdepartmental charges (credits) reflect a continuing cost allocation formula.

CDBG funding allocation has been reduced annually by the Department of Housing and Development (HUD). Allocated funds saw a reduction in funding for fiscal year 05-06 of 5.3%; fiscal year 06-07 of 10.1%; fiscal year 07-08 saw no reductions, fiscal year 08-09 saw a 3.5% reduction, and in fiscal year 09-10 a 3.5% reduction in our funding was seen. The Community Development Commission, which oversees non-entitlement cities in funding and allocations of funds each fiscal year, have notified all jurisdictions that if the program "*Strengthening of America*" is approved and passed, the current CDBG program will no longer exist as it exists today. Reductions in allocated funds as well as the complete revamping of the CDBG program through HUD could be even greater than they are predicting right now if the program that the current administration is proposing to accomplish in the federal budget year of 2010-2011 succeeds. Congress must approve budget changes. HUD through the Community Development Commission notified the City that effective in the FY 09-10, there will no longer be bundling of projects to meet a minimum of \$10,000 funding; all programs will have to be a stand-alone project with funding not less than \$10,000 each in the Public Service Programs.

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: CDBG Administration

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Senior Management Analyst	0.45	0.45	0.45	0.45	0.45
Redevelopment Manager	0.02	0.02	0.00	0.00	0.00
Total Full-Time Positions	0.47	0.47	0.45	0.45	0.45
<u>Part-Time Positions</u>					
Account Clerk II	0.10	0.10	0.10	0.05	0.05
Total Part-Time Positions	0.10	0.10	0.10	0.05	0.05
Total Full-Time Equivalent Positions	0.57	0.57	0.55	0.50	0.50

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: CDBG Administration

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	<u>41,485</u>	<u>41,182</u>	<u>43,170</u>	<u>43,170</u>	<u>46,500</u>
Total Revenues	<u><u>41,485</u></u>	<u><u>41,182</u></u>	<u><u>43,170</u></u>	<u><u>43,170</u></u>	<u><u>46,500</u></u>
Expenditures					
Personal Services	40,252	38,049	39,800	39,800	40,700
Professional and Technical	2,100	2,100	2,100	2,100	4,200
Other Services and Charges	832	916	1,160	1,160	1,400
Supplies	<u>298</u>	<u>-</u>	<u>110</u>	<u>110</u>	<u>200</u>
Total Expenditures	<u><u>43,482</u></u>	<u><u>41,065</u></u>	<u><u>43,170</u></u>	<u><u>43,170</u></u>	<u><u>46,500</u></u>
Appropriations					
CDBG Fund	<u>43,482</u>	<u>41,065</u>	<u>43,170</u>	<u>43,170</u>	<u>46,500</u>
Total Appropriations	<u><u>43,482</u></u>	<u><u>41,065</u></u>	<u><u>43,170</u></u>	<u><u>43,170</u></u>	<u><u>46,500</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Marketing

Purpose

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

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

Goals and Objectives

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

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Redevelopment and Housing

Activity: Marketing

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Redevelopment Manager	0.98	0.98	-	-	-
Senior Redevelopment Manager	-	-	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>0.98</u>	<u>0.98</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Marketing

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Special Assessments	1,000	-	-	-	-
Miscellaneous	<u>28,084</u>	<u>75,962</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
Total Revenues	<u>29,084</u>	<u>75,962</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
Expenditures					
Personal Services	96,263	128,892	124,290	124,290	128,310
Professional and Technical	56,980	63,336	64,250	101,250	119,250
Property Services	701	972	1,200	1,200	1,200
Other Services and Charges	75,341	162,603	268,490	231,800	231,800
Supplies	<u>5,626</u>	<u>15,691</u>	<u>16,960</u>	<u>16,960</u>	<u>16,960</u>
Total Expenditures	<u>234,911</u>	<u>371,494</u>	<u>475,190</u>	<u>475,500</u>	<u>497,520</u>
Appropriations					
Redevelopment Fund	<u>234,911</u>	<u>371,494</u>	<u>475,190</u>	<u>475,500</u>	<u>497,520</u>
Total Appropriations	<u>234,911</u>	<u>371,494</u>	<u>475,190</u>	<u>475,500</u>	<u>497,520</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Redevelopment

Purpose

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

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

Goals and Objectives

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

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

- Shoppers Lane – The last several fiscal years have focused on public improvements to this “gateway” to the City. Storefront improvement has also occurred, improving the overall appearance of this area. This next fiscal year the Agency will continue to offer storefront improvement opportunities.
- Azusa Arrow Commercial Center – Agency staff has spent considerable time and effort over the last several years focused on improving the sales tax base as well as creating additional jobs. To that end, several successful retailers have been secured and currently exist in this area. The emphasis this fiscal year will be on continued efforts to meet current retailer’s business needs.
- Village Oaks Freeway Sign – With very limited freeway frontage, Covina has spent several years examining the possibility of a freeway sign for auto dealerships and/or major retailers. This fiscal year, the Agency will continue to explore this option.
- Town Square Commercial Center – With a major retail establishment relocating from this Center, the Agency will work with the property owner/developer to attract a viable replacement. This Center is a focal point for the northwestern entrance to Covina.
- Citrus Avenue Auto Center – Covina’s auto dealerships are an integral part of the City through provision of a sales tax base and jobs. The Agency has been working consistently towards the marketing and promotion of Agency-owned land and analysis of future development opportunities.
- Town Center Plan – Agency staff combined with Planning have invested considerable time and effort revising the zoning in the Downtown area. This revision allows a mixed use in designated areas, combining retail and residential. This will improve the appearance of the Downtown, retain it as a viable shopping area and address the growing demand for housing. Continuation of the storefront program as well as acquisition and marketing of property will take place in this fiscal year. An effort to address parking in this area was completed in fiscal year 2008-2009 with the completion of the Covina Civic Center Parking Structure.
- City Offices – Operation and maintenance of the Agency-owned City offices is an ongoing need and effort.

Base Budget-Change in Service

There are no changes in services.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Redevelopment

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	-	498,084	498,080	498,080	498,080
Investment Earnings	557,250	447,551	82,710	31,710	31,710
Miscellaneous	565	(565)	47,450	42,750	42,750
Other Financing Sources	<u>209,600</u>	<u>-</u>	<u>2,310,000</u>	<u>2,310,000</u>	<u>2,200,000</u>
Total Revenues	<u>767,415</u>	<u>945,070</u>	<u>2,938,240</u>	<u>2,882,540</u>	<u>2,772,540</u>
Expenditures					
Professional and Technical	103,981	63,572	349,000	360,580	212,580
Property Services	715,085	715,164	916,580	916,580	719,080
Other Services and Charges	202,345	457,752	261,500	285,500	162,500
Capital Outlay	4,319,054	1,765,654	50,000	-	-
Interdepartmental	29,030	50,000	-	-	-
Other Financing Uses	<u>602,681</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>5,972,176</u>	<u>3,052,142</u>	<u>1,577,080</u>	<u>1,562,660</u>	<u>1,094,160</u>
Appropriations					
Redevelopment Fund	<u>5,972,176</u>	<u>3,052,142</u>	<u>1,577,080</u>	<u>1,562,660</u>	<u>1,094,160</u>
Total Appropriations	<u>5,972,176</u>	<u>3,052,142</u>	<u>1,577,080</u>	<u>1,562,660</u>	<u>1,094,160</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Housing

Purpose

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

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

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

Redevelopment Law required the Agency to not only fund the amounts previously deferred, but to also commit those funds to qualifying housing-related programs/activities. In compliance with Redevelopment Law, the Agency ensures that the appropriate number of very low, low, and moderate-income housing units will be produced as a result of new construction of substantial rehabilitation. During the five years of the period from 1994-95 to 2000-01, the Agency has succeeded in adding thirteen (13) affordable units to the existing 184 affordable units, for a total of 197 affordable units. In October 2002, Cienega Apartments, a 180-unit apartment complex in danger of losing their HUD low-income housing contract, was assisted with Agency Low-and Moderate Income Housing funds, and now are 100% affordable for 55 years with not less than 40% of the units reserved for very low income households (those earning no more than 50% of Area Median Income) and 60% of the units reserved for low-income households (those earning no more than 60% of Area Median Income). Because of the two-for-one rule for housing outside of the project areas, ninety (90) units qualify as meeting Agency affordable housing needs. Thirty-six (36) units qualify as very low, and fifty-four (54) units qualify as lower income units.

In 1999, the Agency approved a replacement plan for the properties on Orange Street which were taken out of the low- and moderate-income market as part of a redevelopment project on February 10, 2000. The properties were replaced in 2009.

Goals and Objectives

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

- Continue to serve the low-to moderate-income population.
- Address the requirements of the Housing Replacement Plan.
- Address the requirements of AB 637, effective January 1, 2002, which:
 - Increases the affordability covenants from a minimum of 10 years to 45 years for owner-occupied affordable housing, and from a minimum of 15 years to 55 years for rental housing.
 - Requires that housing funds be expended in proportion to the need for affordable units and identified income levels needed in the community.
 - Requires that housing funds be expended for housing available to families with children in at least the same proportion as the population under age 65 bears to the total population of the community as reported in the most recent census.
- Address the requirements of SB 975 regarding payment of prevailing wages.

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Housing

-
- As conditioned by SB 701, continue to provide housing subsidies to qualifying seniors currently receiving a rental subsidy under the Housing Subsidy Program. A provision in SB 701 exempts the Agency from meeting the requirements under AB 637 regarding proportionality until January, 2012.
 - Continue to address the issues raised by the Department of Housing and Community Development.

Subsidy Programs

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

Housing Rehabilitation Programs

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

Replacement Housing

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

Cienega Gardens Apartments

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

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Housing

Home-Ownership Programs

- The California Rural Home Mortgage Finance Authority (Cal Rural) created the ACCESS and CAL GOLD Second Loan (Downpayment Assistance) Program. The programs are now available to individuals who would like to purchase a home in the City of Covina.
- As of June 2000, the Covina City Council approved City participation in the Lease-Purchase Home Ownership Program. This program promotes home ownership by providing down payment and closing costs. Program participants build equity in the home during a three-year lease period and then assume the mortgage. A second, lease-purchase program became available in January 2002, the California Communities Housing and Finance Agency (CCHFA). The City also participates in this program.
- Through the Economic Recovery Act of 2008, the HERO (Housing Economic Recovery Ownership) Program was funded under the federal stimulus bill which targets low-moderate middle income persons and to eliminate slum and blighted conditions. This program launched in March 2009. The program is to offer financial assistance to first-time home-buyers in purchasing a vacant, abandoned and foreclosed home located in U.S. Department of Housing and Urban Development (HUD) designated census tracts.
- The Agency will continue to participate in four different programs that are administered through the County to assist Covina residents. Three of the programs:
 - Mortgage Credit Certificate
 - Home Ownership Program (HOP), and
 - Southern California Home Financing Authority Revenue Bond Program (SCHFA) is intended to aid first time homebuyers seeking residence in the City.
- Information on Home Ownership Programs is available to the public at the City of Covina web page and in the Housing division. The Los Angeles County programs and other participating programs require Agency staff to provide information to any interested parties that might be eligible for assistance.

Base Budget-Change in Service

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

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Associate Planner	-	-	-	-	0.70
Management Analyst	0.55	0.55	0.55	0.55	0.55
Total Full-Time Equivalent Positions	0.55	0.55	0.55	0.55	1.25

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Housing

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	1,721,723	1,812,544	1,771,500	1,771,500	1,738,000
Intergovernmental	2,658	3,251	18,500	18,500	-
Investment Earnings	474,229	378,655	118,400	118,400	66,800
Miscellaneous	<u>324,177</u>	<u>681,433</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>
Total Revenues	<u>2,522,787</u>	<u>2,875,883</u>	<u>1,952,400</u>	<u>1,952,400</u>	<u>1,848,800</u>
Expenditures					
Personal Services	46,391	45,712	49,880	51,270	131,680
Professional and Technical	39,074	82,330	88,180	92,140	66,420
Property Services	1,361	1,955	6,350	6,350	6,400
Other Services and Charges	339,042	276,111	223,490	243,490	255,490
Supplies	274	359	1,190	1,190	1,190
Interdepartmental	125,412	124,716	137,040	137,040	-
Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>522,450</u>
Total Expenditures	<u>551,554</u>	<u>531,183</u>	<u>506,130</u>	<u>531,480</u>	<u>983,630</u>
Appropriations					
LMIH Fund	<u>551,554</u>	<u>531,183</u>	<u>506,130</u>	<u>531,480</u>	<u>983,630</u>
Total Appropriations	<u>551,554</u>	<u>531,183</u>	<u>506,130</u>	<u>531,480</u>	<u>983,630</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Business Assistance

Purpose

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

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

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

Goals and Objectives

Goals for fiscal year 2010-2011 are as follows:

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

The objectives to meet the aforementioned goals are:

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

Base Budget-Change in Service

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

	2007-2008 Actual	2008-2009 Actual	2008-2009 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>FTE Part-Time Positions</u>					
Account Clerk II	0.25	0.25	0.25	0.475	0.475
Total Full-Time Equivalent Positions	0.25	0.25	0.25	0.475	0.475

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Business Assistance

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	<u>198,814</u>	<u>281,322</u>	<u>20,000</u>	<u>20,000</u>	<u>235,000</u>
Total Revenues	<u>198,814</u>	<u>281,322</u>	<u>20,000</u>	<u>20,000</u>	<u>235,000</u>
Expenditures					
Personal Services	10,329	17,917	-	-	9,450
Professional and Technical	286	45	3,700	3,700	3,350
Other Services and Charges	<u>188,200</u>	<u>264,948</u>	<u>16,300</u>	<u>16,300</u>	<u>222,200</u>
Total Expenditures	<u>198,815</u>	<u>282,910</u>	<u>20,000</u>	<u>20,000</u>	<u>235,000</u>
Appropriations					
CDBG Fund	198,815	282,910	20,000	20,000	235,000
Total Appropriations	<u>198,815</u>	<u>282,910</u>	<u>20,000</u>	<u>20,000</u>	<u>235,000</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Public Service

Purpose

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

- The public service must be either a new service, or a quantifiable increase in the level of service above that which has been provided by on behalf of the unit of local government through funds raised by such unit. This requirement is intended to prevent the substitution of CDBG funds for recent support of public services by the grantee using local or State government funds.
- The amount of CDBG funds obligated within a program year to support public service activities may not exceed 15% of the total grant awarded for that year.
- The Los Angeles County Community Development Commission (CDC), through which Covina's CDBG funds are channeled, has established a new Administrative Policy, effective in FY 09-10, which requires that all City CDBG-funded projects will contain an approved budget of not less than \$10,000. Projects included in this year's public service project list, which encompass six individual programs.

Goals and Objectives

The goal and objective of public service programs is to provide public services to low- to moderate-income persons or households. The following programs are funded through federal CDBG funds in fiscal year 2010-2011:

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

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Redevelopment and Housing

Activity: Public Service

Base Budget-Change in Service

Interdepartmental charges reflect a reduction in program funds.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Public Service

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	<u>58,113</u>	<u>60,965</u>	<u>64,620</u>	<u>64,620</u>	<u>69,750</u>
Total Revenues	<u><u>58,113</u></u>	<u><u>60,965</u></u>	<u><u>64,620</u></u>	<u><u>64,620</u></u>	<u><u>69,750</u></u>
Expenditures					
Other Services and Charges	13,677	10,927	-	-	-
Interdepartmental	<u>45,725</u>	<u>51,314</u>	<u>64,620</u>	<u>64,620</u>	<u>69,750</u>
Total Expenditures	<u><u>59,402</u></u>	<u><u>62,241</u></u>	<u><u>64,620</u></u>	<u><u>64,620</u></u>	<u><u>69,750</u></u>
Appropriations					
CDBG Fund	<u>59,402</u>	<u>62,241</u>	<u>64,620</u>	<u>64,620</u>	<u>69,750</u>
Total Appropriations	<u><u>59,402</u></u>	<u><u>62,241</u></u>	<u><u>64,620</u></u>	<u><u>64,620</u></u>	<u><u>69,750</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Residential Rehabilitation

Purpose

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

In fiscal year 2010-2011, the following program is budgeted in this cost center:

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

Goals and Objectives

In fiscal year 2010-2011, household requests for housing rehabilitation assistance will be evaluated for priority status, with leaking roofs and health and safety-related repairs receiving highest priority. Projects with highest priority will be funded in this fiscal year. In accordance with regulations implemented in fiscal year 2003-2004 pertaining to asbestos and lead-based paint, procedures have been developed to ensure compliance with federal testing, clearance and abatement requirements. Staff will attend educational training sessions to keep abreast of current law.

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>FTE Part-Time Positions</u>					
Account Clerk II	0.15	0.15	0.15	0.475	0.475
Total Full-Time Equivalent Positions	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.475</u>	<u>0.475</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Residential Rehabilitation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	<u>13,062</u>	<u>89,782</u>	<u>31,000</u>	<u>31,000</u>	<u>113,740</u>
Total Revenues	<u>13,062</u>	<u>89,782</u>	<u>31,000</u>	<u>31,000</u>	<u>113,740</u>
Expenditures					
Personal Services	1,724	8,055	-	-	9,330
Professional and Technical	391	310	750	750	11,300
Other Services and Charges	<u>11,349</u>	<u>82,156</u>	<u>19,250</u>	<u>19,250</u>	<u>93,000</u>
Total Expenditures	<u>13,464</u>	<u>90,521</u>	<u>20,000</u>	<u>20,000</u>	<u>113,630</u>
Appropriations					
CDBG Fund	<u>13,464</u>	<u>90,521</u>	<u>20,000</u>	<u>20,000</u>	<u>113,630</u>
Total Appropriations	<u>13,464</u>	<u>90,521</u>	<u>20,000</u>	<u>20,000</u>	<u>113,630</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Neighborhood Preservation

Purpose

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

Goals and Objectives

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

Base Budget-Change in Service

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

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Neighborhood Preservation Officer	-	-	-	-	0.50
Total Full-Time Equivalent Positions	-	-	-	-	0.50

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Neighborhood Preservation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	-	-	-	-	113,550
Professional and Technical	-	375	4,500	4,500	4,500
Property Services	893	1,052	5,490	5,490	5,490
Other Services and Charges	8,024	9,740	10,010	10,010	10,010
Supplies	2,518	1,680	3,690	3,690	3,690
Interdepartmental	<u>181,300</u>	<u>187,872</u>	<u>210,720</u>	<u>210,720</u>	<u>-</u>
Total Expenditures	<u>192,735</u>	<u>200,719</u>	<u>234,410</u>	<u>234,410</u>	<u>137,240</u>
Appropriations					
LMIH Fund	<u>192,735</u>	<u>200,719</u>	<u>234,410</u>	<u>234,410</u>	<u>137,240</u>
Total Appropriations	<u>192,735</u>	<u>200,719</u>	<u>234,410</u>	<u>234,410</u>	<u>137,240</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Public Improvements

Purpose

In this fiscal year 2010-2011, there are no programs budgeted in this cost center.

Goals and Objectives

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

Base Budget-Change in Service

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

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Part-Time Positions</u>					
Account Clerk II	-	0.40	0.40	-	-
Total Full-Time Equivalent Positions	-	0.40	0.40	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Public Improvements

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	<u>88,020</u>	<u>71,529</u>	<u>283,840</u>	<u>283,840</u>	<u>-</u>
Total Revenues	<u><u>88,020</u></u>	<u><u>71,529</u></u>	<u><u>283,840</u></u>	<u><u>283,840</u></u>	<u><u>-</u></u>
Expenditures					
Personal Services	-	-	16,890	16,890	-
Other Services and Charges	18,610	-	-	-	-
Interdepartmental	<u>88,020</u>	<u>71,529</u>	<u>266,950</u>	<u>266,950</u>	<u>-</u>
Total Expenditures	<u><u>106,630</u></u>	<u><u>71,529</u></u>	<u><u>283,840</u></u>	<u><u>283,840</u></u>	<u><u>-</u></u>
Appropriations					
CDBG Fund	<u>106,630</u>	<u>71,529</u>	<u>283,840</u>	<u>283,840</u>	<u>-</u>
Total Appropriations	<u><u>106,630</u></u>	<u><u>71,529</u></u>	<u><u>283,840</u></u>	<u><u>283,840</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Land Proceeds

Purpose

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

Goals and Objectives

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

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Land Proceeds

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Charges for Services	827,894	430,947	349,140	349,140	349,140
Investment Earnings	28,417	98,226	32,000	-	-
Miscellaneous	-	34,359	-	-	-
Total Revenues	<u>856,311</u>	<u>563,532</u>	<u>381,140</u>	<u>349,140</u>	<u>349,140</u>
Expenditures					
Other Services and Charges	<u>64,646</u>	<u>35,059</u>	-	-	-
Total Expenditures	<u>64,646</u>	<u>35,059</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations					
Land Proceeds Fund	<u>64,646</u>	<u>35,059</u>	-	-	-
Total Appropriations	<u>64,646</u>	<u>35,059</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Indirect Cost Allocation

Purpose

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

From

- Redevelopment

To

- LMIH
- Tax Allocation

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

Goals and Objectives

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

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Redevelopment and Housing

Activity: Indirect Cost Allocation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>914,772</u>	<u>954,930</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>
Total Expenditures	<u>914,772</u>	<u>954,930</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>
Appropriations					
LMIH Fund	116,760	121,670	143,370	143,370	143,370
CDBG Fund	49,912	52,010	54,630	54,630	54,630
Redevelopment Fund	<u>748,100</u>	<u>781,250</u>	<u>1,059,400</u>	<u>1,059,400</u>	<u>1,059,400</u>
Total Appropriations	<u>914,772</u>	<u>954,930</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Water Utility

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Water Revenue	6,151,270	5,460,464	5,900,700	5,477,000	6,977,000
Investment Earnings	-	-	37,000	35,000	35,000
Total Revenues	<u>6,151,270</u>	<u>5,460,464</u>	<u>5,937,700</u>	<u>5,512,000</u>	<u>7,012,000</u>
Activities					
General and Admin-Water	193,582	135,810	290,940	303,290	315,700
Utility Billing-Water	80,182	92,136	125,170	442,800	440,470
Customer Service	194,323	284,891	348,220	314,930	279,930
Sales Promotion	2,123	-	30,000	10,000	20,000
Source and Supply	2,715,495	1,567,518	2,800,000	2,000,000	2,854,760
Production and Storage	541,948	570,552	1,268,220	2,300,420	2,277,620
Transmission and Distribution	821,505	925,844	1,445,030	2,045,290	2,071,960
Indirect Cost Allocation	640,532	667,430	744,550	744,550	744,550
Total Activities	<u>5,189,690</u>	<u>4,244,181</u>	<u>7,052,130</u>	<u>8,161,280</u>	<u>9,004,990</u>
Appropriations					
Water Utility	5,187,745	4,234,445	6,070,190	5,457,740	6,301,450
Water Capital	1,945	9,736	981,940	2,703,540	2,703,540
Total Appropriations	<u>5,189,690</u>	<u>4,244,181</u>	<u>7,052,130</u>	<u>8,161,280</u>	<u>9,004,990</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 and 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

One half of a part-time Senior Administrative Technician will be added to this area. This part-time position is shared with the Streets Division, and is responsible for customer service and administrative coordination within the Public Works Department.

	2007-2008 <u>Actual</u>	2008-2009 <u>Actual</u>	2009-2010 <u>Budget</u>	2010-2011 <u>Base</u>	2010-2011 <u>Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Senior Administrative Technician	1.0	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Senior Administrative Technician				-	0.25
Engineering Intern	0.50	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.75</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Water Utility

Activity: General and Admin-Water

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Water Revenue	<u>49,754</u>	<u>49,942</u>	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>
Total Revenues	<u><u>49,754</u></u>	<u><u>49,942</u></u>	<u><u>48,000</u></u>	<u><u>48,000</u></u>	<u><u>48,000</u></u>
Expenditures					
Personal Services	69,887	78,316	85,780	87,380	99,790
Professional and Technical	77,999	21,449	69,910	70,910	70,910
Property Services	3,143	3,307	4,400	4,700	4,700
Other Services and Charges	12,385	15,030	18,500	18,500	18,500
Supplies	2,288	2,852	4,500	4,500	4,500
Interdepartmental	<u>27,880</u>	<u>14,856</u>	<u>107,850</u>	<u>117,300</u>	<u>117,300</u>
Total Expenditures	<u><u>193,582</u></u>	<u><u>135,810</u></u>	<u><u>290,940</u></u>	<u><u>303,290</u></u>	<u><u>315,700</u></u>
Appropriations					
Water Utility	<u>193,582</u>	<u>135,810</u>	<u>290,940</u>	<u>303,290</u>	<u>315,700</u>
Total Appropriations	<u><u>193,582</u></u>	<u><u>135,810</u></u>	<u><u>290,940</u></u>	<u><u>303,290</u></u>	<u><u>315,700</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Water Utility

Activity: Utility Billing-Water

Purpose

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

- Establish and maintain customer files.
- Download routes from computer to meter reading devices.
- Enter water consumption from meter reading devices.
- Process monthly water billings and second and final notices.
- Prepare billing and consumption reports.
- Generate and coordinate customer work orders with Public Works.

Goals and Objectives

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

Base Budget-Change in Services

The major change in this area for fiscal year 2010-2011 is to provide funding for a web-based water utility billing system, which will allow customers to access their account information online, offer paperless billing, and provide credit card payment as an option. Commencing in the first quarter of fiscal year, the water bills will be generated on a monthly basis, separately from refuse billing.

Additionally, the time for 1.75 full-time counter staff employees will now be charged to this area from the Finance Department, which is an increase from 1.25 full-time positions in fiscal year 2009-2010.

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>
	Actual	Actual	Budget	Base	Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Account Clerk II	<u>0.75</u>	<u>0.75</u>	<u>1.25</u>	<u>1.75</u>	<u>1.75</u>
Total Full-Time Equivalent Positions	<u><u>0.75</u></u>	<u><u>0.75</u></u>	<u><u>1.25</u></u>	<u><u>1.75</u></u>	<u><u>1.75</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Water Utility

Activity: Utility Billing-Water

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Water Revenue	<u>12,258</u>	<u>20,324</u>	<u>19,300</u>	<u>90,000</u>	<u>90,000</u>
Total Revenues	<u><u>12,258</u></u>	<u><u>20,324</u></u>	<u><u>19,300</u></u>	<u><u>90,000</u></u>	<u><u>90,000</u></u>
Expenditures					
Personal Services	41,603	53,137	79,860	105,370	103,040
Professional and Technical	18,800	18,800	17,380	336,880	336,880
Property Services	-	-	1,380	100	100
Other Services and Charges	19,779	20,199	24,050	450	450
Supplies	<u>-</u>	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>80,182</u></u>	<u><u>92,136</u></u>	<u><u>125,170</u></u>	<u><u>442,800</u></u>	<u><u>440,470</u></u>
Appropriations					
Water Utility	<u>80,182</u>	<u>92,136</u>	<u>125,170</u>	<u>442,800</u>	<u>440,470</u>
Total Appropriations	<u><u>80,182</u></u>	<u><u>92,136</u></u>	<u><u>125,170</u></u>	<u><u>442,800</u></u>	<u><u>440,470</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 division are:

- Accurate meter reads.
- 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 2010-2011.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Water Crew Leader	1.00	1.00	1.00	1.00	1.00
Water Consumer Representative	1.00	1.00	1.00	1.00	1.00
Water Worker	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Water Utility

Activity: Customer Service

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Water Revenue	<u>57,457</u>	<u>70,714</u>	<u>51,000</u>	<u>44,000</u>	<u>44,000</u>
Total Revenues	<u><u>57,457</u></u>	<u><u>70,714</u></u>	<u><u>51,000</u></u>	<u><u>44,000</u></u>	<u><u>44,000</u></u>
Expenditures					
Personal Services	156,441	192,331	210,210	217,470	217,470
Property Services	3,214	54,885	3,120	2,920	2,920
Other Services and Charges	32,640	32,640	32,640	32,640	32,640
Supplies	2,028	1,085	2,250	1,900	1,900
Capital Outlay	-	-	100,000	60,000	25,000
Interdepartmental	-	<u>3,950</u>	-	-	-
Total Expenditures	<u><u>194,323</u></u>	<u><u>284,891</u></u>	<u><u>348,220</u></u>	<u><u>314,930</u></u>	<u><u>279,930</u></u>
Appropriations					
Water Utility	<u>194,323</u>	<u>284,891</u>	<u>348,220</u>	<u>314,930</u>	<u>279,930</u>
Total Appropriations	<u><u>194,323</u></u>	<u><u>284,891</u></u>	<u><u>348,220</u></u>	<u><u>314,930</u></u>	<u><u>279,930</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 division are:

- One Ultra Low Flush Toilet Program in conjunction with a Community Based Organization.
- 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 2010-2011.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Water Utility

Activity: Sales Promotion

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Water Revenue	<u>1,860</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>1,860</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Expenditures					
Supplies	<u>2,123</u>	<u>-</u>	<u>30,000</u>	<u>10,000</u>	<u>20,000</u>
Total Expenditures	<u><u>2,123</u></u>	<u><u>-</u></u>	<u><u>30,000</u></u>	<u><u>10,000</u></u>	<u><u>20,000</u></u>
Appropriations					
Water Utility	<u>2,123</u>	<u>-</u>	<u>30,000</u>	<u>10,000</u>	<u>20,000</u>
Total Appropriations	<u><u>2,123</u></u>	<u><u>-</u></u>	<u><u>30,000</u></u>	<u><u>10,000</u></u>	<u><u>20,000</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 2010-2011.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Water Utility

Activity: Source and Supply

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Supplies	<u>2,715,495</u>	<u>1,567,518</u>	<u>2,800,000</u>	<u>2,000,000</u>	<u>2,854,760</u>
Total Expenditures	<u>2,715,495</u>	<u>1,567,518</u>	<u>2,800,000</u>	<u>2,000,000</u>	<u>2,854,760</u>
Appropriations					
Water Utility	<u>2,715,495</u>	<u>1,567,518</u>	<u>2,800,000</u>	<u>2,000,000</u>	<u>2,854,760</u>
Total Appropriations	<u>2,715,495</u>	<u>1,567,518</u>	<u>2,800,000</u>	<u>2,000,000</u>	<u>2,857,460</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Water Utility

Activity: Production and Storage

Purpose

To import and store 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 division are:

- To obtain and store water in a quantity to meet the public 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 2010-2011.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Water Pump Operator	2.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalent Positions	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Water Utility

Activity: Production and Storage

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Water Revenue	5,940,183	5,236,710	5,707,400	5,220,000	6,720,000
Investment Earnings	-	-	37,000	-	-
Total Revenues	<u>5,940,183</u>	<u>5,236,710</u>	<u>5,744,400</u>	<u>5,220,000</u>	<u>6,720,000</u>
Expenditures					
Personal Services	163,550	171,399	193,600	175,050	175,050
Professional and Technical	41,767	41,928	42,000	42,000	42,000
Property Services	301,037	322,249	341,050	291,650	266,650
Other Services and Charges	29,643	29,569	30,320	31,220	31,220
Supplies	5,951	5,767	11,250	10,500	12,700
Capital Outlay	-	-	650,000	1,750,000	1,750,000
Interdepartmental	-	(360)	-	-	-
Total Expenditures	<u>541,948</u>	<u>570,552</u>	<u>1,268,220</u>	<u>2,300,420</u>	<u>2,277,620</u>
Appropriations					
Water Utility	541,948	570,552	618,220	550,420	527,620
Water Capital	-	-	650,000	1,750,000	1,750,000
Total Appropriations	<u>541,948</u>	<u>570,552</u>	<u>1,268,220</u>	<u>2,300,420</u>	<u>2,277,620</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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:

- Lines
- Mains
- Services
- Cross connections
- Fire hydrants
- Distribution plant
- Valve system

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Water Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Water Foreman	-	-	1.00	1.00	1.00
Water Crew Leader	1.00	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00	1.00
Water Worker	3.00	3.00	5.00	5.00	5.00
Total Full-Time Equivalent Positions	<u>6.00</u>	<u>6.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Water Utility

Activity: Transmission and Distribution

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Water Revenue	<u>89,758</u>	<u>82,774</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
Total Revenues	<u><u>89,758</u></u>	<u><u>82,774</u></u>	<u><u>75,000</u></u>	<u><u>75,000</u></u>	<u><u>75,000</u></u>
Expenditures					
Personal Services	356,555	405,448	654,050	632,710	622,380
Professional and Technical	17,575	4,355	20,000	20,000	45,000
Property Services	221,402	118,020	98,750	98,750	105,850
Other Services and Charges	107,159	104,987	113,860	113,860	117,460
Supplies	22,788	18,042	26,550	26,550	27,850
Capital Outlay	34,226	-	285,000	906,600	906,600
Interdepartmental	<u>61,800</u>	<u>274,992</u>	<u>246,820</u>	<u>246,820</u>	<u>246,820</u>
Total Expenditures	<u><u>821,505</u></u>	<u><u>925,844</u></u>	<u><u>1,445,030</u></u>	<u><u>2,045,290</u></u>	<u><u>2,071,960</u></u>
Appropriations					
Water Utility	822,480	919,148	1,160,030	1,138,690	1,165,360
Water Capital	<u>(975)</u>	<u>6,696</u>	<u>285,000</u>	<u>906,600</u>	<u>906,600</u>
Total Appropriations	<u><u>821,505</u></u>	<u><u>925,844</u></u>	<u><u>1,445,030</u></u>	<u><u>2,045,290</u></u>	<u><u>2,071,960</u></u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Water Utility

Activity: Indirect Cost Allocation

Purpose

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

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

Goals and Objectives

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

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011

	2007-2008	2008-2009	2009-2010	2010-2011	2010-2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Water Utility

Activity: Indirect Cost Alloc. Water Uti

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>640,532</u>	<u>667,430</u>	<u>744,550</u>	<u>744,550</u>	<u>744,550</u>
Total Expenditures	<u>640,532</u>	<u>667,430</u>	<u>744,550</u>	<u>744,550</u>	<u>744,550</u>
Appropriations					
Water Utility	<u>637,612</u>	<u>664,390</u>	<u>697,610</u>	<u>697,610</u>	<u>697,610</u>
Water Capital	<u>2,920</u>	<u>3,040</u>	<u>46,940</u>	<u>46,940</u>	<u>46,940</u>
Total Appropriations	<u>640,532</u>	<u>667,430</u>	<u>744,550</u>	<u>744,550</u>	<u>744,550</u>



CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Environmental Protection

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Licenses and Permits	150	180	-	79,320	114,650
Intergovernmental	26,138	9,797	25,680	221,580	221,580
Charges for Services	(119)	525	1,000	25,260	27,480
Refuse/Waste Revenue	3,706,836	3,844,472	3,578,910	3,616,090	3,816,290
Investment Earnings	-	-	2,500	500	500
Miscellaneous	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>3,734,005</u>	<u>3,854,974</u>	<u>3,608,090</u>	<u>3,942,750</u>	<u>4,180,500</u>
Activities					
General and Admin-Environment	57,912	84,156	91,740	87,020	86,200
Utility Billing-Environment	73,562	89,150	78,930	-	-
Energy	-	-	-	200,200	200,200
Street Sweeping	164,870	133,416	177,730	177,730	177,730
Environmental Services	157,250	156,292	194,060	267,210	267,210
Refuse Collection	1,801,602	1,916,200	1,830,970	1,853,390	1,853,390
Waste Management	918,872	1,010,748	1,103,620	1,212,130	1,212,130
Indirect Cost Allocation	<u>454,380</u>	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
Total Activities	<u>3,628,448</u>	<u>3,863,432</u>	<u>3,795,240</u>	<u>4,115,870</u>	<u>4,115,050</u>
Appropriations					
General Fund	-	-	-	87,950	87,950
Environmental	3,628,448	3,835,456	3,782,610	3,806,340	3,805,520
Environmental Services Grants	<u>-</u>	<u>27,976</u>	<u>12,630</u>	<u>221,580</u>	<u>221,580</u>
Total Appropriations	<u>3,628,448</u>	<u>3,863,432</u>	<u>3,795,240</u>	<u>4,115,870</u>	<u>4,115,050</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Environmental Protection

Activity: General and Admin-Environmental

Purpose

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

Goals and Objectives

To support the Environmental Services Division 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 are no changes in service for fiscal year 2010-2011.

	2007-2008	2008-2009	2009-2010	2010-2011	2010-2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Senior Administrative Technician	-	-	1.00	1.00	1.00
Administrative Technician	1.00	1.00	-	-	-
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Environmental Protection

Activity: General and Admin-Environment

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Refuse/Waste Revenue	-	24,502	-	-	-
Investment Earnings	-	-	2,500	500	500
Total Revenues	<u>-</u>	<u>24,502</u>	<u>2,500</u>	<u>500</u>	<u>500</u>
Expenditures					
Personal Services	35,731	57,955	65,130	74,370	74,370
Professional and Technical	1,870	7,013	2,010	1,800	1,800
Property Services	1,684	843	1,350	1,850	1,850
Other Services and Charges	6,027	6,901	8,010	8,760	8,760
Supplies	1,387	1,509	1,700	1,700	1,700
Interdepartmental	<u>11,213</u>	<u>9,935</u>	<u>13,540</u>	<u>(1,460)</u>	<u>(2,280)</u>
Total Expenditures	<u>57,912</u>	<u>84,156</u>	<u>91,740</u>	<u>87,020</u>	<u>86,200</u>
Appropriations					
Environmental	<u>57,912</u>	<u>84,156</u>	<u>91,740</u>	<u>87,020</u>	<u>86,200</u>
Total Appropriations	<u>57,912</u>	<u>84,156</u>	<u>91,740</u>	<u>87,020</u>	<u>86,200</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Environmental Protection

Activity: Utility Billing-Environmental

Purpose

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

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

Goals and Objectives

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

Base Budget-Change in Services

The 2010-2011 budget anticipates the transfer of Utility Billing responsibilities to the City's waste hauler, resulting in a "zero" budget.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Account Clerk II	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>-</u>	<u>-</u>
Total Full-Time Equivalent Positions	<u><u>0.75</u></u>	<u><u>0.75</u></u>	<u><u>0.75</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Environmental Protection

Activity: Utility Billing-Environmental

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Refuse/Waste Revenue	<u>85,843</u>	<u>94,047</u>	<u>84,500</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>85,843</u></u>	<u><u>94,047</u></u>	<u><u>84,500</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Expenditures					
Personal Services	36,045	49,532	36,860	-	-
Professional and Technical	18,800	18,800	15,520	-	-
Other Services and Charges	18,717	20,818	24,050	-	-
Supplies	<u>-</u>	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u><u>73,562</u></u>	<u><u>89,150</u></u>	<u><u>78,930</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Appropriations					
Environmental	<u>73,562</u>	<u>89,150</u>	<u>78,930</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u><u>73,562</u></u>	<u><u>89,150</u></u>	<u><u>78,930</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Environmental Protection

Activity: Energy

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>200,200</u>
Total Revenues	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>200,200</u></u>	<u><u>200,200</u></u>
Expenditures					
Property Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>200,200</u>
Total Expenditures	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>200,200</u></u>	<u><u>200,200</u></u>
Appropriations					
Environmental Services Grants	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>200,200</u>
Total Appropriations	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>200,200</u></u>	<u><u>200,200</u></u>

CITY OF COVINA, CALIFORNIA
 2010-2011 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 2010-2011.

	2007-2008	2008-2009	2009-2010	2010-2011	2010-2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Environmental Protection

Activity: Street Sweeping

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Property Services	<u>164,870</u>	<u>133,416</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>
Total Expenditures	<u>164,870</u>	<u>133,416</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>
Appropriations					
Environmental	<u>164,870</u>	<u>133,416</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>
Total Appropriations	<u>164,870</u>	<u>133,416</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Environmental Protection

Activity: Environmental Services

Purpose

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

Goals and Objectives

Protect and improve the environment by:

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

Base Budget-Change in Services

There are no changes in service for fiscal year 2010-2011.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Environmental Protection

Activity: Environmental Services

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	13,015	9,797	25,680	21,380	21,380
Charges for Services	(119)	525	1,000	16,480	16,480
Refuse/Waste Revenue	<u>80,414</u>	<u>40,815</u>	<u>74,720</u>	<u>123,410</u>	<u>123,410</u>
Total Revenues	<u>93,310</u>	<u>51,137</u>	<u>101,400</u>	<u>161,270</u>	<u>161,270</u>
Expenditures					
Personal Services	95,350	92,465	102,710	104,710	104,710
Professional and Technical	14,528	9,805	54,190	54,190	54,190
Property Services	10,452	11,708	15,140	15,670	15,670
Other Services and Charges	38,864	34,877	62,610	46,430	46,430
Supplies	36,171	27,855	37,410	46,210	46,210
Capital Outlay	-	16,690	-	-	-
Interdepartmental	<u>(38,115)</u>	<u>(37,108)</u>	<u>(78,000)</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>157,250</u>	<u>156,292</u>	<u>194,060</u>	<u>267,210</u>	<u>267,210</u>
Appropriations					
Environmental	157,250	128,316	181,430	245,830	245,830
Environmental Services Grants	<u>-</u>	<u>27,976</u>	<u>12,630</u>	<u>21,380</u>	<u>21,380</u>
Total Appropriations	<u>157,250</u>	<u>156,292</u>	<u>194,060</u>	<u>267,210</u>	<u>267,210</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Environmental Protection

Activity: Refuse Collection

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 2010-2011.

	2007-2008	2008-2009	2009-2010	2010-2011	2010-2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Environmental Protection

Activity: Refuse Collection

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Refuse/Waste Revenue	<u>1,850,873</u>	<u>2,010,007</u>	<u>1,830,970</u>	<u>1,853,390</u>	<u>1,853,390</u>
Total Revenues	<u>1,850,873</u>	<u>2,010,007</u>	<u>1,830,970</u>	<u>1,853,390</u>	<u>1,853,390</u>
Expenditures					
Property Services	<u>1,801,602</u>	<u>1,916,200</u>	<u>1,830,970</u>	<u>1,853,390</u>	<u>1,853,390</u>
Total Expenditures	<u>1,801,602</u>	<u>1,916,200</u>	<u>1,830,970</u>	<u>1,853,390</u>	<u>1,853,390</u>
Appropriations					
Environmental	<u>1,801,602</u>	<u>1,916,200</u>	<u>1,830,970</u>	<u>1,853,390</u>	<u>1,853,390</u>
Total Appropriations	<u>1,801,602</u>	<u>1,916,200</u>	<u>1,830,970</u>	<u>1,853,390</u>	<u>1,853,390</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Environmental Protection

Activity: Waste Management

Purpose

To implement, manage, and monitor various refuse and recycling programs, and to track legislation and policies in order to comply with the state refuse and recycling mandates, including Senate Bill 1016 (which requires reducing the City’s per capita disposal by at least 50%), and to continue to provide reliable, convenient and low-cost curbside refuse and recycling collection services to our residents and businesses.

Goals and Objectives

The main goal is to be in or exceed the compliance mandates of SB 1016 while meeting the needs of the community. Other goals and objectives are:

- Monitor the performance of the disposal company by ensuring services are provided in accordance with the agreement and in compliance with federal, state and local regulations.
- Comply with the regulations pertaining to SB 1016 mandate and submit annual reports to the CalRecycle.
- Continue efforts to improve community recycling involvement by researching and applying for state grants to subsidize businesses and school recycling projects.
- Develop, implement, monitor and promote disposal reduction public outreach by developing, implementing, and monitoring waste reduction and recycling programs.
- Provide assistance to Utility Billing staff for collecting balance owed on delinquent refuse accounts.
- Research, develop and implement specialized programs to facilitate the disposal of items that are difficult and/or dangerous to dispose of or recycle.
- Collaborate with other local governments and regional entities to develop and advocate for economical and convenient disposal options for the City.

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011.

	2007-2008 <u>Actual</u>	2008-2009 <u>Actual</u>	2009-2010 <u>Budget</u>	2010-2011 <u>Base</u>	2010-2011 <u>Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Management Analyst	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Environmental Protection

Activity: Waste Management

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Licenses and Permits	150	180	-	79,320	114,650
Intergovernmental	13,123	-	-	-	-
Charges for Services	-	-	-	8,780	11,000
Refuse/Waste Revenue	1,689,706	1,675,101	1,588,720	1,639,290	1,639,290
Miscellaneous	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,703,979</u>	<u>1,675,281</u>	<u>1,588,720</u>	<u>1,727,390</u>	<u>1,764,940</u>
Expenditures					
Personal Services	33,101	68,894	74,800	80,800	80,800
Professional and Technical	1,840	5,358	5,620	10,500	10,500
Property Services	872,763	913,475	996,050	998,810	998,810
Other Services and Charges	10,133	23,384	23,250	27,740	27,740
Supplies	4,100	2,212	3,900	7,700	7,700
Interdepartmental	<u>(3,065)</u>	<u>(2,575)</u>	<u>-</u>	<u>86,580</u>	<u>86,580</u>
Total Expenditures	<u>918,872</u>	<u>1,010,748</u>	<u>1,103,620</u>	<u>1,212,130</u>	<u>1,212,130</u>
Appropriations					
General Fund	-	-	-	87,950	87,950
Environmental	<u>918,872</u>	<u>1,010,748</u>	<u>1,103,620</u>	<u>1,124,180</u>	<u>1,124,180</u>
Total Appropriations	<u>918,872</u>	<u>1,010,748</u>	<u>1,103,620</u>	<u>1,212,130</u>	<u>1,212,130</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Environmental Protection

Activity: Indirect Cost Allocation

Purpose

Indirect cost allocation of the environmental protection program recognizes the support of the General Fund for environmental protection activities.

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

Goals and Objectives

To recognize and account for the indirect General Fund general government and public works support to the environmental fund (activities).

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011.

	2007-2008 <u>Actual</u>	2008-2009 <u>Actual</u>	2009-2010 <u>Budget</u>	2010-2011 <u>Base</u>	2010-2011 <u>Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Environmental Protection

Activity: Indirect Cost Allocation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Expenditures					
Interdepartmental	<u>454,380</u>	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
Total Expenditures	<u>454,380</u>	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
Appropriations					
Environmental	<u>454,380</u>	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
Total Appropriations	<u>454,380</u>	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Central Equipment

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Central Equipment Charges	1,419,244	1,370,289	1,385,120	1,330,120	1,330,120
Investment Earnings	39,098	50,643	20,000	25,000	25,000
Miscellaneous	<u>3,945</u>	<u>6,388</u>	<u>7,500</u>	-	-
Total Revenues	<u>1,462,287</u>	<u>1,427,320</u>	<u>1,412,620</u>	<u>1,355,120</u>	<u>1,355,120</u>
Activities					
Equipment Administration	26,531	26,507	29,680	44,010	44,480
Vehicle-Equipment Operation	1,188,524	931,307	1,283,720	784,590	1,069,020
Indirect Cost Central Services	<u>205,668</u>	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
Total Activities	<u>1,420,723</u>	<u>1,172,124</u>	<u>1,538,420</u>	<u>1,053,620</u>	<u>1,338,520</u>
Appropriations					
Central Equipment	<u>1,420,723</u>	<u>1,172,124</u>	<u>1,538,420</u>	<u>1,053,620</u>	<u>1,338,520</u>
Total Appropriations	<u>1,420,723</u>	<u>1,172,124</u>	<u>1,538,420</u>	<u>1,053,620</u>	<u>1,338,520</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 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 2010-2011.

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>
	Actual	Actual	Budget	Base	Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Administrative Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Central Equipment

Activity: Equipment Administration

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	18,396	18,481	18,660	24,000	23,990
Professional and Technical	6,930	7,277	7,790	16,780	16,890
Property Services	363	365	800	800	1,170
Other Services and Charges	293	7	1,030	1,030	1,030
Supplies	<u>549</u>	<u>377</u>	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
Total Expenditures	<u>26,531</u>	<u>26,507</u>	<u>29,680</u>	<u>44,010</u>	<u>44,480</u>
Appropriations					
Central Equipment	<u>26,531</u>	<u>26,507</u>	<u>29,680</u>	<u>44,010</u>	<u>44,480</u>
Total Appropriations	<u>26,531</u>	<u>26,507</u>	<u>29,680</u>	<u>44,010</u>	<u>44,480</u>

CITY OF COVINA, CALIFORNIA
2010-2011 Budget
Activity Information

Program: Central Equipment

Activity: Vehicle-Equipment Operation

Purpose

Provide and/or coordinate the maintenance, repair, acquisition and sale of all City-owned motorized and small equipment utilized for municipal services.

Goals and Objectives

Provide sound mechanical service for the safety and reliability of City-provided services to the community.

Base Budget-Change in Services

In the base budget there are 105 vehicles, 34 various pieces of large equipment (e.g. forklift, backhoe) and 48 other motorized items that the staff has to maintain and repair. The requested budget includes filling the vacant Equipment Foreman position to provide adequate operational oversight and work assistance as the Equipment Supervisor deals progressively more with administrative, budget, contractual, vendor, and regulatory issues with the AQMD, CHP, and other governmental agencies. At the same time, one of the existing Senior Equipment Mechanic positions will be downgraded to an Equipment Mechanic which will help to offset personnel cost increases.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<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	2.00	2.00	1.00
Equipment Mechanic	-	-	-	.50	1.50
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.50</u>	<u>4.50</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Central Equipment

Activity: Vehicle-Equipment Operation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Central Equipment Charges	1,419,244	1,370,289	1,385,120	1,330,120	1,330,120
Miscellaneous	<u>3,945</u>	<u>6,388</u>	<u>7,500</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,423,189</u>	<u>1,376,677</u>	<u>1,392,620</u>	<u>1,330,120</u>	<u>1,330,120</u>
Expenditures					
Personal Services	263,121	233,648	296,870	291,970	375,190
Professional and Technical	-	-	10,000	10,000	-
Property Services	55,177	71,237	66,000	81,000	82,760
Other Services and Charges	430,271	363,099	77,700	5,320	5,320
Supplies	469,127	381,103	477,850	478,300	478,300
Capital Outlay	78,998	-	659,000	120,000	330,000
Interdepartmental	<u>(108,170)</u>	<u>(117,780)</u>	<u>(303,700)</u>	<u>(202,000)</u>	<u>(202,550)</u>
Total Expenditures	<u>1,188,524</u>	<u>931,307</u>	<u>1,283,720</u>	<u>784,590</u>	<u>1,069,020</u>
Appropriations					
Central Equipment	<u>1,188,524</u>	<u>931,307</u>	<u>1,283,720</u>	<u>784,590</u>	<u>1,069,020</u>
Total Appropriations	<u>1,188,524</u>	<u>931,307</u>	<u>1,283,720</u>	<u>784,590</u>	<u>1,069,020</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Central Equipment

Activity: Indirect Cost Allocation

Purpose

Indirect cost allocation of the central equipment program recognizes the support of the General Fund to central equipment fund (activities).

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

Goals and Objectives

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

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2010-2011</u>
	Actual	Actual	Budget	Base	Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Central Equipment

Activity: Indirect Cost Central Services

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>205,668</u>	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
Total Expenditures	<u>205,668</u>	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
Appropriations					
Central Equipment	<u>205,668</u>	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
Total Appropriations	<u>205,668</u>	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>



CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Management Information Systems

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
MIS Charges	1,105,140	1,097,688	1,199,440	1,247,690	1,108,550
Investment Earnings	-	18,218	8,700	8,700	22,000
Total Revenues	<u>1,105,140</u>	<u>1,115,906</u>	<u>1,208,140</u>	<u>1,256,390</u>	<u>1,130,550</u>
Activities					
MIS Administration	107,220	117,280	124,150	130,870	131,040
General Systems	305,875	338,680	436,350	442,710	501,660
City Network	85,884	115,439	214,510	206,740	206,720
Financial Systems	147,840	167,629	178,870	183,790	183,870
Indirect Cost Alloc. MIS	<u>75,152</u>	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>
Total Activities	<u>721,971</u>	<u>817,328</u>	<u>1,036,080</u>	<u>1,046,310</u>	<u>1,105,490</u>
Appropriations					
Management Information Systems	<u>721,971</u>	<u>817,328</u>	<u>1,036,080</u>	<u>1,046,310</u>	<u>1,105,490</u>
Total Appropriations	<u>721,971</u>	<u>817,328</u>	<u>1,036,080</u>	<u>1,046,310</u>	<u>1,105,490</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Management Information Systems

Activity: MIS Administration

Purpose

MIS Administration manages the overall management information system operations of the City and Redevelopment Agency. 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

Goals and Objectives

Manage information systems implementations, operations, upgrades and support.

Base Budget-Change in Services

The 2010-2011 budget represents no change in services.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Information Technology Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Management Information Systems

Activity: MIS Administration

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Investment Earnings	<u>-</u>	<u>18,218</u>	<u>8,700</u>	<u>8,700</u>	<u>-</u>
Total Revenues	<u>-</u>	<u>18,218</u>	<u>8,700</u>	<u>8,700</u>	<u>-</u>
Expenditures					
Personal Services	109,267	116,807	113,440	115,660	115,830
Property Services	-	-	-	4,500	4,500
Other Services and Charges	18	420	7,610	7,610	7,610
Supplies	164	53	900	900	900
Interdepartmental	<u>(2,229)</u>	<u>-</u>	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
Total Expenditures	<u>107,220</u>	<u>117,280</u>	<u>124,150</u>	<u>130,870</u>	<u>131,040</u>
Appropriations					
Management Information Systems	<u>107,220</u>	<u>117,280</u>	<u>124,150</u>	<u>130,870</u>	<u>131,040</u>
Total Appropriations	<u>107,220</u>	<u>117,280</u>	<u>124,150</u>	<u>130,870</u>	<u>131,040</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Management Information Systems

Activity: General Systems

Purpose

General systems is responsible for general hardware and software maintenance for the City.

Goals and Objectives

The major goals of the division are:

- Maintain hardware/software replacement schedule.
- Provide ongoing training and support for general users.

Base Budget-Change in Services

With the increasing demand of information technology support services, the 2010-2011 budget includes a part-time Administrative Intern position to the Information Technology Department. In 2010, the Administrative Intern position was approved and added after the 2009-2010 adopted budget.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
PC Technician II	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Administrative Intern				0.50	0.50
Total FTE Part-Time Positions				0.50	0.50
Total Full-Time Equivalent Positions	1.00	1.00	1.50	1.50	1.50

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Management Information Systems

Activity: General Systems

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
MIS Charges	<u>440,310</u>	<u>437,188</u>	<u>564,460</u>	<u>648,520</u>	<u>597,050</u>
Total Revenues	<u>440,310</u>	<u>437,188</u>	<u>564,460</u>	<u>648,520</u>	<u>597,050</u>
Expenditures					
Personal Services	68,495	76,784	76,320	94,350	94,190
Professional and Technical	(75)	-	-	-	50,000
Property Services	176,246	209,278	215,250	201,420	201,420
Other Services and Charges	128	588	1,350	1,350	1,350
Supplies	53,192	52,030	32,500	57,500	57,500
Capital Outlay	15,741	-	110,930	88,090	97,200
Interdepartmental	<u>(7,852)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>305,875</u>	<u>338,680</u>	<u>436,350</u>	<u>442,710</u>	<u>501,660</u>
Appropriations					
Management Information Systems	<u>305,875</u>	<u>338,680</u>	<u>436,350</u>	<u>442,710</u>	<u>501,660</u>
Total Appropriations	<u>305,875</u>	<u>338,680</u>	<u>436,350</u>	<u>442,710</u>	<u>501,660</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Management Information Systems

Activity: Citywide Network

Purpose

Citywide network is responsible for the administration and support of the City servers, network printers, data circuits, routers and switches.

Goals and Objectives

Provide ongoing support for network hardware, software, and users.

Base Budget-Change in Services

Due to the increasing demand of network hardware and software support for the City, the 2010-2011 budget represents adding a full-time Network Administrator position to the Information Technology Department.

Performance Workload Measurements

Percent of daily backup of network server	100%
Percent of network service up-time	98%

Full-Time Equivalent Positions

Full-Time Positions

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Network Administrator	-	-	-	1.00	1.00
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Management Information Systems

Activity: City Network

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
MIS Charges	<u>228,500</u>	<u>224,170</u>	<u>218,830</u>	<u>262,010</u>	<u>261,390</u>
Total Revenues	<u>228,500</u>	<u>224,170</u>	<u>218,830</u>	<u>262,010</u>	<u>261,390</u>
Expenditures					
Personal Services	-	-	76,320	80,450	80,430
Professional and Technical	-	1,665	-	-	-
Property Services	72,551	84,603	87,740	105,840	105,840
Other Services and Charges	4,404	8,463	450	450	450
Supplies	21,782	20,708	20,000	20,000	20,000
Capital Outlay	<u>(12,853)</u>	-	<u>30,000</u>	-	-
Total Expenditures	<u>85,884</u>	<u>115,439</u>	<u>214,510</u>	<u>206,740</u>	<u>206,720</u>
Appropriations					
Management Information Systems	<u>85,884</u>	<u>115,439</u>	<u>214,510</u>	<u>206,740</u>	<u>206,720</u>
Total Appropriations	<u>85,884</u>	<u>115,439</u>	<u>214,510</u>	<u>206,740</u>	<u>206,720</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Management Information Systems

Activity: Financial Systems

Purpose

Financial systems include the maintenance and support of IFAS (financial system), HDL (business license/permit system), and Global Water's (utility billing) hardware and software.

Goals and Objectives

Provide ongoing support for all financial system users.

Base Budget-Change in Services

The 2010-2011 budget represents no change in services.

Performance Workload Measurements

Maintain and update financial system	Yes
Maintain and update utility billing system	Yes
Maintain and update business license/permitting system	Yes

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
<u>Full-Time Positions</u>					
Systems Analyst	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Management Information Systems

Activity: Financial Systems

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
MIS Charges	<u>436,330</u>	<u>436,330</u>	<u>416,150</u>	<u>337,160</u>	<u>250,110</u>
Total Revenues	<u><u>436,330</u></u>	<u><u>436,330</u></u>	<u><u>416,150</u></u>	<u><u>337,160</u></u>	<u><u>250,110</u></u>
Expenditures					
Personal Services	79,969	89,889	88,380	90,270	90,350
Professional and Technical	694	370	-	-	-
Property Services	65,064	76,907	86,230	89,260	89,260
Other Services and Charges	2,113	100	450	450	450
Supplies	<u>-</u>	<u>363</u>	<u>3,810</u>	<u>3,810</u>	<u>3,810</u>
Total Expenditures	<u><u>147,840</u></u>	<u><u>167,629</u></u>	<u><u>178,870</u></u>	<u><u>183,790</u></u>	<u><u>183,870</u></u>
Appropriations					
Management Information Systems	<u>147,840</u>	<u>167,629</u>	<u>178,870</u>	<u>183,790</u>	<u>183,870</u>
Total Appropriations	<u><u>147,840</u></u>	<u><u>167,629</u></u>	<u><u>178,870</u></u>	<u><u>183,790</u></u>	<u><u>183,870</u></u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Management Information Systems

Activity: Indirect Cost Allocation

Purpose

Indirect cost allocation of the central MIS program recognizes the support of the General Fund to MIS fund (activities).

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to the MIS fund (activities) are attributed to General Fund general government support (see general government indirect costs allocation).

Goals and Objectives

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

Base Budget-Change in Service

None.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Management Information Systems

Activity: Indirect Cost Allocation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>75,152</u>	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>
Total Expenditures	<u>75,152</u>	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>
Appropriations					
Management Information Systems	<u>75,152</u>	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>
Total Appropriations	<u>75,152</u>	<u>78,300</u>	<u>82,200</u>	<u>82,200</u>	<u>82,200</u>



CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Miscellaneous

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	16,292	14,939	17,750	17,750	17,750
Miscellaneous	-	13,234	-	-	-
Total Revenues	<u>16,292</u>	<u>28,173</u>	<u>17,750</u>	<u>17,750</u>	<u>17,750</u>
Activities					
Intergovernmental	10,322	31,522	25,240	25,240	24,900
Community Outreach	11,963	11,266	20,820	20,820	-
Emergency Management Systems	8,688	-	11,110	11,110	-
Downtown District	14,514	13,845	8,750	8,750	8,750
Prospero Park District	7,500	7,830	9,000	9,000	9,000
Contingency	-	-	171,600	171,600	35,000
Total Activities	<u>52,987</u>	<u>64,463</u>	<u>246,520</u>	<u>246,520</u>	<u>77,650</u>
Appropriations					
General Fund	30,973	42,788	107,170	57,170	59,900
LMIH Fund	-	-	7,840	7,840	-
Downtown District	14,514	13,845	8,750	8,750	8,750
Prospero Park District	7,500	7,830	9,000	9,000	9,000
Redevelopment Fund	-	-	54,130	54,130	-
Water Utility	-	-	25,000	25,000	-
Total Appropriations	<u>52,987</u>	<u>64,463</u>	<u>211,890</u>	<u>161,890</u>	<u>77,650</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Miscellaneous

Activity: Intergovernmental

	2007 - 2008 <u>Actual</u>	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Budget</u>	2010 - 2011 <u>Base</u>	2010 - 2011 <u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Professional and Technical	1,286	1,082	2,000	2,000	1,000
Other Services and Charges	29,060	44,192	43,690	36,780	36,620
Interdepartmental	<u>(20,024)</u>	<u>(13,752)</u>	<u>(20,450)</u>	<u>(13,540)</u>	<u>(12,720)</u>
Total Expenditures	<u>10,322</u>	<u>31,522</u>	<u>25,240</u>	<u>25,240</u>	<u>24,900</u>
Appropriations					
General Fund	<u>10,322</u>	<u>31,522</u>	<u>25,240</u>	<u>25,240</u>	<u>24,900</u>
Total Appropriations	<u>10,322</u>	<u>31,522</u>	<u>25,240</u>	<u>25,240</u>	<u>24,900</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Miscellaneous

Activity: Community Outreach

Purpose

To provide opportunities for the community to engage and interact with Council members and City staff outside of the regular business setting of local government.

To enhance the transparency of City government by providing community education on the specific workings of City departments, functions, programs and projects.

To gather opinions and concerns of residents regarding local government services and provide policy makers with tools to assess the long-range needs residents.

- 1) Plan, promote and conduct various public meetings and workshops.
- 2) Provide local government educational opportunities for members of the residential and business public.
- 3) Develop, distribute and facilitate analysis of community opinion polls and/or needs assessments.

Goals and Objectives

The goal of the Community Outreach activity is to maintain consistent, interactive communication with Covina stakeholders.

To accomplish this goal the activity will:

- 1) Act at the direction of the City Manager to facilitate opportunities for Council/staff/community education and interaction.

Base Budget-Change in Service

In an ongoing effort to reduce expenditures, this budget has been eliminated for the 2010-2011 Fiscal Year.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Miscellaneous

Activity: Community Outreach

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	-	-	3,050	3,050	-
Other Services and Charges	11,963	9,350	15,770	15,770	-
Supplies	<u>-</u>	<u>1,916</u>	<u>2,000</u>	<u>2,000</u>	<u>-</u>
Total Expenditures	<u>11,963</u>	<u>11,266</u>	<u>20,820</u>	<u>20,820</u>	<u>-</u>
Appropriations					
General Fund	<u>11,963</u>	<u>11,266</u>	<u>20,820</u>	<u>20,820</u>	<u>-</u>
Total Appropriations	<u>11,963</u>	<u>11,266</u>	<u>20,820</u>	<u>20,820</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Miscellaneous

Activity: Emergency Management Systems

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Personal Services	8,688	-	-	-	-
Other Services and Charges	<u>-</u>	<u>-</u>	<u>11,110</u>	<u>11,110</u>	<u>-</u>
Total Expenditures	<u>8,688</u>	<u>-</u>	<u>11,110</u>	<u>11,110</u>	<u>-</u>
Appropriations					
General Fund	<u>8,688</u>	<u>-</u>	<u>11,110</u>	<u>11,110</u>	<u>-</u>
Total Appropriations	<u>8,688</u>	<u>-</u>	<u>11,110</u>	<u>11,110</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Miscellaneous

Activity: Downtown District

Purpose

The Downtown District accounts for the special business license registration tax for the promotion and maintenance of the Covina downtown area.

Goals and Objectives

Promote and maintain the downtown area.

Base Budget-Change in Service

There is no change in service for fiscal year 2010-2011.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Miscellaneous

Activity: Downtown District

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	9,500	7,723	8,750	8,750	8,750
Miscellaneous	-	13,234	-	-	-
Total Revenues	<u>9,500</u>	<u>20,957</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Expenditures					
Other Services and Charges	14,514	13,845	8,750	8,750	8,750
Total Expenditures	<u>14,514</u>	<u>13,845</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Appropriations					
Downtown	14,514	13,845	8,750	8,750	8,750
Total Appropriations	<u>14,514</u>	<u>13,845</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>

CITY OF COVINA, CALIFORNIA

2010-2011 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 2010-2011.

	<u>2007-2008 Actual</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Base</u>	<u>2010-2011 Adopted</u>
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Miscellaneous

Activity: Prospero Park District

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	<u>6,792</u>	<u>7,216</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Total Revenues	<u><u>6,792</u></u>	<u><u>7,216</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>
Expenditures					
Other Services and Charges	<u>7,500</u>	<u>7,830</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Total Expenditures	<u><u>7,500</u></u>	<u><u>7,830</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>
Appropriations					
Prospero Park District	<u>7,500</u>	<u>7,830</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Total Appropriations	<u><u>7,500</u></u>	<u><u>7,830</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>	<u><u>9,000</u></u>

CITY OF COVINA, CALIFORNIA
 2010-2011 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 has been reduced from \$50,000 to \$35,000. Contingencies for the, LMIH, Redevelopment and Water Utility Funds have been eliminated.

Performance Workload Measurements

Provide contingency for anticipated accrued leave	Yes
Provide contingency for unanticipated events	Yes

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Miscellaneous

Activity: Contingency

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Contingency	<u>-</u>	<u>-</u>	<u>171,600</u>	<u>171,600</u>	<u>35,000</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>171,600</u>	<u>171,600</u>	<u>35,000</u>
Appropriations					
General Fund	-	-	50,000	50,000	35,000
LMIH Fund	-	-	7,840	7,840	-
Redevelopment Fund	-	-	88,760	88,760	-
Water Utility	<u>-</u>	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Total Appropriations	<u>-</u>	<u>-</u>	<u>171,600</u>	<u>171,600</u>	<u>35,000</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Debt Service

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	5,898,886	5,953,810	5,912,000	5,912,000	5,264,550
Intergovernmental	482,305	13,003	31,000	31,000	-
Investment Earnings	378,870	168,858	59,200	49,200	49,200
Miscellaneous	<u>22,202</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>6,782,263</u>	<u>6,135,671</u>	<u>6,002,200</u>	<u>5,992,200</u>	<u>5,313,750</u>
Activities					
	-				
General	27,242	25,481	66,390	752,320	752,320
Tax Allocation	4,375,507	4,014,866	6,318,650	6,318,650	6,205,820
Certificates of Participation	597,044	591,909	758,680	744,670	744,670
Capital Lease	111,792	111,792	85,880	74,490	74,490
Advances	-	29,191	125,040	-	-
Indirect Cost Allocation	<u>61,836</u>	<u>62,700</u>	<u>348,370</u>	<u>348,370</u>	<u>348,370</u>
Total Activities	<u>5,173,421</u>	<u>4,835,939</u>	<u>7,703,010</u>	<u>8,238,500</u>	<u>8,125,670</u>
Appropriations					
General Fund	139,034	137,273	152,270	66,390	66,390
LMIH Fund	392,638	396,284	404,740	404,740	406,280
Tax Allocation Debt Fund	4,157,933	3,792,883	6,384,280	6,035,910	6,147,910
Transportation	493,875	496,375	493,880	493,880	493,880
Water Utility	103,169	95,534	264,800	250,790	250,790
Sewer Fund	-	-	-	760,420	760,420
Management Information Systems	<u>-</u>	<u>29,191</u>	<u>125,040</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>5,286,649</u>	<u>4,947,540</u>	<u>7,825,010</u>	<u>8,012,130</u>	<u>8,125,670</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Debt Service

Activity: General

Purpose

To provide funding for notes payable to the Covina Redevelopment Agency for the purchase of the City Yard and for bonds payable for the Sewer Construction bond.

Goals and Objectives

To pay debts in a timely and professional manner.

Base Budget-Change in Services

This budget includes the payments on the City's Sewer Bond.

Performance Workload Measurements

Percent of timely principal and interest payments 100%

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Debt Service

Activity: General

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Debt Service	<u>27,242</u>	<u>25,481</u>	<u>66,390</u>	<u>752,320</u>	<u>752,320</u>
Total Expenditures	<u>27,242</u>	<u>25,481</u>	<u>66,390</u>	<u>752,320</u>	<u>752,320</u>
Appropriations					
General Fund	<u>27,242</u>	<u>25,481</u>	<u>66,390</u>	<u>66,390</u>	<u>66,390</u>
Sewer Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>685,930</u>	<u>685,930</u>
Total Appropriations	<u>27,242</u>	<u>25,481</u>	<u>66,390</u>	<u>752,320</u>	<u>752,320</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Debt Service

Activity: Tax Allocation

Purpose

Account for tax allocation notes, loans and bonds issued for redevelopment in Project Areas 1 and II of the Covina Redevelopment Agency. The source of financing for the payment of principal and interest is property tax increments generated from current and future development.

Goals and Objectives

The main objective of the tax allocation debt activity is timely payments of principal and interest on outstanding notes, loans and bonded indebtedness.

Base Budget-Change in Service

There is no change in service.

Performance Workload Measurements

Percent of timely principal and interest payments 100%

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Debt Service

Activity: Tax Allocation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Taxes	5,898,886	5,953,810	5,912,000	5,912,000	5,264,550
Intergovernmental	10,632	13,003	31,000	31,000	-
Investment Earnings	370,411	167,725	49,200	49,200	49,200
Other Financing Sources	-	-	-	-	522,450
Total Revenues	<u>6,279,929</u>	<u>6,134,538</u>	<u>5,992,200</u>	<u>5,992,200</u>	<u>5,313,750</u>
Expenditures					
Professional and Technical	113,228	111,601	122,000	122,000	122,000
Debt Service	<u>4,375,507</u>	<u>4,014,866</u>	<u>6,318,650</u>	<u>6,318,650</u>	<u>6,083,820</u>
Total Expenditures	<u>4,488,735</u>	<u>4,126,467</u>	<u>6,440,650</u>	<u>6,440,650</u>	<u>6,205,820</u>
Appropriations					
LMIH Fund	392,638	396,284	404,740	404,740	406,280
Tax Allocation Debt Fund	<u>4,096,097</u>	<u>3,730,183</u>	<u>6,035,910</u>	<u>6,035,910</u>	<u>5,799,540</u>
Total Appropriations	<u>4,488,735</u>	<u>4,126,467</u>	<u>6,440,650</u>	<u>6,440,650</u>	<u>6,205,820</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Debt Service

Activity: Certificates of Participation

Purpose

To provide funding for the refinanced bonds.

Goals and Objectives

To pay debts in a timely and professional manner.

Base Budget-Change in Services

The budget represents the debt service accounted for in the Transportation and Water Utility Funds.

Performance Workload Measurements

Percent of timely principal and interest payments 100%

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Debt Service

Activity: Certificates of Participation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Intergovernmental	471,673	-	-	-	-
Investment Earnings	8,459	1,133	10,000	-	-
Miscellaneous	<u>22,202</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>502,334</u>	<u>1,133</u>	<u>10,000</u>	<u>-</u>	<u>-</u>
Expenditures					
Debt Service	597,044	591,909	758,680	744,670	744,670
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>597,044</u>	<u>591,909</u>	<u>758,680</u>	<u>744,670</u>	<u>744,670</u>
Appropriations					
Transportation	493,875	496,375	493,880	493,880	493,880
Water Utility	<u>103,169</u>	<u>95,534</u>	<u>264,800</u>	<u>250,790</u>	<u>250,790</u>
Total Appropriations	<u>597,044</u>	<u>591,909</u>	<u>758,680</u>	<u>744,670</u>	<u>744,670</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Debt Service

Activity: Capital Lease

Purpose

To provide energy improvements financed from Siemens.

Goals and Objectives

To pay monthly lease payments in a timely manner.

Base Budget-Change in Services

The budget represents the current level of service and is accounted for in the General Fund.

Performance Workload Measurements

Percent of timely principal and interest payments 100%

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Debt Service

Activity: Capital Lease

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Debt Service	<u>111,792</u>	<u>111,792</u>	<u>85,880</u>	<u>74,490</u>	<u>74,490</u>
Total Expenditures	<u>111,792</u>	<u>111,792</u>	<u>85,880</u>	<u>74,490</u>	<u>74,490</u>
Appropriations					
General Fund	111,792	111,792	85,880	-	-
Sewer Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>74,490</u>	<u>74,490</u>
Total Appropriations	<u>111,792</u>	<u>111,792</u>	<u>85,880</u>	<u>74,490</u>	<u>74,490</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Debt Service

Activity: Advances

Purpose

To provide payment for ten year advance from the General Fund-PERS reserve at 5.5%. The advance financed the IFAS implementation.

Goals and Objectives

To pay annual principal and interest on advance from the General Fund-PERS reserve.

Base Budget-Change in Services

The final payment for this advance was received in Fiscal Year 2009-2010. No more payments are due.

Performance Workload Measurements

Percent of timely principal and interest payments 100%

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Debt Service

Activity: Advances

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Debt Service	<u>-</u>	<u>29,191</u>	<u>125,040</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>29,191</u>	<u>125,040</u>	<u>-</u>	<u>-</u>
Appropriations					
Management Information Systems	<u>-</u>	<u>29,191</u>	<u>125,040</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>-</u>	<u>29,191</u>	<u>125,040</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2010-2011 Budget

Activity Information

Program: Debt Service

Activity: Indirect Cost Allocation

Purpose

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

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to debt service (tax allocation) are attributed to General Fund general government and Redevelopment Private-I Fund support (see general government and redevelopment and housing indirect costs allocation).

Goals and Objectives

To recognize and account for the indirect General Fund general government and Redevelopment Private-I Fund support to debt service (tax allocation).

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011.

	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Base	2010-2011 Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Debt Service

Activity: Indirect Cost Allocation

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures					
Interdepartmental	<u>61,836</u>	<u>62,700</u>	<u>348,370</u>	<u>348,370</u>	<u>348,370</u>
Total Expenditures	<u>61,836</u>	<u>62,700</u>	<u>348,370</u>	<u>348,370</u>	<u>348,370</u>
Appropriations					
Tax Allocation Debt Fund	<u>61,836</u>	<u>62,700</u>	<u>348,370</u>	<u>348,370</u>	<u>348,370</u>
Total Appropriations	<u>61,836</u>	<u>62,700</u>	<u>348,370</u>	<u>348,370</u>	<u>348,370</u>



CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Program Summary

Program: Other Financing Uses

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2010 - 2011
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Adopted</u>
Revenues					
Transfer From General Fund	-	-	6,193,850	-	-
Transfer From Internal Service Fund	-	-	2,342,800	-	-
Other Financing Sources	-	-	371,470	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>8,908,120</u>	<u>-</u>	<u>-</u>
Activities					
Financial Sources Provided	<u>98,000</u>	<u>-</u>	<u>8,781,750</u>	<u>391,510</u>	<u>391,510</u>
Total Activities	<u>98,000</u>	<u>-</u>	<u>8,781,750</u>	<u>391,510</u>	<u>391,510</u>
Appropriations					
General Fund	98,000	-	950,950	291,510	291,510
Red Light Camera Fund	-	-	-	100,000	100,000
Worker's Compensation Fund	-	-	2,030,000	-	-
Public Liability Fund	-	-	3,458,000	-	-
Central Equipment Fund	-	-	1,000,000	-	-
Worker's Compensation Fund (Internal Service)	-	-	683,800	-	-
Public Liability Fund (Internal Service)	-	-	659,000	-	-
Total Appropriations	<u>98,000</u>	<u>-</u>	<u>8,781,750</u>	<u>391,510</u>	<u>391,510</u>

CITY OF COVINA, CALIFORNIA
 2010-2011 Budget
 Activity Information

Program: Other Financing Uses

Activity: Financial Sources Provided

Purpose

Financial sources represent transfers and subsidies between various funds.

Goals and Objectives

To recognize transfers between funds and true costs and subsidies of the various funds and activities of the City.

Base Budget-Change in Service

There are no changes in service for fiscal year 2010-2011.

	<u>2007-2008</u> Actual	<u>2008-2009</u> Actual	<u>2009-2010</u> Budget	<u>2010-2011</u> Base	<u>2010-2011</u> Adopted
Full-Time Equivalent Positions					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Summary

Program: Other Financing Uses

Activity: Financial Sources Provided

	2007 - 2008 <u>Actual</u>	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Budget</u>	2010 - 2011 <u>Base</u>	2010 - 2011 <u>Adopted</u>
Revenues					
Transfer From General Fund	-	-	6,193,850	-	-
Transfer From Internal Service Fund	-	-	2,342,800	-	-
Other Financing Sources	-	-	<u>371,470</u>	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>8,908,120</u>	<u>-</u>	<u>-</u>
Expenditures					
Financial Sources Provided	<u>98,000</u>	<u>-</u>	<u>8,781,750</u>	<u>391,510</u>	<u>391,510</u>
Total Activities	<u>98,000</u>	<u>-</u>	<u>8,781,750</u>	<u>391,510</u>	<u>391,510</u>
Appropriations					
General Fund	98,000	-	950,950	291,510	291,510
Red Light Camera Fund	-	-	-	100,000	100,000
Worker's Compensation Fund	-	-	2,030,000	-	-
Public Liability Fund	-	-	3,458,000	-	-
Central Equipment Fund	-	-	1,000,000	-	-
Worker's Compensation Fund (Internal Service)	-	-	683,800	-	-
Public Liability Fund (Internal Service)	-	-	<u>659,000</u>	-	-
Total Appropriations	<u>98,000</u>	<u>-</u>	<u>8,781,750</u>	<u>391,510</u>	<u>391,510</u>



BUDGET PROCEDURES AND METHODS

This information is provided to familiarize the reader with the budget structure and how this budget document was prepared and will be controlled.

Preparing the Preliminary/Council Approved Budget

Materials were distributed to departments for preparing a projection of 2007-2008 base budget. The base budget is the previous year adopted level of service adjusted for inflation, contractual commitments and actual spending. The recommended/adopted budget is the base budget adjusted for any current and/or proposed changes in the level of service.

The City Manager's review includes scheduled budget meetings with each operating unit. At these meetings, discussions centered on specific requirements, the determination of priorities in terms of a definite need and the effectiveness of existing or proposed programs. Revenue estimates initially prepared by the finance department are reviewed and new or expanded revenue sources examined. Those programs, which are expected to be fully or partially self-supporting, are examined to ensure that they in fact held this status and where it appears that they did not, appropriate recommendations are prepared to correct the situation. The decisions that determine the operating program recommended in the proposed budget are made on the basis of these discussions.

The City Manager's preliminary budget is then reviewed by the City Council at special meetings. Major goals and objectives and resource constraints are evaluated pertaining to the various activities. A final determination of levels of service of various programs is incorporated into the final budget document. Formal adoption of the budget is generally done at the second regular or special Council meeting in June.

Budgeting Methods

Various methods have been used to prepare the budget, which is not only balanced, but accurately reflects the expected level of spending.

A review of the estimated current year expenditures and current year revenue was made part of the budget preparation procedures. The advantages of this system include: (1) the provisions of information necessary to develop more realistic and accurate expenditure estimates which make up the proposed appropriation figures in the 2007-2008 budget, and (2) the use of revenues from 2006-2007 in the form of expenditure savings and unanticipated current year revenues to help finance the preliminary 2007-2008 budget, if needed.

A review of fund balances is made during the budgeting process. In light of volatile revenues and constant changes in tax allocation by the State Legislature, a substantial fund balance in the General Fund is advisable. A contingency provision is made for a fund in total rather than for an activity or program since it is unlikely that the unexpected or the emergency will occur in each program. The one contingency appropriation can be used to meet various individual situations. The preliminary/approved budget, therefore, provides for rather tight activity appropriation based on normal expenditure levels. Specific City Council approval is required for authorization to use contingency funds.

Controlling Expenditures

While the approved budget establishes appropriation levels, specific procedures for controlling expenditures are also necessary to ensure that its day-to-day execution is in compliance with the approved program. The City Manager and finance department are responsible for reviewing all requests for expenditures initiated by designated and requisitioning authorities to determine their compliance with the approved budget.

Also inherent in this controlling function is the management recognition that conditions do change during the eighteen-month period of budget preparation and execution. Therefore, each proposed expenditure will be reviewed and approved only if the need still exists. Also, some expenditure requirements will occur which, while falling within the total appropriation, will not exactly match object expenditure estimates. In these instances, where need has been adequately demonstrated, an adjustment will be made within the activity/program budget within funds. Appropriation changes between funds or exceeding the total fund require Council authorization.

In summary, expenditures will not be approved until it has been determined that (1) adequate funds were appropriated, (2) the expenditure is still necessary, and (3) funds are available.

These budget control procedures are important management tools, which we believe allow us to make more effective use of the dollars spent in the total municipal program. As a necessary by-product, these procedures also ensure compliance with statutory finance requirements.

Fund Structure

A given expenditure is made from a specific fund established for designated programs or activities.

The General Fund incorporates most city services and is financed by several revenue sources, the largest of which are property, sales, and utility user's taxes; and motor vehicle in-lieu fees.

There are a number of special revenue funds consisting of the following:

- LMIH Fund accounts for project areas one and two housing monies of the Redevelopment Agency.
- CDBG Fund accounts for the community development block grant monies received from the Department of Housing and Urban Development to provide decent housing, suitable living environment and expanded economic opportunities for persons of lower income.
- Law Enforcement Grant Fund accounts for the federal local law enforcement block grant program.
- Narcotic Seizure Fund accounts for federal, state, and local forfeiture monies seized by police.
- State Gas Tax Fund is financed with monies apportioned under Streets and Highway Code Sections 2106, 2106.5, 2107 and 2107.5 of the State of California.
- Transit Fund that is financed with Proposition A County transit tax, parking permits and transit fares.
- Air Quality Fund accounts for the state motor vehicle environmental fee.

- Municipal Parking District Fund which is financed with a special property tax, parking permits and parking meter, fees.
- Lighting District Fund is financed primarily with special benefit taxes from the lighting district.
- Landscape District Fund is financed primarily with special benefit taxes from the landscape district.
- Sewer District Fund is financed primarily with special benefit taxes from the sewer district.
- Library Grant Fund accounts for state grant monies for the library and literacy programs.
- City Donation Fund accounts for restricted donations.

The Tax Allocation Debt-I and Tax Allocation Debt-II Debt Service Funds accounts for bond, loan and note debt service for project areas one and two of the Redevelopment Agency.

The following are the capital projects funds of the City and Redevelopment Agency:

- Park Development Fund accounts for certain park grants.
- Transit Center Fund which accounts for the construction of the downtown parking structure and is financed with Proposition A and C County transportation tax, MTA funds, and long-term debt proceeds.
- Transportation Fund that is financed with Proposition C County transportation tax.
- Shoppers Lane Parking District which is financed with a special business registration tax for parking improvements within the district.
- Sewer Construction Fund accounts for impact fees and other sources for sanitary sewer and waste water improvements.
- Redevelopment Fund accounts for project areas one and two, both public and private improvement economic and redevelopment monies of the Redevelopment Agency, and for project areas one and two.

The Water Utility, Water Capital and Environmental Enterprise Funds are financed with water sales and refuse fees.

The Central Equipment and Management Information Systems Internal Service Funds are financed from departmental service charges.

The projected revenues and expenditures for these funds are shown in an integrated manner in summaries found in the budget document. City staff believes this all fund summary is helpful in gaining an overall picture of the City's financial operation.

FINANCIAL MANAGEMENT PRINCIPLES

The City Shall Have a Balanced Budget

The City of Covina shall adopt a balanced budget on an annual basis. The comprehensive annual financial report (CAFR) will confirm the adoption of a balanced budget, and note any discrepancies. The financing community uses the CAFR to gauge the City's credit worthiness, among other issues.

The City Shall Pursue Awards in Financial and Budgeting Reporting

The City of Covina shall pursue the certificate of achievement for excellence in financial reporting and certificate in outstanding budget presentation from the Government Finance Officers Association of the United States and Canada, and the certificate of award for outstanding financial reporting from the California Society of Municipal Finance Officers. These prestigious awards recognize conformance with the highest standards for preparation of state and local government financial reports and budgets. To receive the awards, a government unit must publish an easily readable and efficiently organized comprehensive annual financial report and budget, whose contents conform to program standards.

The City Shall Maintain Prudent Reserves

The City of Covina shall establish adequate reserves of funds to meet future capital needs, to offset economic hard times, to stabilize fluctuations in cash flow requirements, and provide for emergency situations. The City should provide a minimum of three months' working capital for emergencies and contingencies.

The City Shall Endeavor to Maintain Competitive Compensation

The City of Covina shall continue positive human resource relations, be competitive in the market place, and attract and retain competent and quality employees. Competitive salary and benefits will be provided to all employees within the City's means. It is the City's expectation that services being provided by staff will continue to be exemplary.

The City Shall Maintain Its Infrastructure

The City of Covina shall provide adequate funding to be allocated in the current year to minimize expenditures in future years. Ongoing, preventive maintenance is an essential component of the City' operations. Infrastructure maintenance includes, but is not limited to, streets, storm drainage, water storage and distribution, sanitary sewer collection and disposal, curb, gutter, sidewalks, lights, and parks.

The City Shall Amortize Capital Costs

The City of Covina, to the extent possible, shall fully amortize as a continuing cost of doing business the cost of replacing or expanding existing facilities and equipment. With respect to equipment, rates shall be established to recover the replacement cost of each item at the end of its useful life. Facilities shall be amortized to cover ongoing maintenance and cyclical repairs, and for the replacement or expansion of major structures.

The City Shall Only Borrow What It Can Afford to Pay

The City of Covina shall not overextend indebtedness, which may cause undue financial burdens in subsequent years. Loans and other external obligations shall be established wisely to level out costs. Refinancing of existing debt shall take place when market conditions lend themselves to economic gains.

The City Shall Fund Ongoing Costs with Ongoing Revenues

The City of Covina shall match costs with revenues. Ongoing costs shall be funded with ongoing revenues. One-time costs shall be funded with one-time revenues. However, one-time revenues shall not fund ongoing costs. Current costs shall be recognized and funded in the current year, not deferred or funded in future years. Operating grants for ongoing costs shall be scrutinized for future fiscal impact.

The City Shall Base Its Budget on Realistic Estimates

The City of Covina shall make budgetary and financial decisions on conservative estimates of revenues, expenditures and other financing sources and uses. The greater the uncertainty and/or volatility of the budgetary and financial estimates, the more conservative the estimates.

The City Shall Competitively Procure Goods and Services

The City of Covina shall seek market prices or proposals for all significant purchases of goods and services, including periodic market testing of internally provided services, consistent with City's procurement policy. Significant savings can be obtained through competitive bidding. The City also encourages the use of joint-powers purchasing agreements with other government jurisdictions to reduce administrative burdens. Preference shall be given to Covina businesses.

The City Shall Know Its True Costs

The City of Covina shall maintain current full business costs of providing each City service. In addition, the City shall make conscious decisions about cost recovery and/or general tax subsidy of those services that benefit only a portion of the tax paying public.

The City Shall Plan Ahead

The City of Covina shall review its financial position based on a five-year financial profile analysis. This would require a formalized five-year capital improvement and operating program. The purpose of a five-year financial plan is to identify priorities, service levels, revenue sources, and trends and future impact on decisions made today.

The City Shall Make and Report Its Financial Decisions Publicly

The City of Covina shall encourage public involvement in budgeting and financial planning. The City Council shall make all nonroutine or nonadministrative financial decisions in public at regular scheduled meetings. The results of such decision making shall be reported in a timely manner through the Comprehensive Annual Financial Report and other public information documents.

The City Shall Oppose Unfunded Mandated Programs

The City of Covina shall have a general policy against unfunded mandates that have a negative impact on City services and operations. Federal and state government regularly enacts legislation that mandates local compliance and/or implementation. Cities are forced to incur additional operating costs with no additional funding.

The City Shall Invest Idle Cash Conservatively

The City of Covina shall invest its idle cash in a conservative manner to safeguard public funds. Investments shall be selected utilizing safety, liquidity and yield as the selection criteria. Short-term, intermediate and long-term requirements shall be identified to balance investment portfolio goals and objectives.

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY

Budget Policy

- **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.*

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY

Budget Policy

❖ 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*

● 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***

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY

Budget Policy

- *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*
- **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*

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY

Budget Policy

- ***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

- **Exceptions**
 - ***City Council/Agency Board authorization required***
 - ❖ Emergencies
 - ❖ Legal requirements
 - ❖ Loans
 - ❖ Accounting changes and prior period adjustments

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY

Budget Policy

- **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.*

RESOLUTION NO. 10-6848

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, ADOPTING THE BUDGET FOR
FISCAL YEAR 2010-2011**

WHEREAS, the City Manager acted to present a Preliminary Fiscal Year 2010-2011 Budget to the City Council by June 1, 2010; 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

NOW, THEREFORE, the City Council of the City of Covina does hereby resolve that certain budget centers (listed above) in the City of Covina Fiscal Year 2010-2011 Budget are adopted and the City Manager is authorized to implement the same.

Section 1: The City finds and determines that expenditure of housing funds inside and outside of each of the Redevelopment Projects will be of benefit to each of Project No. One and Project No. Two.

Section 2: The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

APPROVED AND ADOPTED this 15th day in June, 2010.

Peggy A. Delach

Peggy A. Delach, Mayor

ATTEST:

Rosalia A. Conde

Rosalia A. Conde, CMC
Deputy City Clerk

APPROVED AS TO FORM:

Edward W. Lee

Edward W. Lee, City Attorney

I, ROSALIA A. CONDE, CMC, Deputy City Clerk of the City of Covina, hereby CERTIFY that **Resolution No. 10-6848** was adopted by the Covina City Council at a regular meeting of the City Council held on **Tuesday, June 15, 2010** and was approved and passed by the following vote:

AYES: Council Members Allen, Stapleton, Mayor Pro Tem King, Mayor Delach

NOES: Council Member Low

ABSENT: None

ABSTAIN: None

Rosalia A. Conde

Rosalia A. Conde, CMC
Deputy City Clerk

EXHIBIT A
CITY OF COVINA, CALIFORNIA
Fiscal Year 2010-2011 Budget Appropriation

Fund/Program/Activity	Total Appropriation
GENERAL FUND	
General Government	
City Council	60,030
City Clerk	2,700
City Treasurer	3,350
City Manager	524,480
City Attorney	226,680
Finance	1,407,110
Elections	69,450
Records Management	137,990
Human Resources	552,390
Employee Development	8,000
Workers Compensation	626,800
Public Liability	431,000
General Insurance	617,000
Duplicating Services	129,450
Public Information	127,380
Civic Center	189,830
Indirect Cost Allocation	(2,169,230)
Total General Government	<u>2,944,410</u>
Public Safety	
Police Administration	1,063,490
Crime Prevention	279,320
Police Investigation	1,889,350
Police Patrol	6,018,950
Police Records	505,030
Police Jail	415,780
Traffic Safety	364,190
Parking Control	274,130
Communication Services	1,204,020
Police Training	344,580
Police Computer Services	386,850
Fire Suppression	7,647,440
Disaster Preparedness	16,350
Animal Control	125,600
Indirect Cost Allocation	(29,100)
Total Public Safety	<u>20,505,980</u>

EXHIBIT A
CITY OF COVINA, CALIFORNIA
Fiscal Year 2010-2011 Budget Appropriation

Fund/Program/Activity	Total Appropriation
Public Works	
Public Works Administration	132,880
Graffiti Removal	76,220
Engineering	248,040
Streets	57,380
Street Lighting	199,500
Traffic Control	144,500
Yard Center	47,410
Building Inspection	326,690
Indirect Cost Allocation	(433,540)
Total Public Works	<u>799,080</u>
Culture and Recreation	
Park-Recreation Administration	430,620
Community Relations	122,400
Recreation Services	508,210
Park Facilities	554,010
Senior Services	246,060
Community Parade	103,970
Community-Special Events	(3,000)
Aquatics	311,260
Library Services	889,670
Total Culture and Recreation	<u>3,163,200</u>
Community Development	
Development Administration	153,580
Planning	215,770
Code Enforcement	97,550
Indirect Cost Allocation	(418,110)
Total Community Development	<u>48,790</u>
Miscellaneous	
Intergovernmental	24,900
Contingency	35,000
Total Miscellaneous	<u>59,900</u>
Debt Service	
General	66,390
Total Debt Service	<u>66,390</u>

EXHIBIT A
 CITY OF COVINA, CALIFORNIA
 Fiscal Year 2010-2011 Budget Appropriation

Fund/Program/Activity	Total Appropriation
Other Financing Uses	
Financial Sources Provided	291,510
Total Other Financing Uses	291,510
Environmental Services	
Environmental Services	87,950
Total Other Financing Uses	87,950
Total General Fund	27,967,210
CDBG	
Redevelopment and Housing	
CDBG Administration	46,500
Business Assistance	235,000
Public Service	69,750
Residential Rehabilitation	113,630
Public Improvements	-
Indirect Cost Allocation*	54,630
Total CDBG	519,510
LIBRARY EQUIPMENT RESERVE	
Culture and Recreation	
Library Services	4,860
Total Library Equipment Reserve	4,860
DOWNTOWN DISTRICT	
Miscellaneous	
Downtown District	8,750
Total Downtown District	8,750
PROSPERO PARK	
Miscellaneous	
Prospero Park	9,000
Total Downtown District	9,000

EXHIBIT A
 CITY OF COVINA, CALIFORNIA
 Fiscal Year 2010-2011 Budget Appropriation

Fund/Program/Activity	Total Appropriation
LAW ENFORCEMENT GRANT	
Public Safety	
Police Administration	36,010
Crime Prevention	24,800
Police Patrol	75,200
Indirect Cost Allocation*	<u>96,300</u>
Total Law Enforcement Grant	<u><u>232,310</u></u>
 RED LIGHT CAMERA PROGRAM	
Public Safety	
Police Patrol	194,220
Other Financing Sources	<u>100,000</u>
Total Red Light Camera Program	<u><u>294,220</u></u>
 STATE GAS TAX	
Public Works	
Streets	600,000
Street Lighting	100,000
Traffic Control	70,000
Indirect Cost Allocation	<u>43,190</u>
Total State Gas Tax	<u><u>813,190</u></u>
 TRANSIT	
Transit	
Transit Administration	174,580
Transit Operation	1,782,790
Indirect Cost Allocation	<u>12,890</u>
Total Transit	<u><u>1,970,260</u></u>
 AIR QUALITY	
Public Works	
Air Quality	<u>143,300</u>
Total Air Quality	<u><u>143,300</u></u>

EXHIBIT A
 CITY OF COVINA, CALIFORNIA
 Fiscal Year 2010-2011 Budget Appropriation

Fund/Program/Activity	Total Appropriation
ENVIRONMENTAL SERVICES GRANT	
Environmental Protection	
Energy	200,200
Environmental Services	21,380
Total Downtown District	221,580
 MUNICIPAL PARKING DISTRICT	
Public Works	
Public Parking	107,200
Indirect Cost Allocation	40,190
Total Municipal Parking District	147,390
 LIGHTING DISTRICT	
Public Works	
Street Lighting	196,000
Indirect Cost Allocation*	18,660
Total Lighting District	214,660
 LANDSCAPE DISTRICT	
Public Works	
Street Landscaping	117,820
Indirect Cost Allocation	30,120
Total Landscape District	147,940
 SEWER DISTRICT	
Public Works	
Sanitary Sewer	13,203,530
Indirect Cost Allocation	28,110
Total Public Works	13,231,640
 Debt Service	
General	685,930
Capital Lease	74,490
Total Debt Service	760,420
Total Sewer District	13,992,060

EXHIBIT A
 CITY OF COVINA, CALIFORNIA
 Fiscal Year 2010-2011 Budget Appropriation

Fund/Program/Activity	Total Appropriation
LIBRARY GRANT	
Culture and Recreation	
Library Services	68,500
Indirect Cost Allocation*	44,170
Total Library Grant	112,670
 PUBLIC EDUCATION IN GOVERNMENT	
General Government	
Public Information	18,000
Total City Donation	18,000
 PARKS AND RECREATION GRANT FUND	
Culture and Recreation	
Community Relations	12,060
Total City Donation	12,060
 TRANSPORTATION	
Public Works	
Public Works	1,014,890
Transit	445,560
Total Public works	1,460,450
 Debt Service	
Certificates of Participation	493,880
Total Transportation	1,954,330
 SHOPPERS LANE PARKING DISTRICT	
Public Works	
Public Parking	1,100
Indirect Cost Allocation*	4,250
Total Shoppers Lane Parking District	5,350

EXHIBIT A
CITY OF COVINA, CALIFORNIA
Fiscal Year 2010-2011 Budget Appropriation

Fund/Program/Activity	Total Appropriation
WATER UTILITY	
Water Utility	
General and Admin-Water	315,700
Utility Billing-Water	440,470
Customer Service	279,930
Sales Promotion	20,000
Source and Supply	2,854,760
Production and Storage	527,620
Transmission and Distribution	1,165,360
Indirect Cost Allocation	<u>697,610</u>
Total Water Utility	<u>6,301,450</u>
Debt Service	
Certificates of Participation	<u>250,790</u>
Total Debt Service	<u>250,790</u>
Total Water Utility	<u>6,552,240</u>
WATER CAPITAL	
Water Utility	
Production and Storage	1,750,000
Transmission and Distribution	906,600
Indirect Cost Allocation	<u>46,940</u>
Total Water Capital	<u>2,703,540</u>
ENVIRONMENTAL	
Environmental Protection	
General and Admin-Environmental	86,200
Street Sweeping	177,730
Environmental Services	245,830
Refuse Collection	1,853,390
Waste Management	1,124,180
Indirect Cost Allocation	<u>318,190</u>
Total Environmental	<u>3,805,520</u>
CENTRAL EQUIPMENT	
Central Equipment	
Equipment Administration	44,480
Vehicle and Equipment Operation	1,069,020
Indirect Cost Allocation	<u>225,020</u>
Total Central Equipment	<u>1,338,520</u>

EXHIBIT A
 CITY OF COVINA, CALIFORNIA
 Fiscal Year 2010-2011 Budget Appropriation

Fund/Program/Activity	Total Appropriation
MANAGEMENT INFORMATION SYSTEMS	
Management Information Systems	
MIS Administration	131,040
General Systems	501,660
Citywide Network	206,720
Financial Systems	183,870
Indirect Cost Allocation	82,200
Total Management Information Systems	1,105,490
Total All Funds	64,293,960

*Total does not include subsidies and interfund transactions..

AGENCY RESOLUTION NO. 10-625

**A RESOLUTION OF THE COVINA REDEVELOPMENT AGENCY OF
THE CITY OF COVINA, CALIFORNIA ADOPTING THE COVINA
REDEVELOPMENT AGENCY ANNUAL BUDGET FOR THE FISCAL
YEAR COMMENCING JULY 1, 2010 AND ENDING JUNE 30, 2011**

WHEREAS, the Executive Director has prepared, after consultation with its Members, a budget for the COVINA REDEVELOPMENT AGENCY ("Agency") to carry out redevelopment activities of the Covina Revitalization Redevelopment Project No. 1 and Covina Revitalization Redevelopment Project No. 2; and

WHEREAS, appropriations made pursuant to the budget of the Agency are exempt from provisions of Article XIII B of the California Constitution where used for redevelopment activities.

WHEREAS, the cost center appropriations are reported in Exhibit B of this resolution; and;

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

SECTION 1: That the budget for Agency for the fiscal year commencing July 1, 2010 and ending June 30, 2011, as prepared and submitted by the Executive Director, is hereby approved and adopted as the budget of the Agency for said fiscal year (hereinafter "budget").

SECTION 2: That the positions as they appear in the budget are approved for the purposes indicated and constitute the Table of Organization for the fiscal year ending June 30, 2011.

SECTION 3: That from the effective date of said budget, to wit: July 1, 2010, the several amounts stated therein as proposed expenditures shall be and become appropriated to the Agency for the respective objects and purposes therein set forth, subject to expenditures pursuant to the provisions of all applicable statutes of the State.

SECTION 4: That the Executive Director shall have the authority to incur obligations and enter into contracts less than Twenty Five Thousand Dollars (\$25,000.00) without prior written approval of the Agency, provided that such expenditures are consistent with the budget.

SECTION 5: That the Agency hereby finds and determines:

(a) That the expenditures authorized by this budget and the appropriations pursuant thereto are from tax allocation proceeds as specified in Subdivision B of Section 33670 of California Health & Safety Code or are proceeds of bonds which are secured solely by such tax allocation proceeds;

(b) That all of the expenditures and appropriations pursuant to the budget are for redevelopment activities consistent with California Health & Safety Code Section 33678 in that they are for carrying out the Covina Revitalization Redevelopment Project No. 1 and Covina Revitalization Redevelopment Project No. 2, and related redevelopment activities, as

defined in California Health & Safety Sections 33020 and 33021, and primarily benefit the project areas included in the above Project No. 1 or Project No. 2;

(c) That none of the funds are to be used for the purposes of paying for employee or contractual services for the City of Covina or any other local government agency except for such services which are directly related to redevelopment activities as defined in California Health & Safety Code Sections 33020 and 33021 and the powers established in Community Redevelopment Law;

(d) That the funds to be used for the purposes of paying for employee or contractual services for the City of Covina or any other governmental agency from the Low and Moderate Income Housing Fund or any other local government agency are directly related to redevelopment activities and the planning and administration expenses are necessary for the production, improvement, or preservation of low and moderate income housing as defined in California Health & Safety Code Sections 33334.2 (e)(1) et seq. and the powers established in Community Redevelopment Law.

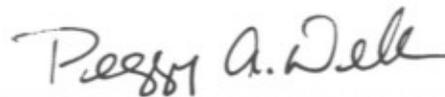
(e) The Agency finds and determines that expenditure of housing funds inside and outside of each of the Redevelopment Projects will be of benefit to each of Project No. One and Project No. Two.

SECTION 6: That resolutions or portions thereof, relating to salaries inconsistent herewith, are repealed and rescinded.

SECTION 7: That the Executive Director is authorized to take all actions necessary to carry out the Agency budget as so approved.

SECTION 8: That the Agency Secretary shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and be in force.

APPROVED AND ADOPTED this 15th day of June, 2010.



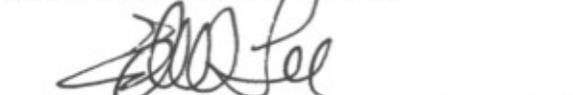
Peggy A. Delach, Chairperson

ATTEST:



Rosalia A. Conde, CMC,
Agency Secretary

APPROVED AS TO FORM:


Elizabeth Hull, Agency Counsel

I, ROSALIA A. CONDE, CMC, Secretary of the Covina Redevelopment Agency, hereby CERTIFY that **Agency Resolution No. 10-625** was adopted by the Covina Redevelopment Agency at a meeting of the Agency held **Tuesday, June 15, 2010**, and was approved and passed by the following vote:

AYES: Agency Members Allen, Stapleton, Vice Chairperson King, Chairperson Delach
NOES: Agency Member Low
ABSENT: None
ABSTAIN: None



Rosalia A. Conde, CMC
Agency Secretary

EXHIBIT B
 COVINA REDEVELOPMENT AGENCY
 CITY OF COVINA, CALIFORNIA
 Fiscal Year 2010-2011 Budget Appropriations

Fund/Program/Activity	Total Appropriations
LMIH	
Redevelopment and Housing	
Housing	983,630
Neighborhood Preservation	137,240
Indirect Cost Allocation	143,370
Total Redevelopment and Housing	1,264,240
Debt Service	
Tax Allocation	406,280
Total Debt Service	406,280
Total LMIH	1,670,520
 TAX ALLOCATION DEBT	
Debt Service	
Tax Allocation	5,799,540
Indirect Cost Allocation	348,370
Total Tax Allocation Debt	6,147,910
 REDEVELOPMENT	
Redevelopment and Housing	
Redevelopment Administration	475,810
Marketing	497,520
Redevelopment	1,094,160
Indirect Cost Allocation	1,059,400
Total Redevelopment and Housing	3,126,890
Total All Funds	10,945,320

RESOLUTION NO. 10-6833

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, ESTABLISHING THE 2010-2011
APPROPRIATION LIMIT FOR THE CITY OF COVINA**

WHEREAS, Chapter 1205, 1980 Statutes of the Government Code, Section 7910 requires that each local government establish its appropriation limit by resolution each fiscal year at a regular City Council meeting or a noticed special meeting; and

WHEREAS, any challenge to the 2010-2011 fiscal year appropriation limit must be brought within forty-five days of the resolution effective date; the City Council reviewed and approved the Preliminary Fiscal Year 2010-2011 Budget on June 15, 2010; and

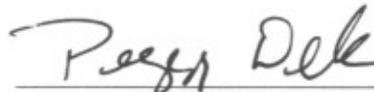
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS
FOLLOWS:**

SECTION 1: The City Council does hereby determine that the annual adjustment factors to be selected in modifying the prior-year appropriation limit are the increase in the County's population and the State of California's Per Capita cost of Living Change.

SECTION 2: The City Council does hereby determine and declare that the City of Covina's appropriation limit for fiscal year 2010-2011 is \$73,773,025 per attached Exhibit B.

SECTION 3: The City Clerk shall certify to the passage and adoption of this resolution, and the same shall thereupon take effect and be in force.

APPROVED AND ADOPTED this 6th day in July, 2010.



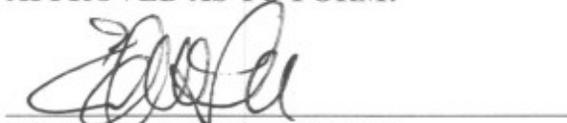
Peggy Delach, Mayor

ATTEST:



Rosalia Conde, CMC
Deputy City Clerk

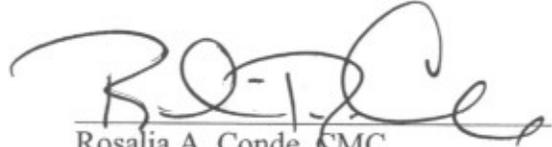
APPROVED AS TO FORM:



Edward W. Lee, City Attorney

I, ROSALIA A. CONDE, CMC, Deputy City Clerk of the City of Covina, hereby CERTIFY that **Resolution No. 10-6833** was adopted by the Covina City Council at a regular meeting of the City Council held on **Tuesday, July 6, 2010** and was approved and passed by the following vote:

AYES: Council Members Allen, Low, Stapleton, Mayor Pro Tem King, Mayor Delach
NOES: None
ABSENT: None
ABSTAIN: None



Rosalia A. Conde, CMC
Deputy City Clerk

EXHIBIT B
CITY OF COVINA, CALIFORNIA
2010-2011
Appropriation Limit Calculation

Appropriation Limit Calculation

Appropriation limit for the 2009-2010 fiscal year			\$ 71,353,373
PER Capita Cost of Living Change	1.0254		
Percent Growth in County Population	1.0083		
Total Adjustment	1.0339		
2010-2011 Appropriation Limit			\$ 73,773,025

Appropriation Subject to Limitation

2010-2011 Appropriation Limit			\$ 73,773,025
Less: Proceeds from taxes			(23,583,970)
Add: Users Fees in excess of costs			-
Total Appropriations Under Limitation			\$ 50,189,055