



**CITY OF WEST COVINA, CALIFORNIA  
2010-2011  
ADOPTED BUDGET**

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# **CITY OF WEST COVINA, CALIFORNIA**

1444 W. Garvey Avenue South, West Covina CA 91790

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## **ADOPTED BUDGET**

for fiscal year  
July 1, 2010 - June 30, 2011

## **CITY COUNCIL**

Shelley Sanderson, Mayor  
Steve Herfert, Mayor Pro Tem  
Roger Hernandez  
Sherri Lane  
Michael Touhey

## **CITY MANAGER**

Andrew G. Pasmant

## **EXECUTIVE MANAGEMENT TEAM**

Tom Bachman, Assistant City Manager/Finance Director  
Chris Freeland, Deputy City Manager  
Arnold Alvarez-Glasman, City Attorney  
Sue Rush, Assistant City Clerk  
Erin Hoppe, Risk Management Director  
Chris Chung, Interim Planning Director  
Frank Wills, Police Chief  
Paul Segalla, Fire Chief  
Shannon Yauchzee, Public Works Director  
Michele McNeill, Community Services Director  
Chris Chung, Community Development Commission Director

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# HOW TO USE THIS BUDGET BOOK

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The budget is the City organization's operational master plan for the fiscal year. It's designed to acquaint readers with the organization and to help them make the best use of the information contained herein.

The budget is divided into sections by tabs. A table of contents is included at the beginning of the book.

The "Introduction" includes the City Manager's Message. It identifies major issues, notes decisions to be made by the City Council when adopting the budget, and explains what the budget means for this fiscal year.

The "Overview" section includes a summary of all fund types that are used to account for the City's financial resources. This section also includes the combined fund summary and schedule of transfers. An organizational

chart provides the reader with a quick picture of the entire City organization. Organization charts for each department are located with the departmental budgets.

The "Revenues" section describes the budget process and all General Fund type revenues.

Included in each department section are narratives describing the department or division mission, an organization chart, fiscal year 2009 - 2010 accomplishments, fiscal year 2010 - 2011 goals and objectives, measures by which to judge the performance of the department during the next fiscal year, budget comments explaining significant expenditures within each budget, issues, personnel details, followed by departmental expenditures that are grouped by activity.

# BUDGET ADOPTION RESOLUTION

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## RESOLUTION NO. 2010-27

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE CITY OF WEST COVINA OPERATING BUDGET, COMMUNITY DEVELOPMENT COMMISSION BUDGET, CAPITAL IMPROVEMENT PROGRAM AND LOCAL ENFORCEMENT AGENCY BUDGET AND APPROVING THE APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2010 AND ENDING JUNE 30, 2011**

**WHEREAS**, the City Council of the City of West Covina has conducted public hearings to consider the fiscal year 2010-11 budget document and,

**WHEREAS**, the City Council of the City of West Covina has concluded its review and intends to approve and adopt the fiscal years 2010-11 budget for the City, Community Development Commission, Capital Improvement Programs and Local Enforcement Agency.

**NOW, THEREFORE**, the City Council of the City of West Covina does resolve as follows:

**Section 1.** The operating budget for the City of West Covina for the fiscal year commencing July 1, 2010 and ending June 30, 2011, as prepared and submitted by the City Manager and as modified by the City Council, is hereby approved and adopted as the Budget of the City of West Covina for said fiscal year. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk within thirty days and shall be certified by the City Clerk as having been adopted by this resolution.

**Section 2.** The budget for the West Covina Community Development Commission for the fiscal year commencing July 1, 2010 and ending June 30, 2011, as prepared and submitted by the Executive Director and as modified by the Commission Board of Directors, is hereby approved and adopted as the Budget of the West Covina Community Development Commission for said fiscal year. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk/Secretary within thirty days and shall be certified by the City Clerk/Secretary as having been adopted by this resolution.

**Section 3.** The operating budget for the Local Enforcement Agency for the fiscal year commencing July 1, 2010 and ending June 30, 2011, as prepared and submitted by the City Manager and as modified by the City Council, is hereby approved and adopted as the Budget of the Local Enforcement Agency for said fiscal year. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk within thirty days and shall be certified by the City Clerk as having been adopted by this resolution.

**Section 4.** The operating budget for the Capital Improvement Program for the fiscal year commencing July 1, 2010, and ending June 30, 2011, as prepared and submitted by the City Manager and as modified by the City Council, is hereby approved and adopted as the budget of the Capital Improvement Program for said fiscal year. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk within thirty days and shall be certified by the City Clerk as having been adopted by this resolution.

**Section 5.** From the effective date of said Budget, appropriations may be reallocated from one activity account to another within the operating budget upon review by the Finance Department and approval of the City Manager, providing there is no change in the scope of service delivery level or increase in the appropriation as approved by the City Council.

**Section 6.** From the effective date of said budget, monies received from the Federal Drug Rebate Program may be allocated by the City Manager upon recommendation from the Chief of Police and review by the Finance Department for law enforcement-related activities as authorized by applicable law.

**Section 7.** From the effective date of said budget, appropriations may be reallocated from one activity account to another within the Community Development Commission Budget upon review by the Finance Department and approval of the Executive Director, providing there is no change in the scope of service delivery level or increase in the appropriation as approved by the City Council/Commission Board of Directors.

**Section 8.** From the effective date of said budget, appropriations may be reallocated from one activity account to another within the Local Enforcement Agency Budget upon review by the Finance Department and approval of the City Manager, providing there is no change in the scope of service delivery level or increase in the appropriation as approved by the City Council.

**Section 9.** From the effective date of said budget, the total amount as stated therein for each project in the Capital Improvement Budget shall be and is appropriated, subject to expenditures pursuant to the specific project, prior approval of the City Council and all applicable laws, statutes and ordinances of the City of West Covina and the State of California.

**Section 10.** At close of each fiscal year, unexpended appropriations in the Operating Budget will be carried forward to the next fiscal year as necessary to underwrite the expense of outstanding purchase commitments and programs.

**Section 11.** At the close of the 2010-11 fiscal year, unexpended appropriations in the Operating Budget may be carried forward to the 2011-12 fiscal year upon review by the Finance Department and approval of the City Manager.

**Section 12.** Except for additions to the Adopted Budget made pursuant to Section 10 of this resolution, total appropriations for the Operating Budget of any fund may be increased or decreased only by motion of the City Council.

**Section 13.** The City Clerk shall certify to the adoption of this resolution.

APPROVED AND ADOPTED THIS 18th day of May 2010.

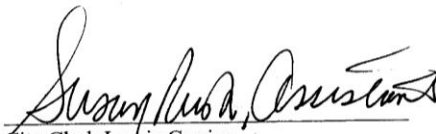
  
\_\_\_\_\_  
Mayor Shelly Sanderson

ATTEST:

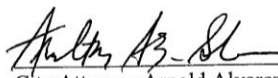
  
\_\_\_\_\_  
City Clerk Laurie Carrico

I, LAURIE CARRICO, CITY CLERK of the City of West Covina do hereby certify that the foregoing resolution was duly adopted by the City Council of the City of West Covina at a regular meeting held thereof on May 18, 2010, by the following vote of the Council:

AYES: Herfert, Lane, Touhey, Sanderson  
NOES: Hernández  
ABSTAIN: None  
ABSENT: None

  
\_\_\_\_\_  
City Clerk Laurie Carrico

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney Arnold Alvarez-Glasman



# APPROPRIATIONS LIMIT RESOLUTION

## RESOLUTION NO. 2009-38

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, SETTING THE ANNUAL APPROPRIATIONS LIMIT FOR THE FISCAL YEAR ENDING JUNE 30, 2010

WHEREAS, Article XIII B of the California Constitution requires the Legislative Body to establish its appropriations limit at a regularly scheduled meeting for the upcoming fiscal year ending June 30, 2010; and

WHEREAS, Section 7910 of the Government Code requires the governing body of each local jurisdiction to make such determinations and establish its appropriations limit by resolution; and

WHEREAS, the appropriations limit documentation has been available for public inspection for the required fifteen days, per Section 7910 of the Government Code, prior to the approval of the limit by Legislative Body.

WHEREAS, for the fiscal year ending June 30, 2010, the appropriations limit has been computed using the change in population for the County of Los Angeles (rather than for the City of West Covina) and the change in local assessed value due to the addition of non-residential new construction (rather than the change in California per capita personal income).

NOW, THEREFORE, the City Council of the City of West Covina does resolve as follows:

SECTION 1. The appropriations limit for year ending June 30, 2010, is established at \$109,446,500; and

SECTION 2. That the City Clerk shall certify to the adoption of this resolution and the same shall be in full force and effect immediately upon adoption.

APPROVED AND ADOPTED this 16th day of June, 2009.

ATTEST:

  
Mayor Roger Hernández

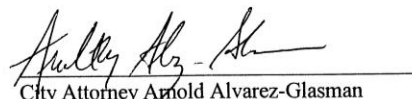
  
City Clerk Laurie Carrico

I, LAURIE CARRICO, CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing resolution was duly adopted by the City Council of the City of West Covina, California, at a regular meeting held thereof on the 16<sup>th</sup> day of June, 2009 by the following vote of the City Council:

AYES: Herfert, Lane, Sanderson, Touhey, Hernández  
NOES: None  
ABSENT: None  
ABSTAIN: None

  
City Clerk Laurie Carrico

APPROVED AS TO FORM:

  
City Attorney Arnold Alvarez-Glasman

## APPROPRIATIONS LIMIT COMPUTATION

2008-2009 Appropriations Limit	\$102,410,873
Multiply by Cumulative Growth Factor	1.0687
2009-2010 Appropriations Limit	<u>\$109,446,500</u>

\* **Inflation Change:** = 5.92 Percent = 1.0592 Factor  
Non-Residential Assessed Value due to New Construction

\*\* **Population Change:**  
County of Los Angeles = .90 Percent = 1.0090 Factor

**Cumulative Growth Factor:**  
Calculation:  $1.0592 \times 1.0090$  = 1.0687 Ratio

\* Change in Non-Residential Assessed Value due to New Construction was selected because it exceeds the change in California Per Capita Personal Income of 0.62%.

\*\* County of Los Angeles population change was selected because it exceeds the City of West Covina change of 0.56%.

# OPERATING BUDGET CALENDAR 2010-2011

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<u>Date</u>	<u>Day</u>	<u>Dept.</u>	<u>Description</u>
11/24/09	Tue.	Comm. Svc.	Community services distributes CIP request forms to sports groups & school districts.
1/7/10	Thur.	Comm. Svc.	CIP request forms due from sports groups & school districts.
1/18/10	Mon.		Chargebacks due to Finance.
1/20/10	Wed.	All	Staff budget kick-off meeting with City Manager, department directors & departmental budget coordinators. Calendar, instructions, salary worksheets & forms to be distributed.
1/21/10	Thur.		Eden Budget User Training.
1/28/10	Thur.	Finance	City Manager, Assistant City Manager, finance director & requested staff review revised revenue estimates/interfund transfers.
2/2/10	Tues.	*	<b>2009-2010 fiscal year mid-year budget update.</b>
2/6/10	Sat.	Comm. Svc.	Community Services Commission CIP Adhoc site review of proposed sports groups CIP projects with public works project manager.
2/8/10	Mon.	All	Personnel estimate forms due to finance (overtime, limited service, etc.)
2/10/10	Wed.	All	Applications for fiscal year 2010-2011 CDBG public service projects due.
2/16/10	Tue.	All	Departmental budget forms, justifications, 2009-2010 year-end estimates. NO EXCEPTIONS
2/16/10	Tue.	Pub Works	Grant information due to finance.
2/16/10	Tue.	All	CIP requests, suggested funding sources and justifications due to public works analyst.
2/17-3/15		Finance	Finance staff prepares budget pages.

<u>Date</u>	<u>Day</u>	<u>Dept.</u>	<u>Description</u>
2/18	Thur.	Comm. Svc.	Joint meetings of the Community Services & Senior Commissions Adhoc Committees to review CDBG public service requests.
2/25/10	Thur.	All	Department/division narratives including issues, goals & workload indicators due to finance.
2/25/10	Thur.	Comm. Svc.	CDBG public service projects review/rate by Community Services & Senior Commission Adhoc.
3/9/10	Tue.	Comm. Svc.	Community Services Commission recommends CDBG public service project funding.
3/9/10	Tue.	Comm. Svc.	Community Services Commission review/rate CIP requests.
3/10/10	Wed.	All	Public works project manager completes final review & cost estimates of CIP.
3/16-4/29		All	Individual departmental budget meetings with City Manager & finance director to review requests & CIP status.
3/31/10	Wed.	Finance	Finance will provide CIP fund balances.
4/22/10	Thur.	Comm. Svc.	Senior Commission recommends CDBG public service project funding.
4/30-5/12		Finance	Final budget adjustments.
5/4/10	Tue.	Comm. Svc.	CDBG public service project funding recommendation to City Council.
5/6/10	Thur.	Finance	City Manager budget message due.
5/12/10	Wed.	Finance	Preliminary budget due to City Council.
5/18/10	Tue.	*	<b>2010-2011 Budget Adopted.</b>

\*Denotes city council participation

# FINANCIAL POLICIES

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The West Covina City Council has established the following general financial guidelines to ensure the economic integrity of the City and to ensure that current needs do not unfairly tax future generations.

## **Reserves**

Based upon the economic strength of the City and the susceptibility of the tax base to swings in the local economy, the following general guidelines have been established for reserves.

1. Maintain uncommitted General Fund reserves at a minimum of \$10 million. This base reserve level should not be used to fund operations or capital improvements. This reserve level is available for emergencies only.
2. Maintain Self-insurance Fund Reserves adequate to keep the Self-insurance Fund actuarially sound. Thus, reserves must be adequate to pay all valid claims, including those incurred but not reported.

## **General Budgeting**

The following parameters have been established to ensure the ongoing integrity of the City's financial assets:

1. All budgets, operating and capital, should be in harmony with the City's long-term financial goals. Recurring expenditures will be funded with recurring revenues. Similarly, one-time expenditures may be funded with one-time revenues or reserve balances.
2. Budgets are prepared on the same basis used for financial accounting and reporting. Thus, governmental fund

types are prepared on the modified accrual basis of accounting and proprietary funds are budgeted on the accrual basis of accounting.

## **Operating Budgets**

The following guidelines have been established specifically for operating budgets:

1. All governmental funds will have balanced budgets. Defined as ongoing revenues equal to or greater than ongoing expenditures.
2. Recurring expenditures will be funded with recurring revenues. Similarly, one-time expenditures may be funded with one-time revenues.
3. All proprietary funds will be self-supporting over the long term. Thus, revenues for services shall be set at rates adequate to fully recover the cost of providing the services.

## **Capital Improvement Program Budget**

The following guidelines have been established specifically for capital projects budgets:

1. Projects with multiple funding sources available will be funded from the most restrictive funding source available.
2. Major capital items may be funded by long-term financing methods, if appropriate.

**Debt Service Budgets:** The following guidelines have been established specifically for debt service budgets:

1. All debt must be for purposes, which further the City's service goals.
2. The terms of the debt service agreements should be consistent with the City's Long-Term Financial Plan.
3. The structure of debt financing should not expose the City to interest rate risk.
4. Debt service should be accounted for in a separate fund for management control purposes.
5. Anticipated recurring revenues must be adequate to fund scheduled debt service payments.

As a general law city, West Covina cannot incur general obligation indebtedness, which exceeds 3.5% of the total assessed valuation of all real and personal property within the City. On June 30, 2009, the City's debt limit was more than \$289 million. In keeping with the City Council's policy to meet ongoing needs with current revenues and to maintain a low tax rate within the City, there were no outstanding general obligation bonds on that date.

#### **ASSET AND LIABILITY MANAGEMENT**

Within the finance department, the City manages the City's portfolio. The City has taken an active approach to cash management to maximize interest earnings, maintain adequate liquidity and comply with state and federal regulations and the City's investment policy. The policy is updated and approved annually by the City Council. It states that the primary objectives, in

priority order, of the City of West Covina's investment activities shall be:

- A. Safeguard principal: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.
- B. Meet liquidity needs: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating expenditure needs which might be reasonably anticipated for the following six months.
- C. Achieve a return on funds: The City's investment portfolio shall be designed with the objective of maximizing yield consistent with (A) and (B) above.

The City invests in a variety of investment vehicles, including:

Private, state and county investment pools, government-backed securities; and medium term corporate notes.

#### **USE OF FUNDS**

The City's accounting system is organized and operated on a "fund basis" under which each fund is a distinct self-balancing accounting entity. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, legal restrictions or limitations. The fund balance is the amount that remains in a fund at the end of the fiscal year after revenues have been received and expenditures have been paid. In the case of restricted special funds, it is not unusual for

large one-time capital expenditures to exceed one-year revenues. This is because some of these funds take a number of years to build up a balance adequate to pay for large projects.

Differences in fund reporting found in the budget versus financial statements: The budget distinguishes between several different general fund types designated at various times by the City Council. In the financial statements, these are consolidated into a single fund. The internal services

funds are also combined. The financial statements also include trust funds, which are not found in the budget document. These are monies held in trust for an outside party such as developer deposits and are not a part of the budgeting process.

## **FINANCIAL GOALS**

A discussion of short and long-term financial goals can be found in the budget message.

# CITYWIDE GOALS

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In January 2005, the City council identified the citywide goals listed below. Staff was directed to use these goals in setting departmental priorities and developing their own goals during the budget process. These six goals are identified below:

- Balance the Budget
  - Implement changes to balance the budget, including, promoting economic and redevelopment development to increase revenues and reduction in operational expenses.
- Downtown Revitalization
  - Hired the consulting firm of StudiOnEleven to assist with the Downtown Master Plan.
- Economic and Mixed-Use Development
  - Promote economic development throughout the community to increase needed revenue for the City.
  - Review the possibility of incorporating Mixed-Use developments in the community

including the Downtown Master Plan process.

- Complete Commercial and Recreational Facility at BKK Site
  - Complete grading for Commercial retail site at the BKK site. Tenants include Home Depot and Target.
  - Continue site preparation for the construction of an 18-hole public golf course and recreational facility.
- Improve Infrastructure
  - Work with regional representatives and legislators to secure funds to improve the infrastructure in West Covina.
  - Construct new median, curb and gutter, and street improvements throughout the community.
- Preserve Public Safety
  - Secure additional grants to pay for public safety capital and personnel costs.
  - Maintain the excellent level of service that residents have come to expect.





City Manager's Office

May 18, 2010

Honorable Mayor and  
City Council of the City of West Covina

I hereby submit the City Manager's Fiscal Year 2010-11 Adopted Budget for the City of West Covina. While the recession has ended and that there are hints of economic recovery starting to surface, state and local governments continue to struggle with large budget deficits as a result of continued declining revenues. In addition to declining revenues, the cost of providing public services still continues to rise. These deficits have resulted in significant service cuts, furloughs and layoffs of public employees, and increases in fines and fees in many agencies as governments at all levels struggle to balance their budgets. The deficit at the state level has also resulted in new creative ways for the state to attempt to take revenues away from local agencies and to also use borrowing of local funds to solve their cash flow problems to the detriment of local agency cash flows. Large deficits are projected in both the current 2009-10 year and in the 2010-11 budget year. The City Council was presented with a status quo budget for 2009-10 that contained an \$8.7 million deficit. The City Council approved a number of recommendations that accompanied that budget and included almost \$5 million of reductions, thereby reducing that deficit down to \$3.8 million.

The operating budget for 2010-11 (General and special revenue funds) totals \$68,965,830. The balance of the budget is for proprietary type, capital project, debt service, and redevelopment funds. The total City budget is \$100,735,975, while the General Fund budget is \$52,744,592.

A summary of the General Fund budget is presented below:

	<b>Adopted 2009-10</b>	<b>Estimated 2009-10</b>	<b>Adopted 2010-11</b>
Beginning Total Fund Balance	\$35,467,321	\$35,467,321	\$30,192,582
Revenues and Transfers In	51,172,400	49,718,050	48,911,320
Operating Expenditures/Transfers Out	55,818,087	54,876,289	52,744,592
Capital Improvement Projects:	<u>-</u>	<u>116,500</u>	<u>-</u>
Projected Deficit	-4,645,687	-5,274,739	-3,833,272
Estimated Ending Total Fund Balance	<u>\$30,821,634</u>	<u>\$30,192,582</u>	<u>\$26,359,310</u>
Estimated Ending Available Fund Balance	<u>\$ 9,016,767</u>	<u>\$ 8,388,215</u>	<u>\$ 4,948,732</u>

The City has had the good fortune of having a large reserve that has been able to absorb budget deficits in the past, but with continued declining revenues and increases in the cost of services, the deficit continues to grow despite cuts in service. This growing deficit has eaten away at the General Fund reserve over the last four years and it is projected that the cash reserve in the General Fund will be in the \$8 million range at the end of the current fiscal year.

Due to the severe financial situation that the City faces, a different approach was taken to preparing the 2010-11 Fiscal Year Budget. The Finance Department created a rollover budget that contained the same level of authorized personnel as was in the 2009-10 Budget but using 2010-11 costing, and the same dollar amount for supplies and services (non-personnel) budgets. This rollover budget carries forward the 10% - 20% reductions that all non-safety departments and the 5% reductions that both safety departments have experienced in the last two years. This rollover approach was used for all funds in the City and the Community Development Commission (CDC) budgets.

This approach produced an \$8.7 million deficit in the City's General Fund and was used as a starting point for discussions on how to reduce the deficit. All departments were directed to prepare recommendations for three levels of budget cuts, each equal to 5%, for a total of 15% in reductions. Again, this approach was used for many funds within the City and the CDC. A 15% cut in expenditures across all departments would eliminate the General Fund budget deficit, but would result in dramatic service reductions and employee layoffs. As an additional method of reducing the deficit, the City is currently in negotiations with all five miscellaneous employees groups whose contracts expire on June 30 and the City is seeking to continue monetary concessions from the groups. Although the public safety groups' contracts run through June 30, 2012, the City has also requested that they consider concessions as a way to help with the budget deficit.

With a projected deficit of \$8.7 million in the 2010-11 fiscal year, the City would have depleted all of its cash reserves at the end of next year if the deficit were not significantly reduced. Continuing this trend will deplete all General Funds reserves in 2012-13. The City does have an additional \$23 million in reserves that are loaned to the redevelopment agency that could be refinanced by the CDC and the cash paid to the City. This would only be a short-term fix and would actually do greater harm to the General Fund budget because that loan generates about \$2 million per year in interest income to the General Fund. Staff does not recommend refinancing this loan at this time because it accelerates the depletion of the General Fund reserve. To avoid this scenario, City staff proposed a number of reductions to significantly reduce this deficit to the City Council during their budget deliberations.

Because of the slow projected recovery of the economy and the continued increases in costs, particularly pension and other retirement benefit costs, projections indicate that the City will need some combination of a new significant revenue source, significant ongoing reductions in services including public safety, and employees contributing to their pension costs just to be able to maintain a required minimum level of service. This budget does not rely on additional revenue sources and instead it is recommended that the deficit be reduced via significant service reductions. Many of these service reductions are being done with the intent of restructuring the way the City provides services in the future.

## State and Local Economic Outlook

The City of West Covina is a largely residential city that has a large commercial section along the Interstate 10 corridor. That commercial section includes two regional shopping centers and ten auto dealerships. The City's two largest revenue sources are property tax and sales tax, and together they make up approximately 60 percent of the General Fund revenues. Because of this large proportion, the health of the General Fund relies heavily on the performance of these two revenue sources.

While sales tax revenues have been steadily declining for the last three years and are now down almost 20% from peak levels, property tax, the City's largest revenue source has just begun to decline in the current year and is projected to decline further in the 2010-11 fiscal year. And nearly all other revenue sources are down, some showing decreases in the 40% to 60% range such as documentary transfer tax (40%), contractor license tax (56%), building permits (45%), transient occupancy tax (36%). Only a couple of revenues such as business license and ambulance transport revenues have held up in the last couple of years. And while both sales tax and property tax will turn around as the economy recovers, the growth of these, and other revenues, is expected to be slow and take from 3 – 5 years to reach their previous peak levels.

General consumer goods and auto sales make up two-thirds of the City's sales tax revenues. General consumer goods were down 12.0% for the fiscal year following a decline of 10.5% in the prior fiscal year. Based on more recent data towards the end of the fiscal, it appears that this category of sales is beginning to bottom out. It is also expected that new development at the regional shopping mall should boost this category in the future. The City is still experiencing many retail vacancies due to prior closure of medium and large retailers. Auto sales were down 21.6% during the fiscal year due in large part to the closure of one dealership and the dismal performance of certain other domestic car dealerships. Industry reports indicate that recovery of this sector will not be as strong as initially expected and that this will be a slow growth process.

The City expects these trends in both auto sales and general consumer goods to continue into the foreseeable future. The wealth that homeowners experienced as home values skyrocketed was a key catalyst in driving consumer spending to unrealistic levels. Now that much of that wealth has been lost as home values have plummeted, it is anticipated that it will be at least three years before consumer spending returns to the levels seen in the last four – five years. The unemployment rate in Los Angeles County has now exceeded 12 percent and will continue to be a drag on consumer spending. Moving forward, the biggest challenge the City will face will be helping the commercial landlords find tenants to fill the many vacancies and rebuild the City's retail sales tax base.

Property tax is the General Fund's largest revenue source and approximately 80 percent of the City's property taxes are generated by residential properties. Property tax is projected to decline by 6.1% in 2009-10. This is the first time in recent history that property tax has declined and it is expected to decrease further in 2010-11. Much of this loss is due to reassessment of residential properties. There are also a number of assessment appeals pending on commercial that have not yet been processed by the county. It is anticipated that once these appeals start getting processed, this will be the major contributing factor to further declines in property tax revenues.

The decline in commercial property values will also directly affect the Community Development Commission (CDC) property tax revenues. Assessed valuations in the CDC increased during fiscal year 2009-10 in both project areas despite the fact that the assessed valuation within the City as a whole declined by 2.6 percent. The incremental assessed valuation in the Merged Project Area grew by 2.2% while the Citywide Project Area grew by 9.0 percent. It is expected that this growth will be offset once the county starts processing the many pending appeals on commercial properties.

The CDC also will need to address the Eastland Amendment #1 Project Area deferral issue. When this project was established in 1990, the county agreed to defer 50% of its tax increment allocations and allow the CDC to receive those payments instead. Fiscal year 2009-10 is the last year of that deferral by the county and those annual amounts that have accrued as a loan due to the county over the last 20 years will now become payable to the county. It is estimated that the final amount due will be \$10.2 million. It is staff's intent to issue bonds to pay the loan back to the county and stretch the debt service out over the life of the project area, thereby smoothing out the impact on the CDC's cash. The impact to the CDC will be a loss of approximately \$1.2 million per year in tax increment as well as the additional debt service on the bonds.

The state has mandated that \$6.5 million be shifted to the ERAF fund as part of their 2009-10 budget. The CDC borrowed the funds from Housing Set-Aside Fund to make that payment and must repay that fund within five years. The CDC is also scheduled to make payment of another \$1.3 million during the 2010-11 fiscal year.

Most of the City's available cash reserves are invested in the state investment pool and those rates are continuing their steady decline. This has resulted in lower investment earnings on the City's reserves. The larger issue is that interest income used to be the City's third largest revenue source but 90 percent of all interest income comes from amounts loaned to the City's redevelopment agency. With a set repayment schedule in place that repays the loans in 2025, this will continue to be a declining revenue source as the amount of the debt is reduced and consequently lower interest payments are required.

The one bright spot from the economy is that the City has benefited from lower interest rates on the expenditure side of the budget. The City has over \$32 million in outstanding variable rate bonds and interest rates are at historic lows. Due to these lower rates, which are currently in the .30% - .50% range, the City achieved over \$900,000 in savings during the 2009-10 fiscal year. The City expects these rates to stay low during at least the first half of the next fiscal year.

Perhaps the biggest economic issue facing the City is the impact the collapse in the stock market will have on future retirement contribution rates. CalPERS has notified the City that contribution rates will begin to increase substantially in 2011-12 due to losses experienced in their investment portfolio during the 2008-09 fiscal year. CalPERS has implemented an approach that would phase this increase in over a three-year period, however, this will increase the City's retirement costs well into the future.

## **Budget Overview**

The 2010-11 budget as adopted carries forward the reductions to services and staffing levels that have occurred over the last two years, and includes additional reductions to further reduce the growing deficit as recommended by staff. The Adopted General Fund Budget includes \$48.9 million of estimated revenues and \$52.7 million of appropriations, resulting in a \$3.8 million deficit. Revenues in 2010-11 are projected to decrease by 1.6 percent below the 2009-10 estimates while expenditures are projected to decrease by 4.2 percent.

Over the previous two fiscal years two departments have been eliminated, 30 full time positions have been eliminated including five department heads, eight police officers and three firefighters, the cable television division was eliminated, many transit programs were reduced and City Hall was closed on Fridays. Even with these prior reductions, the deficit continues to grow due to the absence of certain onetime revenues that were used in the 2009-10 fiscal year and rising costs in medical premiums, pension contributions, and retiree medical benefits. The pension increase is the result of no longer receiving a benefit from prepaying the PERS contribution as had been done in the last two years. The deficit at this level of service before implementing the additional reductions was \$8.7 million and would have consumed all of the City's General Fund cash reserves during the fiscal year if not corrected.

The additional reduction adopted by the City Council during the budget deliberations further reduced service levels and included a 5% salary reduction for all non-sworn personnel, 5% reductions in non-safety departments, fire department cuts totaling almost \$2 million and police department cuts totaling \$1.7 million. Prior year cuts were mainly done in non-safety departments and with almost 80% of the General Fund budget being allocated to public safety, these levels of cuts to the police and fire budgets needed to occur to have any sort of impact on the deficit. These reductions resulted in the elimination of an additional 30 full time positions, including seven sworn police positions, fifteen sworn fire positions, and eight non-sworn positions. Six of the sworn fire positions are firefighter/paramedics that are assigned to one of the ambulance squads and as proposed will be replaced with part-time emergency medical technicians. It was the intent of this approach to avoid layoffs and that all position eliminations would be absorbed through currently funded vacant positions and future retirements.

The City's cash position at the end of the current fiscal year is projected to be \$8.3 million. The City annually runs a negative cash flow for the first six months of each fiscal year to the tune of approximately \$14 million. This is due to the fact that the City's largest revenue source, property tax, does not start flowing into the City until December, and more recently, due to actions by the state such as the Triple Flip and the exchange of VLF for property taxes where these two large revenue sources do not start flowing into the City until January of each fiscal year. The City also loans funds to the CDC annually for cash flow purposes. The City issued \$10 million in short-term revenue anticipation notes (TRANS) for the 2010-11 fiscal year to address this situation.

As the City has struggled to produce balanced budgets in recent years, many of the City's capital needs have been deferred. General Fund spending on capital items has ceased and reserves that otherwise could have been used for onetime capital needs, have instead been used for operating

purposes. While much of the focus is on balancing the budget, provisions for funding capital needs must also be considered when developing a plan for the future. The City needs an ongoing replacement plan for its fleet of aging police vehicles, fire apparatus, public works vehicle, and city facilities to keep up with extensive usage.

## **Conclusion**

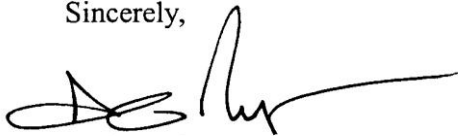
The structural imbalance in the General Fund existed before the recession hit and has only been made worse by the recession. The City, like the state and many other agencies in the state, built up large expenditure budgets coming off two significant economic booms, the technology boom of the late 1990's and the housing boom during the middle of this decade. Due to the long-term damage done to the economy and the pension systems as a result of the recession, these costs, both current and projected, are not sustainable with projected current revenues. While the reductions that were adopted significantly reduced the deficit in the current year, that deficit is projected to grow further in future years. The reductions, as significant as they were in this budget, will become more drastic next year if corrective action is not taken.

The City must commit to developing a restructuring plan that will eliminate the structural deficit and bring operating expenditures in line with current revenues. This plan will evaluate the services provided by the City – who will provide those services and at what level, potential new revenues to fund those services, funding for large capital items such as equipment, facilities and infrastructure, and methods to control and fund long-term liabilities such as pensions and retiree medical costs.

Although we have just completed this budget process and put in place a plan for the upcoming year, we must now immediately begin working on developing solutions for next year's budget and for budgets in the future. The choices will be fewer and require new and creative solutions, and the decisions will be tougher.

I am confident that working together we can develop a plan that will provide appropriate safety and support levels, the quality of life that will benefit all of the community, and allow the City to move forward in a fiscally responsible manner.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew G. Pasmant', with a long horizontal flourish extending to the right.

Andrew G. Pasmant  
City Manager

# OVERVIEW

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## FINANCIAL STRUCTURE AND OPERATIONS

The City's accounting system is organized and operated on a "fund basis" under which each fund is a distinct self-balancing accounting entity. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created". Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, legal restrictions, or limitations on the revenue source. The City's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP).

The annual budget, adopted by City Council Resolution, provides for the general operation of the City. The annual budget is adopted by the City Council in June of each year for the General, Special Revenue, Debt Service, and Capital Projects Funds. The resolution appropriates funds for the operation of the City.

The City manager is authorized to transfer budgeted amounts between departments to assure adequate and proper standards of service. Budgetary revisions, which increase the combined appropriations in individual funds, must be approved by the City Council. The City manager is authorized to decrease department budgets to reflect savings generated by position vacancies. The budgetary level of control is at the departmental level.

The City provides a full range of services to its citizens. These include police, fire, emergency medical, street construction and

maintenance, traffic signalization, parks, recreational, cultural and social, planning, building and safety, economic development, environmental, and general administrative services.

Services are categorized into a departmental structure to afford similarity in services provided. Departments may receive funding from one or more funds. Through the budget process and ongoing activity, the City Council oversees the operation of the City, and sets forth community priorities and policies to be implemented by the City manager. The City manager directs the department managers in the administration of City programs and service delivery. The City manager establishes administrative policy in areas under his purview.

To monitor and evaluate departmental effectiveness, a project-performance program has been initiated. Under this program, each department sets forth the projects and programs to be undertaken during the fiscal year. Projects and programs may be one-time (with a specific completion date) or ongoing programs. A listing of each department's projects and programs is submitted at the beginning of the fiscal year as an overview of the department's work program. This information is compiled in the budget document and provides a detailed overview of the City's work program for the fiscal year.

The more significant departmental projects and programs provide the basis for the departmental goals and objectives, and workload indicators included in the departmental budgets.

Departmental work programs are updated periodically. Completed projects, completion dates, new projects undertaken, as well as specific actions completed in providing ongoing programs, are established and reviewed. This process provides an ongoing measure of departmental activity and effectiveness in meeting the City Council's priorities.

## **GANN LIMIT**

The adoption of the appropriation limit occurs annually to comply with the California Constitution, Article XIIB (as amended) and Government Code Section 7910. The Gann Limit restricts annual expenditures the City may appropriate. If certain proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or refunded to the taxpayers. For the fiscal year ending June 30, 2010, the appropriation limit was established at \$109,446,500. The City's tax proceeds are projected to be less than the established appropriation limit. The limit for 2010-2011 is \$107,553,076.

## **BUDGET PROCESS**

The process of creating an operating budget for the City requires a great deal of effort on the part of the City Council and all members of the City's management team.

The budget process begins with a mid-year review. This allows department managers the opportunity to review their current work program and begin to plan for any changes, which they may recommend for the following year. Following the mid-year review, departments are requested to submit a prediction budget, which provides an estimate of the department's proposed budget and which highlights any new

programs, major cost items, or reductions in programs.

A preliminary revenue estimate is also prepared at this time. This information is compiled by the finance department and presented to the City manager and departments as a prediction budget. At this early stage, the prediction budget normally identifies a gap between revenues and requested appropriations. This "gap" is then addressed through the various stages of the budget process.

Early in the budget process, the City Council provides policy direction to the City manager and management team. Using the prediction budget and City Council policy direction, the City manager provides direction to departments for preparing their line-item budgets. Line-item information is then forwarded to finance staff for compilation. Once the initial line-item requests are compiled, finance staff works with the City manager and departments to identify any gap in revenues and expenditures, and to review departmental work programs.

At this point, the budget undergoes another review. Department managers are presented with updated revenue projections and any projected gap between revenues and expenditures. Actions available for addressing the budget gap are discussed, along with the merits of the various work program components. During this review, department managers adjust their budgets based on the City manager's direction. City Council Budget Study Sessions are then held to discuss departmental work programs and review specific policy issues. A separate session is used to review the proposed Capital Improvement Program. Final adjustments are made by the City manager, and the manager's recommended budget is prepared for presentation to the City



Council. Additional City Council Budget Study Sessions may be held to ensure that the budget accurately reflects the City Council's objectives for the coming year. City Council adjustments are then incorporated into the manager's recommended budget.

The recommended budget is then presented to the City Council during a regular City Council meeting. The final budget is adopted, incorporating any final adjustments directed by the City Council as a result of the public hearing.

### **Budget Amendment Procedures**

The City's operating budget may be amended by three methods: 1) purchase order carryovers, 2) administrative carryovers approved by the City manager, and 3) City Council action. Under all instances where appropriations are increased, funds must be available to match the request.

### **Administrative Carryovers**

At the end of each fiscal year, the finance department requests that each department review its budget for items or programs for which any planned expenditure is pending. This may include a project, which has been initiated, or an item ordered but not received.

The finance director determines the merit of any requests and ensures that adequate funding is available. Recommendations are then presented to the City manager; who in turn, determines which requests will be approved. Approved carryover requests increase the department's budget appropriation in the new fiscal year.

### **City Council Action**

Throughout the year, the City Council considers departmental requests for additional appropriations to fund activities not included in the original Adopted Budget.

### **Capital Improvement Program**

Each year, the City Council adopts a Capital Improvement Program (CIP) which identifies all of the major projects to be undertaken to improve facilities and infrastructure within the city. During the fiscal year, a separate CIP document that reflects the current year program and proposes a program of prioritized projects for the next four to five years is prepared.

Department heads submit all proposed projects for their department in the foreseeable future, along with their best cost-estimate. The request includes the year a project will commence, any funding sources that may be available with either future sources or ones, which might have been previously designated; justification for the project, and on-going costs expected to occur after the project has been completed. The CIP budget team then compiles the information and presents a draft CIP program to the City Council. Projects are prioritized, based on City Council and staff input. Additional projects may be approved during the year by City Council action.

Capital projects may be funded from a variety of funds, with the majority of projects funded from restricted funds.

The City Council places a high priority on the maintenance and enhancement of recreational facilities, as reflected in the CIP. However, the projected budget gap has resulted in a significantly reduced budget level.

### **CIP Carryovers**

Every year, staff reviews each capital project and carries forward prior year appropriations for projects that have not been completed or for which long-term funding is being accumulated. The carryovers are handled administratively and are not included as part of the current year CIP Budget. Projects funded in prior years, but not started, are reviewed with the City Council during the CIP Budget Study Session. This review is designed to determine whether such projects continue to be City Council priorities. The budget for any project that has not been started and is no longer a City Council priority is made available for unfunded projects.

### **Allocated Costs**

As part of the City's effort to incorporate stronger cost accounting controls and methods, the cost of operating certain departments is allocated to user departments. This process is used to fund those departments, which provide inter-departmental services. This allows these departments to operate in a manner similar to an Internal Service Fund.

Departments allocated include fleet maintenance, reprographic services and risk management. Fleet maintenance and reprographic services are budgeted based on prior year data and allocated based on a department's actual service usage during the year. Risk management is funded by a separate charge for workers' compensation, and one for property and liability insurance. The appropriations for these programs are included in the operating budget of departments. Allocated costs were not adequate to cover all expenses in the fleet management fund. These allocations will be increased each year until the full costs of operations are recovered.

## **CITY FUND STRUCTURE**

A number of different funds are utilized to account for the City and Community Development Commission (CDC) financial resources. Funds are classified into the following fund types:

- General Fund
- Special Revenue Fund
- Debt Service
- Capital Projects
- Proprietary

The City has established multiple funds under each fund type to assist in accounting and record keeping for the City and outside agencies.

A brief description of each fund with the above fund types is provided below.

### **GENERAL FUND TYPE**

This fund is the City's largest single fund type and is used to account for unrestricted revenues. Revenues received by the City that have no legal or contractual restriction are placed in the various General Funds. Appropriations may be made from the General Fund for any legal City activity. Although there are no legal or contractual restrictions on the revenues received, City Council policy and administrative policies require that the City use several funds to account for General Fund Type Revenues as follows:

#### **General Fund (Fund 110)**

The City's General Fund is the main operating fund for non-restricted revenues, such as general taxes and fees. This fund is used to account for basic City services such as police, fire, building, planning and general administration. Within the General

Fund, the City maintains specific designated reserves and contingency reserves that represent the unappropriated fund balance.

## **SPECIAL REVENUE FUND TYPE**

This fund type accounts for revenue that the City receives for a specific purpose. The City receives a significant amount of tax revenue that is restricted as to its use. The City also assesses property and business owner's fees to be used to provide specific benefits to the assessed property or business. The City also receives grants and contracts that require specific performance. These revenue sources are accounted for in the following Special Revenue Funds.

### **AB939 (Fund 129)**

This fund accounts for revenues and expenditures of programs implemented to meet the requirements of the California Integrated Waste Management Act of 1989 (AB 939). Revenues are generated through a waste management fee. Programs funded include the development and implementation of a solid waste reduction and recycling project, household hazardous waste disposal project, and solid waste management activities.

### **Air Quality Improvement Trust (Fund 119)**

In 1991-1992, the state passed AB 2766, the state's Air Quality Improvement Trust Fund. An increase in motor vehicle license fees collected by the State of California supports this state fund. The City receives a portion of the fees to enhance the City's clean air efforts. Programs supported by the fees include the Rideshare Program, the development of an Air Quality Management Plan and the City's Alternative Fuel Program.

### **Art in Public Places Fund (Fund 212)**

This fund accounts for development fees paid in lieu of acquisition and installation of approved artwork in a development with expenditures restricted to acquisition, installation, maintenance and repair of artworks at approved sites.

### **Business Improvement District (Fund 190)**

This is an assessment district supported by six of West Covina's automobile dealers to fund the construction, maintenance and operation of a reader board adjacent to Interstate 10.

**Business Improvement Tax Fund (Fund 118)** – This fund accounts for business improvement taxes which are restricted to economic development activities.

### **Charter Cable Settlement Fund (Fund 203)**

Charter Communications, the City's cable television franchise operator, paid the City \$600,000 in 2003-2004 and \$400,000 in 2004-2005 as part of a legal settlement with the City. This one million dollar amount is one-time revenue. The remaining balance is not restricted and can be spent on any purpose.

### **Charter PEG (Fund 205)**

Beginning in 2004/05, Charter Communications began paying the City a \$150,000 Public Education Grant each year. These funds can only be used to make capital expenditures related to the City's Public Access Channel.

### **Citywide Maintenance District (Fund 188)**

This is the City's most significant special assessment fund. Revenue for the fund comes from annual special benefit assessments from property owners who benefit from covered improvements. The

Citywide Assessment District provides the majority of funding for the City's street lighting system and street tree program.

**Coastal Sage and Scrub Community Facilities District (Fund 183)**

This community facilities district was formed to provide for the restoration and ongoing maintenance of sensitive environmental habitat within the development area of a former landfill including habitat for endangered species such as the California gnatcatcher (*Polioptila californica*).

**Community Development Block Grant (Fund 131, 225)**

This fund accounts for activities of the Community Development Block Grant received from the U.S. Department of Housing and Urban Development, including monies received from this agency as part of the federal stimulus program.

**COPS/SLESF (Fund 155)**

This fund accounts for grant revenue. These funds are provided by the state to support COPS. Funds must be spent on front-line law enforcement services.

**CRV / Litter Removal Grant (Fund 158)**

The California Redemption Value / Litter Removal Grant provides funds derived from consumer deposits on beverage containers. These funds are to be used for beverage container recycling and litter cleanup activities.

**Drug Enforcement Rebate (Funds 116 and 117)**

Drug Enforcement Rebate (DER) revenues are received based on the City's participation in drug-related asset seizures. Funds are received from federal and state agencies. These funds are restricted to uses that enhance the police department's activities.

**Fee and Charge (Fund 111)**

This fund applies to recreation services programs in which an individual must pay a registration fee in order to enroll in a recreation class, program or activity (e.g., child care, sports, arts, crafts and tiny tots).

**Fire Training Fund (Fund 219)**

This fund accounts for fire training programs.

**Gasoline Tax (Fund 124)**

This fund accounts for State Gas Tax monies received under various state laws. The funds are used to partially fund the City's street maintenance program. Activities include ongoing minor street repairs, upgrades of traffic signals, replacement and installation of new traffic signs and street painting. Programs are administered through the public works department. Funds received under Proposition 111 are restricted for street construction and maintenance. The majority of Proposition 111 Funds are committed to the Street Rehabilitation Program.

**Inmate Welfare (Fund 150)**

This fund accounts for revenues from items sold to inmates. The revenues are used to enhance inmate welfare.

**Integrated Waste Management (Fund 120)**

This fund is used to account for the City's waste management efforts on non AB939 programs. Funding comes from the residential trash hauler per the operating agreement.

**I.S.T.E.A./T-21 (Fund 140)**

The Intermodal Surface Transportation Efficiency Act of 1992 (ISTEA) is the Federal Highway Program. This fund accounts for federal money received for use in improving certain major streets. Caltrans

and the Federal Highway Administration must approve projects.

**L.A. County 5<sup>th</sup> District Grant (Fund 210)**

This is a one-time grant for Galster Park improvements.

**Maintenance District Funds (Fund 18x)**

The City levies special benefit assessments and property taxes upon property within defined districts. Through the Los Angeles County Tax Collector, assessments are placed on the property owner's annual tax bill. These funds are used to maintain and improve the open spaces within the districts by providing landscape maintenance. Assessment districts currently established in the City include:

**Maintenance District #1 (Fund 181)**

**Maintenance District #2 (Fund 182)**

**Maintenance District #4 (Fund 184)**

**Maintenance District #6 (Fund 186)**

**Maintenance District #7 (Fund 187)**

**Measure R (Fund 224)**

Under Measure R, the City receives a portion of sales tax collected in Los Angeles County to provide transportation related projects and programs beginning July 1, 2009.

**North Azusa Relinquishment Fund (Fund 215)**

This fund accounts for monies received from the State as a result of the relinquishment to the City of a certain portion of North Azusa Avenue.

**Police Special Programs Fund**

This fund accounts for donations received and expenditures related to various police programs.

**Police Donations (Fund 127)**

**Police Private Grants (Fund 221)**

**Proposition A (Fund 121)**

The City receives a portion of the ½% of sales tax collected in Los Angeles County to provide selected transportation-related programs and projects. Through the use of Proposition A Funds, the City provides a variety of transportation services including Dial-A-Ride, the West Covina Shuttle (a fixed route system), bus pass subsidies and recreational transit services.

**Proposition C (Fund 122)**

Under Proposition C, the City receives a portion of an additional ½% sales tax approved for transportation-related programs in Los Angeles County. The funds may be used for certain capital projects or transportation projects similar to those allowed under Proposition A. Projects include street rehabilitation and reconstruction, traffic monitoring systems, congestion management and planning, bus shelter maintenance, and Park-and-Ride lots.

**Public Safety Augmentation (Fund 153)**

This fund accounts for the permanent extension of the sales tax by ½% guaranteed under Proposition 172. These revenues are restricted to the enhancement of public safety services. Revenue is allocated based on each qualified county's proportionate share of statewide taxable sales.

**Senior Meals Program (Fund 146)**

This program provides meals to low-income seniors with funding from the United States Department of Agriculture and Area Agency on Aging. The program also receives donations from seniors for the meals served.

**Sewer Maintenance (Fund 189)**

This fund supports the City's street sweeping program and maintenance of the City's sewer system. The City also

provides services to the City of Covina through this fund.

**Traffic Congestion Relief Fund (Fund 125)**

This fund accounts for revenues and expenditures related to the City's allocation of AB2898/Proposition 42 monies received from the State.

**Traffic Enforcement Grant (Fund 133)**

This fund accounts for revenue received through a state grant to purchase equipment and enhance traffic safety efforts within the city.

**Traffic Safety (Fund 123)**

This fund receives revenue from two citation sources: 1) moving traffic violations within the city limits and 2) parking violations. These resources are used to support the City's Traffic Enforcement Program to fund certain traffic engineering costs and capital improvements such as traffic signals.

**Transportation Development Act (Fund 128)**

Transportation Development Act Funds are received through the County and may only be used for specific transportation development purposes. These funds are generally used by the City for sidewalk rehabilitation and construction and the long-term transportation planning efforts within the city.

**Tree Fund (Fund 144)**

This fund accumulates funds restricted for use in urban forestation projects.

**Used Oil Block Grant (Fund 149)**

This grant is a three-year grant awarded solely to the City of West Covina. The California Integrated Waste Management Board (CIWMB) provides grant funds to cities to promote used motor oil recycling.

The environmental management division in the public works department oversees the use of these funds in used oil recycling programs. These grant funds are used to certify used oil collection centers and purchase promotional items to publicize and educate the community about used oil recycling.

**Waste Management Enforcement Grant (Fund 145)**

This fund accounts for the money received from the State of California to help support the local enforcement agent monitor the local closed landfill.

**WC Community Services Foundation Fund (Fund 220)**

This fund account for activity of the West Covina Community Services Foundation, a 501(c)(3) non-profit organization.

**CAPITAL PROJECT FUND TYPE**

This fund accounts for funds that are either restricted or designated for capital projects. The City has established the following Capital Project Funds:

**Construction Tax (Fund 161)**

The Construction Tax Fund receives monies from developers based on the construction of dwelling units in the city. These funds are then used to purchase or construct public facilities, such as street reconstruction, traffic signal modifications, curb and gutter replacements and rehabilitation of park structures and equipment.

**Park Dedication Fees (Fund 17x)**

The City receives fees from developers to fund recreation facilities. The city has been divided into seven park districts. Staff has historically used the funds from developers for recreational facilities within the same district as the development that generated the fees. If desired, the City Council can

direct staff to use Park Dedication Fees for qualified recreational purposes anywhere in the city. The following Districts have been established:

- Fund 170 Park District “A”**
- Fund 171 Park District “B”**
- Fund 172 Park District “C”**
- Fund 173 Park District “D”**
- Fund 174 Park District “E”**
- Fund 175 Park District “F”**
- Fund 176 Park District “G”**
- Fund 177 Park District “H”**

### **Parks (Fund 163)**

This fund accounts for park-related revenue, such as franchise fees received from park-related activities.

### **Capital Projects (Fund 160)**

This fund provides funding for capital needs within the city. The fund was established by the City Council to serve as the source of capital funding for projects that have no other funding source.

## **DEBT SERVICE FUND TYPE**

The City has established one Debt Service Fund to accumulate assets for the repayment of long-term debt. Funds are transferred from the operating accounts of the various departments that benefit from the assets financed through the creation of the debt.

### **Debt Service Fund – City (Fund 300)**

The City’s Debt Service Fund accounts for all scheduled long-term debt repayments (interest and principal) under all debt agreements, primarily capital leases negotiated by the City.

## **PROPRIETARY FUND TYPES**

Proprietary Fund Types use the full accrual basis of accounting and operate as if they were private businesses. There are two

categories of Proprietary Fund Types: 1) Internal Service Funds that provide services to departments within the City and 2) Enterprise Funds that provide services to other governmental and non-governmental entities, including individuals and businesses. The City has established the following proprietary funds:

### **Internal Service Funds:**

#### **Fleet Management (Fund 365)**

The maintenance division of the public works department operates the fleet management function for the City. Fleet management oversees the purchase, use, repair and disposal of City vehicles and heavy equipment.

Revenue for the fleet management fund is generated through charges to operating departments. Each department that operates assigned vehicles is charged based on the departmental usage of the vehicles, including depreciation costs. Fleet management costs are reflected in each department’s line-item budget.

#### **Retiree Lump Sum Benefits (Fund 368)**

This fund was established to set aside lump sum benefits for retiring employees.

#### **Self-Insurance - Uninsured Loss (Fund 360) & Self-Insurance - General and Auto Liability (Fund 361)**

#### **Self-Insurance - Workers’ Compensation (Fund 363)**

The function of insurance coverage is administered through the City’s risk management department.

Funding for general/auto liability claims and uninsured losses is provided through a set charge per full-time employee and assessed on all operating departments.

Funding for workers' compensation is derived from a percentage charge of all salaries with different rates levied for the various employee categories.

The City strives to contain insurance costs through self-insurance and safety training.

**Vehicle Replacement (Fund 367)**

The City put surplus funds into this fund for the replacement of vehicles to update the fleet and save on maintenance costs.

**Enterprise Funds:**

**Police Enterprise (Fund 375)**

This fund accounts for the computer services provided by the police department to other public safety agencies for a fee. The programs are marketed to both public and private agencies. The program also provides these products and services to the West Covina Police Department.

**Community Development Commission**

The West Covina CDC Operating Budget uses the following funds to account for revitalization efforts within the city:

**CDC – Capital Projects (Fund 876)**

**CDC – Citywide Project Area (Fund 877)**

**CDC – Housing Set-Aside (Fund 862)**

Funding for CDC is provided through the tax increment generated by enhanced property values within CDC's project area.

As required by state law, 20% of the CDC's tax increment is deposited into the Housing

Set-Aside Fund. These funds must be used to increase and improve housing stock available to low and moderate income households. A portion of the City's Economic Development Promotional and Marketing Program is funded through CDC's funds. The Agency also uses three funds to account for debt service as follows:

**Community Facilities District Debt Service (Fund 853)**

This Mello Roos type district recovers revenues from property owners, the City and CDC to make debt service payments on improvements made at the West Covina Plaza Mall.

**CDC Capital Projects Debt Service (Fund 882)**

This fund receives tax increment from the "Merged Project Area" (Fund 876). The fund provides for the operation of the project area and pays for all scheduled long-term debt repayments (interest and principal) under debt agreements, primarily notes and bonds payable, incurred within the project area.

**CDC Citywide Debt Service Fund (Fund 883)**

This fund receives tax increment from the "Citywide Project Area" (Fund 877). The fund provides for the operation of the project area and pays for all scheduled long-term debt repayments (interest and principal) under debt agreements, primarily notes and bonds payable, incurred within the project area.



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**2009-2010 COMBINED FUND SUMMARY**

<u>FUND#</u>	<u>FUND DESCRIPTION</u>	<u>07/01/09 ACTUAL FUND BALANCE</u>	<u>ESTIMATED REVENUES FY 09-10</u>	<u>INTERNAL SERVICE FUND CHARGES</u>	<u>TRANSFER IN</u>	<u>ESTIMATED AVAILABLE RESOURCES</u>
<b>1</b>	<b>110 GENERAL FUND</b>	<b>35,467,321</b>	<b>46,593,050</b>	<b>-</b>	<b>3,125,000</b>	<b>85,185,371</b>
	<b>SPECIAL REVENUE FUND TYPES</b>					
2	111 FEE & CHARGE	(19,571)	1,121,567	-	60,000	1,161,996
3	116 STATE ASSET FORFEITURES	43,304	13,355	-	-	56,659
4	117 DRUG ENFORCEMENT REBATE	364,401	289,727	-	-	654,128
5	118 BUSINESS IMPROVEMENT TAX	33,819	-	-	-	33,819
6	119 AIR QUALITY IMPROVEMENT TRUST	137,750	127,250	-	-	265,000
7	120 INTEGRATED WASTE MANAGEMENT	-	69,000	-	-	69,000
8	121 PROPOSITION "A"	1,642	1,558,927	-	-	1,560,569
9	122 PROPOSITION "C"	2,808,938	1,181,000	-	-	3,989,938
10	123 TRAFFIC SAFETY	409,913	1,150,000	-	-	1,559,913
11	124 GASOLINE TAX	-	1,779,974	-	50,000	1,829,974
12	125 TRAFFIC CONGESTION (PROP 42)	229,732	1,017,031	-	-	1,246,763
13	126 PROP 1B	1,561,844	-	-	-	1,561,844
14	127 POLICE DONATIONS	11,417	-	-	-	11,417
15	128 TRANSPORTATION DEV. ACT	39,563	118,404	-	-	157,967
16	129 AB 939	244,745	178,815	-	-	423,560
17	131 COMMUNITY DEVEL. BLOCK GRANT	-	1,839,719	-	-	1,839,719
18	133 TRAFFIC ENFORCEMENT GRANT	-	1,051	-	-	1,051
19	140 F.A.U./L.S.T.E.A./T3	-	331,080	-	-	331,080
20	143 LA COUNTY PARK BOND	-	15,553	-	-	15,553
21	144 TREE FUND	26	-	-	-	26
22	145 WASTE MGT ENFORCEMENT - GRANT	-	15,800	-	-	15,800
23	146 SENIOR MEALS PROGRAM	-	223,500	-	54,216	277,716
24	149 USED OIL BLOCK GRANT	(10,356)	35,194	-	-	24,838
25	150 INMATE WELFARE	(95)	13,451	-	-	13,356
27	153 PUBLIC SAFETY AUGMENTATION	-	500,000	-	-	500,000
28	154 PRIVATE GRANTS	8,268	-	-	-	8,268
29	155 COPS/SLESF	185,261	100,000	-	-	285,261
30	158 C.R.V. / LITTER REMOVAL GRANT	58,993	13,984	-	-	72,977
31	159 SUMMER MEALS PROGRAM	(0)	22,974	-	-	22,974
32	181 MAINTENANCE DISTRICT #1	1,128,170	349,000	-	-	1,477,170
33	182 MAINTENANCE DISTRICT #2	391,982	147,500	-	-	539,482
34	183 COASTAL SAGE CFD	85,662	100,000	-	-	185,662
35	184 MAINTENANCE DISTRICT #4	1,422,818	1,031,000	-	9,000	2,462,818
36	186 MAINTENANCE DISTRICT #6	131,487	140,500	-	-	271,987
37	187 MAINTENANCE DISTRICT #7	243,278	110,900	-	-	354,178
38	188 CITYWIDE MAINTENANCE DISTRICT	(159,481)	1,433,987	-	40,013	1,314,519
39	189 SEWER MAINTENANCE	65,769	2,363,890	-	-	2,429,659
40	190 BUSINESS IMPROVEMENT DISTRICT	50,063	15,200	-	-	65,263
41	195 BULLET PROOF VEST GRANT	-	4,575	-	-	4,575
42	198 OTS CSBCC GRANT	-	45,737	-	-	45,737
44	203 CHARTER SETTLEMENT FUND	49,452	200	-	-	49,652
45	204 COPS TECHNOLOGY GRANT	2,597	-	-	-	2,597
46	205 CHARTER PEG FUND	419,594	2,000	-	-	421,594
47	208 JUSTICE ASSISTANCE GRANT	(2,495)	208,171	-	-	205,676
48	210 LA COUNTY GRANT - 5TH DISTRICT	(160,221)	160,221	-	-	0
49	212 ART IN PUBLIC PLACES	37,150	200	-	-	37,350
50	214 USDOJ COPS GRANT	(887)	73,730	-	-	72,843
51	215 N AZUSA RELINQUISHMENT	411,919	2,900	-	-	414,819
52	218 2006 HOMELAND SECURITY GRANT	(147,177)	147,177	-	-	0
53	219 FIRE TRAINING	25,933	51,410	-	-	77,343
54	220 WC COMMUNITY SERVICES FOUNDATION	56,235	73,100	-	-	129,335
55	221 POLICE PRIVATE GRANTS	5,061	3,525	-	-	8,586
56	222 2007 HOMELAND SECURITY GRANT	(9,821)	9,821	-	-	-
57	223 HAZARD ELIMINATION SAFETY	(59,462)	72,720	-	-	13,258
58	224 MEASURE R	-	559,660	-	-	559,660
59	225 CDBG-R	-	320,426	-	-	320,426
60	226 ARRA - STIMULUS PROJECTS	-	4,248,687	-	-	4,248,687
61	227 HOMELAND SECURITY GRANT	-	171,348	-	-	171,348
62	228 RECOVERY BYRNE GRANT	-	255,831	-	-	255,831
	<b>TOTAL - SPECIAL REVENUE FUND TYPES</b>	<b>10,097,220</b>	<b>23,820,772</b>	<b>-</b>	<b>213,229</b>	<b>34,131,221</b>

**2009-2010 COMBINED FUND SUMMARY**

<u>FUND#</u>	<u>ESTIMATED EXPENDITURES</u>	<u>CIP EXPENDITURES</u>	<u>DEBT SERVICE BUDGET</u>	<u>INTERNAL SERVICE FUND EXPENSES</u>	<u>TOTAL BUDGET</u>	<u>TRANSFER OUT</u>	<u>06/30/10 PROJECTED FUND BALANCE</u>	<u>FUND BALANCE CHANGE</u>
<b>1 110</b>	<b>54,735,175</b>	<b>116,500</b>	-	-	<b>54,851,675</b>	<b>141,114</b>	<b>30,192,582</b>	<b>(5,274,739)</b>
2 111	1,255,363	14,154	-	-	1,269,517	-	(107,521)	(87,950)
3 116	-	-	-	-	-	-	56,659	13,355
4 117	210,344	81,400	-	-	291,744	-	362,384	(2,017)
5 118	1,132	-	-	-	1,132	-	32,687	(1,132)
6 119	69,901	161,180	-	-	231,081	-	33,919	(103,831)
7 120	67,873	-	-	-	67,873	-	1,127	1,127
8 121	1,384,944	15,512	-	-	1,400,456	-	160,113	158,471
9 122	982,934	2,633,446	-	-	3,616,380	-	373,558	(2,435,380)
10 123	199,874	29,159	-	-	229,033	800,000	530,880	120,967
11 124	1,657,142	12,000	-	-	1,669,142	-	160,832	160,832
12 125	-	881,589	-	-	881,589	-	365,174	135,442
13 126	-	1,561,844	-	-	1,561,844	-	-	(1,561,844)
14 127	5,726	-	-	-	5,726	-	5,691	(5,726)
15 128	-	140,410	-	-	140,410	-	17,557	(22,006)
16 129	138,487	-	-	-	138,487	-	285,073	40,328
17 131	538,195	1,301,524	-	-	1,839,719	-	-	-
18 133	-	-	-	-	-	-	1,051	1,051
19 140	-	331,080	-	-	331,080	-	-	-
20 143	-	15,553	-	-	15,553	-	-	-
21 144	-	26	-	-	26	-	-	(26)
22 145	15,800	-	-	-	15,800	-	-	-
23 146	207,514	-	-	-	207,514	-	70,202	70,202
24 149	24,838	-	-	-	24,838	-	0	10,356
25 150	13,356	-	-	-	13,356	-	-	95
27 153	-	-	-	-	-	500,000	-	-
28 154	-	-	-	-	-	-	8,268	-
29 155	157,882	-	-	-	157,882	-	127,379	(57,882)
30 158	27,636	-	-	-	27,636	-	45,341	(13,652)
31 159	19,621	-	-	-	19,621	-	3,353	3,353
32 181	324,864	150,000	-	-	474,864	1,195	1,001,111	(127,059)
33 182	98,385	100,000	-	-	198,385	10,195	330,902	(61,080)
34 183	139,486	-	-	-	139,486	-	46,176	(39,486)
35 184	1,061,863	-	-	-	1,061,863	3,575	1,397,380	(25,438)
36 186	160,110	-	-	-	160,110	3,575	108,302	(23,185)
37 187	146,205	-	-	-	146,205	3,575	204,398	(38,880)
38 188	1,369,781	-	-	-	1,369,781	-	(55,262)	104,219
39 189	2,183,802	124,612	-	-	2,308,414	50,000	71,245	5,476
40 190	64,794	-	-	-	64,794	-	469	(49,594)
41 195	4,575	-	-	-	4,575	-	-	-
42 198	45,737	-	-	-	45,737	-	-	-
44 203	-	-	-	-	-	-	49,652	200
45 204	-	-	-	-	-	-	2,597	-
46 205	-	-	-	-	-	-	421,594	2,000
47 208	205,676	-	-	-	205,676	-	0	2,495
48 210	-	-	-	-	-	-	0	160,221
49 212	19,502	-	-	-	19,502	-	17,848	(19,302)
50 214	72,843	-	-	-	72,843	-	0	887
51 215	-	386,752	-	-	386,752	-	28,067	(383,852)
52 218	-	-	-	-	-	-	0	147,177
53 219	18,258	-	-	-	18,258	-	59,085	33,152
54 220	60,954	-	-	-	60,954	68,381	-	(56,235)
55 221	6,807	-	-	-	6,807	-	1,779	(3,282)
56 222	-	-	-	-	-	-	-	9,821
57 223	-	13,258	-	-	13,258	-	-	59,462
58 224	410,000	-	-	-	410,000	-	149,660	149,660
59 225	60,675	250,839	-	-	311,514	-	8,912	8,912
60 226	-	4,248,689	-	-	4,248,689	-	(2)	(2)
61 227	171,348	-	-	-	171,348	-	-	-
62 228	255,831	-	-	-	255,831	-	-	-
	<b>13,860,058</b>	<b>12,453,027</b>	-	-	<b>26,313,085</b>	<b>1,440,496</b>	<b>6,377,640</b>	<b>(3,719,580)</b>

**2009-2010 COMBINED FUND SUMMARY**

<u>FUND#</u>	<u>FUND DESCRIPTION</u>	<u>07/01/09 ACTUAL FUND BALANCE</u>	<u>ESTIMATED REVENUES FY 09-10</u>	<u>INTERNAL SERVICE FUND CHARGES</u>	<u>TRANSFER IN</u>	<u>ESTIMATED AVAILABLE RESOURCES</u>
<b>CAPITAL PROJECT FUND TYPE</b>						
63	160 CAPITAL PROJECTS	3,151,185	7,665	-	68,381	3,227,231
64	161 CONSTRUCTION TAX	345,097	42,000	-	-	387,097
65	163 PARKS	-	-	-	-	-
66	170 PARK DEDICATION FEES "A"	14,938	60	-	-	14,998
67	171 PARK DEDICATION FEES "B"	120,505	420	-	-	120,925
68	172 PARK DEDICATION FEES "C"	283,362	9,980	-	-	293,342
69	173 PARK DEDICATION FEES "D"	573	-	-	-	573
70	174 PARK DEDICATION FEES "E"	53,946	-	-	-	53,946
71	175 PARK DEDICATION FEES "F"	14,813	65	-	-	14,878
72	176 PARK DEDICATION FEES "G"	240,556	23,500	-	-	264,056
73	177 PARK DEDICATION FEES "H"	273	-	-	-	273
	<b>TOTAL - CAPITAL PROJECT FUND TYPES</b>	<b>4,225,248</b>	<b>83,690</b>	<b>-</b>	<b>68,381</b>	<b>4,377,319</b>
<b>DEBT SERVICES FUND TYPES</b>						
74	300 DEBT SERVICE - CITY	984,904	1,686,788	-	1,278,000	3,949,692
	<b>TOTAL - DEBT SERVICES FUND TYPES</b>	<b>984,904</b>	<b>1,686,788</b>	<b>-</b>	<b>1,278,000</b>	<b>3,949,692</b>
<b>PROPRIETARY FUND TYPES</b>						
<i>INTERNAL SERVICE FUND TYPES</i>						
75	361 LIABILITY.UNINSURED LOSSES	4,324,071	-	1,450,495	-	5,774,566
76	363 WORKER'S COMPENSATION	4,686,222	-	1,292,633	-	5,978,855
77	365 FLEET MANAGEMENT	(329,244)	-	1,554,624	-	1,225,380
78	367 VEHICLE REPLACEMENT	676,564	-	2,300	-	678,864
79	368 RETIREE LUMP SUM BENEFITS	273,140	-	188,635	-	461,775
<i>ENTERPRISE FUND TYPES:</i>						
80	370 DARE ENTERPRISE	9,801	-	-	-	9,801
81	375 POLICE SERVICE GROUP	(551,827)	2,151,964	-	-	1,600,137
	<b>TOTAL - PROPRIETARY FUND TYPES</b>	<b>9,088,727</b>	<b>2,151,964</b>	<b>4,488,687</b>	<b>-</b>	<b>15,729,378</b>
<b>COMMUNITY DEVELOPMENT COMMISSION</b>						
<i>CDC CAPITAL PROJECT FUND TYPE:</i>						
82	862 HOUSING SET-ASIDE	14,160,379	321,000	-	3,550,000	18,031,379
83	876 MERGED AREA CAPITAL PROJECTS	3,645,027	336,147	-	2,000,000	5,981,174
84	877 CITYWIDE AREA CAPITAL PROJECTS	2,394,183	18,000	-	500,000	2,912,183
<i>CDC DEBT SERVICE FUNDS:</i>						
85	853 CFD DEBT SERVICE	2,086,852	3,932,000	-	-	6,018,852
86	882 MERGED AREA DEBT SERVICE	2,628,647	17,101,000	-	-	19,729,647
87	883 CITYWIDE AREA DEBT SERVICE	626,852	2,643,500	-	-	3,270,352
	<b>TOTAL - CDC</b>	<b>25,541,940</b>	<b>24,351,647</b>	<b>-</b>	<b>6,050,000</b>	<b>55,943,587</b>
	<b>TOTAL</b>	<b>85,405,360</b>	<b>98,687,911</b>	<b>4,488,687</b>	<b>10,734,610</b>	<b>199,316,568</b>

**2009-2010 COMBINED FUND SUMMARY**

<u>FUND#</u>	<u>ESTIMATED EXPENDITURES</u>	<u>CIP EXPENDITURES</u>	<u>DEBT SERVICE BUDGET</u>	<u>INTERNAL SERVICE FUND EXPENSES</u>	<u>TOTAL BUDGET</u>	<u>TRANSFER OUT</u>	<u>06/30/10 PROJECTED FUND BALANCE</u>	<u>FUND BALANCE CHANGE</u>
63 160	-	2,718,601	-	-	2,718,601	-	508,630	(2,642,555)
64 161	5,000	382,097	-	-	387,097	-	-	(345,097)
65 163	-	-	-	-	-	-	-	-
66 170	-	8,000	-	-	8,000	-	6,998	(7,940)
67 171	-	103,004	-	-	103,004	-	17,921	(102,584)
68 172	-	193,342	-	-	193,342	100,000	-	(283,362)
69 173	-	-	-	-	-	-	573	-
70 174	-	46,868	-	-	46,868	-	7,078	(46,868)
71 175	-	14,878	-	-	14,878	-	-	(14,813)
72 176	-	159,571	-	-	159,571	75,000	29,485	(211,071)
73 177	-	-	-	-	-	-	273	-
	<b>5,000</b>	<b>3,626,361</b>	-	-	<b>3,631,361</b>	<b>175,000</b>	<b>570,958</b>	<b>(3,654,290)</b>
74 300	-	-	3,486,472	-	3,486,472	-	463,220	(521,684)
	-	-	<b>3,486,472</b>	-	<b>3,486,472</b>	-	<b>463,220</b>	<b>(521,684)</b>
75 361	-	-	-	1,108,092	1,108,092	725,000	3,941,474	(382,597)
76 363	-	-	-	1,381,757	1,381,757	775,000	3,822,098	(864,124)
77 365	-	-	-	1,554,624	1,554,624	-	(329,244)	-
78 367	-	312,000	-	-	312,000	250,000	116,864	(559,700)
79 368	-	-	-	100,400	100,400	-	361,375	88,235
80 370	-	-	-	-	-	-	9,801	-
81 375	2,513,630	-	-	-	2,513,630	75,000	(988,493)	(436,666)
	<b>2,513,630</b>	<b>312,000</b>	-	<b>4,144,873</b>	<b>6,970,503</b>	<b>1,825,000</b>	<b>6,933,875</b>	<b>(2,154,852)</b>
82 862	7,873,398	-	7,799,017	-	15,672,415	-	2,358,964	(11,801,415)
83 876	2,440,360	736,912	-	-	3,177,272	-	2,803,902	(841,125)
84 877	313,115	-	-	-	313,115	-	2,599,068	204,885
85 853	-	-	3,726,563	-	3,726,563	-	2,292,289	205,437
86 882	-	-	10,472,001	-	10,472,001	5,551,000	3,706,646	1,077,999
87 883	-	-	553,000	-	553,000	1,602,000	1,115,352	488,500
	<b>10,626,873</b>	<b>736,912</b>	<b>22,550,581</b>	-	<b>33,914,366</b>	<b>7,153,000</b>	<b>14,876,221</b>	<b>(10,665,719)</b>
	<b>81,740,736</b>	<b>17,244,800</b>	<b>26,037,053</b>	<b>4,144,873</b>	<b>129,167,462</b>	<b>10,734,610</b>	<b>59,414,496</b>	<b>(25,990,864)</b>

**2010-2011 COMBINED FUND SUMMARY**

<u>FUND#</u>	<u>FUND DESCRIPTION</u>	<u>07/01/10 ESTIMATED FUND BALANCE</u>	<u>ESTIMATED REVENUES FY 10-11</u>	<u>INTERNAL SERVICE FUND CHARGES</u>	<u>TRANSFER IN</u>	<u>ESTIMATED AVAILABLE RESOURCES</u>
1 110	GENERAL FUND	30,192,582	47,306,670	-	1,604,650	79,103,902
<b>SPECIAL REVENUE FUND TYPES</b>						
2 111	FEE & CHARGE	(107,521)	1,400,650	-	116,050	1,409,179
3 116	STATE ASSET FORFEITURES	56,659	7,000	-	-	63,659
4 117	DRUG ENFORCEMENT REBATE	362,384	7,000	-	-	369,384
5 118	BUSINESS IMPROVEMENT TAX	32,687	-	-	-	32,687
6 119	AIR QUALITY IMPROVEMENT TRUST	33,919	122,000	-	-	155,919
7 120	INTEGRATED WASTE MANAGEMENT	1,127	70,000	-	-	71,127
8 121	PROPOSITION "A"	160,113	1,589,000	-	-	1,749,113
9 122	PROPOSITION "C"	373,558	1,195,000	-	-	1,568,558
10 123	TRAFFIC SAFETY	530,880	1,175,000	-	-	1,705,880
11 124	GASOLINE TAX	160,832	1,762,100	-	50,000	1,972,932
12 125	TRAFFIC CONGESTION (PROP 42)	365,174	1,124,826	-	-	1,490,000
13 126	PROP 1B	-	-	-	-	-
14 127	POLICE DONATIONS	5,691	-	-	-	5,691
15 128	TRANSPORTATION DEV. ACT	17,557	53,247	-	-	70,804
16 129	AB 939	285,073	179,000	-	-	464,073
17 131	COMMUNITY DEVEL. BLOCK GRANT	-	1,321,603	-	-	1,321,603
18 133	TRAFFIC ENFORCEMENT GRANT	1,051	-	-	-	1,051
19 140	F.A.U./I.S.T.E.A./T3	-	-	-	-	-
20 143	LA COUNTY PARK BOND	-	-	-	-	-
21 144	TREE FUND	-	-	-	-	-
22 145	WASTE MGT ENFORCEMENT - GRANT	-	15,800	-	-	15,800
23 146	SENIOR MEALS PROGRAM	70,202	223,500	-	54,216	347,918
24 149	USED OIL BLOCK GRANT	0	43,606	-	-	43,606
25 150	INMATE WELFARE	-	15,000	-	-	15,000
27 153	PUBLIC SAFETY AUGMENTATION	-	525,000	-	-	525,000
28 154	PRIVATE GRANTS	8,268	-	-	-	8,268
29 155	COPS/SLESF	127,379	100,000	-	-	227,379
30 158	C.R.V. / LITTER REMOVAL GRANT	45,341	25,425	-	-	70,766
31 159	SUMMER MEALS PROGRAM	3,353	29,699	-	-	33,052
32 181	MAINTENANCE DISTRICT #1	1,001,111	339,000	-	-	1,340,111
33 182	MAINTENANCE DISTRICT #2	330,902	143,500	-	-	474,402
34 183	COASTAL SAGE CFD	46,176	100,000	-	-	146,176
35 184	MAINTENANCE DISTRICT #4	1,397,380	1,030,000	-	9,000	2,436,380
36 186	MAINTENANCE DISTRICT #6	108,302	145,000	-	-	253,302
37 187	MAINTENANCE DISTRICT #7	204,398	110,000	-	-	314,398
38 188	CITYWIDE MAINTENANCE DISTRICT	(55,262)	1,463,322	-	13,115	1,421,175
39 189	SEWER MAINTENANCE	71,245	2,557,385	-	-	2,628,630
40 190	BUSINESS IMPROVEMENT DISTRICT	469	65,000	-	-	65,469
41 195	BULLET PROOF VEST GRANT	-	-	-	-	-
42 198	OTS CSBCC GRANT	-	-	-	-	-
44 203	CHARTER SETTLEMENT FUND	49,652	-	-	-	49,652
45 204	COPS TECHNOLOGY GRANT	2,597	-	-	-	2,597
46 205	CHARTER PEG FUND	421,594	-	-	-	421,594
47 208	JUSTICE ASSISTANCE GRANT	0	-	-	-	0
48 210	LA COUNTY GRANT - 5TH DISTRICT	0	-	-	-	0
49 212	ART IN PUBLIC PLACES	17,848	-	-	-	17,848
50 214	USDOJ COPS GRANT	0	-	-	-	0
51 215	N AZUSA RELINQUISHMENT	28,067	-	-	-	28,067
52 218	2006 HOMELAND SECURITY GRANT	0	-	-	-	0
53 219	FIRE TRAINING	59,085	15,000	-	-	74,085
54 220	WC COMMUNITY SERVICES FOUNDATION	-	-	-	-	-
55 221	POLICE PRIVATE GRANTS	1,779	-	-	-	1,779
56 222	2007 HOMELAND SECURITY GRANT	-	-	-	-	-
57 223	HAZARD ELIMINATION SAFETY	-	-	-	-	-
58 224	MEASURE R	149,660	900,000	-	-	1,049,660
59 225	CDBG-R	8,912	-	-	-	8,912
60 226	ARRA - STIMULUS PROJECTS	(2)	-	-	-	(2)
61 227	HOMELAND SECURITY GRANT	-	-	-	-	-
62 228	RECOVERY BYRNE GRANT	-	-	-	-	-
	<b>TOTAL - SPECIAL REVENUE FUND TYPES</b>	<b>6,377,640</b>	<b>17,852,663</b>	<b>-</b>	<b>242,381</b>	<b>24,472,684</b>

**2010-2011 COMBINED FUND SUMMARY**

<u>FUND#</u>	<u>ESTIMATED EXPENDITURES</u>	<u>CIP BUDGET</u>	<u>DEBT SERVICE BUDGET</u>	<u>INTERNAL SERVICE FUND EXPENSES</u>	<u>TOTAL BUDGET</u>	<u>TRANSFER OUT</u>	<u>06/30/11 PROJECTED FUND BALANCE</u>	<u>FUND BALANCE CHANGE</u>
1 110	51,724,326	-	-	-	51,724,326	1,020,266	26,359,310	(3,833,272)
2 111	1,498,869	-	-	-	1,498,869	-	(89,690)	17,831
3 116	-	-	-	-	-	-	63,659	7,000
4 117	-	-	-	-	-	-	369,384	7,000
5 118	4,500	-	-	-	4,500	-	28,187	(4,500)
6 119	65,673	90,000	-	-	155,673	-	246	(33,673)
7 120	66,840	-	-	-	66,840	-	4,287	3,160
8 121	1,389,359	-	-	-	1,389,359	-	359,754	199,641
9 122	1,263,155	15,000	-	-	1,278,155	-	290,403	(83,155)
10 123	241,647	-	-	-	241,647	950,000	514,233	(16,647)
11 124	1,737,789	-	-	-	1,737,789	-	235,143	74,311
12 125	-	1,490,000	-	-	1,490,000	-	-	(365,174)
13 126	-	-	-	-	-	-	-	-
14 127	-	-	-	-	-	-	5,691	-
15 128	-	65,000	-	-	65,000	-	5,804	(11,753)
16 129	145,349	-	-	-	145,349	-	318,724	33,651
17 131	578,086	730,000	-	-	1,308,086	-	13,517	13,517
18 133	-	-	-	-	-	-	1,051	-
19 140	-	-	-	-	-	-	-	-
20 143	-	-	-	-	-	-	-	-
21 144	-	-	-	-	-	-	-	-
22 145	15,800	-	-	-	15,800	-	-	-
23 146	208,795	-	-	-	208,795	-	139,123	68,921
24 149	28,152	-	-	-	28,152	-	15,454	15,454
25 150	13,356	-	-	-	13,356	-	1,644	1,644
27 153	-	-	-	-	-	525,000	-	-
28 154	-	-	-	-	-	-	8,268	-
29 155	-	-	-	-	-	-	227,379	100,000
30 158	28,185	-	-	-	28,185	-	42,581	(2,760)
31 159	29,699	-	-	-	29,699	-	3,353	(0)
32 181	323,696	-	-	-	323,696	1,195	1,015,220	14,109
33 182	99,441	-	-	-	99,441	10,195	364,766	33,864
34 183	123,385	-	-	-	123,385	-	22,791	(23,385)
35 184	1,059,178	-	-	-	1,059,178	3,575	1,373,627	(23,753)
36 186	160,612	-	-	-	160,612	3,575	89,115	(19,187)
37 187	146,672	-	-	-	146,672	3,575	164,151	(40,247)
38 188	1,393,000	-	-	-	1,393,000	-	28,175	83,437
39 189	2,360,618	25,000	-	-	2,385,618	50,000	193,012	121,767
40 190	64,794	-	-	-	64,794	-	675	206
41 195	-	-	-	-	-	-	-	-
42 198	-	-	-	-	-	-	-	-
44 203	-	-	-	-	-	49,650	2	(49,650)
45 204	-	-	-	-	-	-	2,597	-
46 205	25,000	-	-	-	25,000	-	396,594	(25,000)
47 208	-	-	-	-	-	-	0	-
48 210	-	-	-	-	-	-	0	-
49 212	16,099	-	-	-	16,099	-	1,749	(16,099)
50 214	-	-	-	-	-	-	0	-
51 215	-	-	-	-	-	-	28,067	-
52 218	-	-	-	-	-	-	0	-
53 219	15,000	-	-	-	15,000	-	59,085	-
54 220	-	-	-	-	-	-	-	-
55 221	-	-	-	-	-	-	1,779	-
56 222	-	-	-	-	-	-	-	-
57 223	-	-	-	-	-	-	-	-
58 224	703,489	-	-	-	703,489	-	346,171	196,511
59 225	-	-	-	-	-	-	8,912	-
60 226	-	-	-	-	-	-	(2)	-
61 227	-	-	-	-	-	-	-	-
62 228	-	-	-	-	-	-	-	-
	<b>13,806,238</b>	<b>2,415,000</b>	-	-	<b>16,221,238</b>	<b>1,596,765</b>	<b>6,654,681</b>	<b>277,041</b>

**2010-2011 COMBINED FUND SUMMARY**

<u>FUND#</u>	<u>FUND DESCRIPTION</u>	<u>07/01/10 ESTIMATED FUND BALANCE</u>	<u>ESTIMATED REVENUES FY 10-11</u>	<u>INTERNAL SERVICE FUND CHARGES</u>	<u>TRANSFER IN</u>	<u>ESTIMATED AVAILABLE RESOURCES</u>
<b>CAPITAL PROJECT FUND TYPE</b>						
63	160 CAPITAL PROJECTS	508,630	-	-	-	508,630
64	161 CONSTRUCTION TAX	-	40,000	-	-	40,000
65	163 PARKS	-	-	-	-	-
66	170 PARK DEDICATION FEES "A"	6,998	-	-	-	6,998
67	171 PARK DEDICATION FEES "B"	17,921	-	-	-	17,921
68	172 PARK DEDICATION FEES "C"	-	-	-	-	-
69	173 PARK DEDICATION FEES "D"	573	-	-	-	573
70	174 PARK DEDICATION FEES "E"	7,078	-	-	-	7,078
71	175 PARK DEDICATION FEES "F"	-	-	-	-	-
72	176 PARK DEDICATION FEES "G"	29,485	22,500	-	-	51,985
73	177 PARK DEDICATION FEES "H"	273	-	-	-	273
	<b>TOTAL - CAPITAL PROJECT FUND TYPES</b>	<b>570,958</b>	<b>62,500</b>	<b>-</b>	<b>-</b>	<b>633,458</b>
<b>DEBT SERVICES FUND TYPES</b>						
74	300 DEBT SERVICE - CITY	463,220	2,095,788	-	1,961,000	4,520,008
	<b>TOTAL - DEBT SERVICES FUND TYPES</b>	<b>463,220</b>	<b>2,095,788</b>	<b>-</b>	<b>1,961,000</b>	<b>4,520,008</b>
<b>PROPRIETARY FUND TYPES</b>						
<i>INTERNAL SERVICE FUND TYPES</i>						
75	361 LIABILITY UNINSURED LOSSES	3,941,474	-	981,006	-	4,922,480
76	363 WORKER'S COMPENSATION	3,822,098	-	1,247,910	-	5,070,008
77	365 FLEET MANAGEMENT	(329,244)	-	1,549,047	-	1,219,803
78	367 VEHICLE REPLACEMENT	116,864	-	-	-	116,864
79	368 RETIREE LUMP SUM BENEFITS	361,375	-	138,435	-	499,810
<i>ENTERPRISE FUND TYPES:</i>						
80	370 DARE ENTERPRISE	9,801	-	-	-	9,801
81	375 POLICE SERVICE GROUP	(988,493)	2,080,000	-	-	1,091,507
	<b>TOTAL - PROPRIETARY FUND TYPES</b>	<b>6,933,875</b>	<b>2,080,000</b>	<b>3,916,398</b>	<b>-</b>	<b>12,930,273</b>
<b>COMMUNITY DEVELOPMENT COMMISSION</b>						
<i>CDC CAPITAL PROJECT FUND TYPE:</i>						
82	862 HOUSING SET-ASIDE	2,358,964	350,000	-	3,550,000	6,258,964
83	876 MERGED AREA CAPITAL PROJECTS	2,803,902	105,000	-	2,000,000	4,908,902
84	877 CITYWIDE AREA CAPITAL PROJECTS	2,599,068	20,000	-	500,000	3,119,068
<i>CDC DEBT SERVICE FUNDS:</i>						
85	853 CFD DEBT SERVICE	2,292,289	4,332,000	-	-	6,624,289
86	882 MERGED AREA DEBT SERVICE	3,706,646	16,897,000	-	-	20,603,646
87	883 CITYWIDE AREA DEBT SERVICE	1,115,352	2,514,000	-	-	3,629,352
	<b>TOTAL - CDC</b>	<b>14,876,221</b>	<b>24,218,000</b>	<b>-</b>	<b>6,050,000</b>	<b>45,144,221</b>
	<b>TOTAL</b>	<b>59,414,496</b>	<b>93,615,621</b>	<b>3,916,398</b>	<b>9,858,031</b>	<b>166,804,546</b>



**2010-2011 COMBINED FUND SUMMARY**

<u>FUND#</u>	<u>ESTIMATED EXPENDITURES</u>	<u>CIP BUDGET</u>	<u>DEBT SERVICE BUDGET</u>	<u>INTERNAL SERVICE FUND EXPENSES</u>	<u>TOTAL BUDGET</u>	<u>TRANSFER OUT</u>	<u>06/30/11 PROJECTED FUND BALANCE</u>	<u>FUND BALANCE CHANGE</u>
63 160	-	-	-	-	-	-	508,630	-
64 161	5,000	15,000	-	-	20,000	-	20,000	20,000
65 163	-	-	-	-	-	-	-	-
66 170	-	7,000	-	-	7,000	-	(2)	(7,000)
67 171	-	17,800	-	-	17,800	-	121	(17,800)
68 172	-	-	-	-	-	-	-	-
69 173	-	500	-	-	500	-	73	(500)
70 174	-	7,000	-	-	7,000	-	78	(7,000)
71 175	-	-	-	-	-	-	-	-
72 176	-	51,500	-	-	51,500	-	485	(29,000)
73 177	-	200	-	-	200	-	73	(200)
	<b>5,000</b>	<b>99,000</b>	-	-	<b>104,000</b>	-	<b>529,458</b>	<b>(41,500)</b>
74 300	-	-	4,436,296	-	4,436,296	-	83,712	(379,508)
	-	-	<b>4,436,296</b>	-	<b>4,436,296</b>	-	<b>83,712</b>	<b>(379,508)</b>
75 361	-	-	-	1,079,714	1,079,714	-	3,842,766	(98,708)
76 363	-	-	-	1,365,996	1,365,996	-	3,704,012	(118,086)
77 365	-	-	-	1,549,047	1,549,047	-	(329,244)	-
78 367	-	-	-	-	-	-	116,864	-
79 368	-	-	-	38,600	38,600	-	461,210	99,835
80 370	-	-	-	-	-	-	9,801	-
81 375	2,187,315	-	-	-	2,187,315	80,000	(1,175,808)	(187,315)
	<b>2,187,315</b>	-	-	<b>4,033,357</b>	<b>6,220,672</b>	<b>80,000</b>	<b>6,629,601</b>	<b>(304,274)</b>
82 862	2,387,700	-	2,584,046	-	4,971,746	-	1,287,218	(1,071,746)
83 876	1,914,492	-	-	-	1,914,492	-	2,994,410	190,508
84 877	323,041	-	-	-	323,041	-	2,796,027	196,959
85 853	-	-	3,736,750	-	3,736,750	-	2,887,539	595,250
86 882	-	-	10,521,414	-	10,521,414	5,559,000	4,523,232	816,586
87 883	-	-	562,000	-	562,000	1,602,000	1,465,352	350,000
	<b>4,625,233</b>	-	<b>17,404,210</b>	-	<b>22,029,443</b>	<b>7,161,000</b>	<b>15,953,778</b>	<b>1,077,557</b>
	<b>72,348,112</b>	<b>2,514,000</b>	<b>21,840,506</b>	<b>4,033,357</b>	<b>100,735,975</b>	<b>9,858,031</b>	<b>56,210,540</b>	<b>(3,203,956)</b>

## FUND BALANCE

<b>FUND#</b>	<b>FUND DESCRIPTION</b>	<b>2007 Actuals</b>	<b>2008 Actuals</b>	<b>2009 Actuals</b>	<b>2010 Estimated</b>	<b>2011 Adopted</b>
110	<b>GENERAL FUND</b>	<b>44,109,483</b>	<b>39,827,030</b>	<b>35,467,321</b>	<b>30,192,582</b>	<b>26,359,310</b>
	<b>SPECIAL REVENUE FUNDS</b>					
111	FEE & CHARGE	189,510	56,038	(19,571)	(107,521)	(89,690)
116	STATE ASSET FORFEITURES	10,008	15,827	43,304	56,659	63,659
117	DRUG ENFORCEMENT REBATE	16,421	26,922	364,401	362,384	369,384
118	BUSINESS IMPROVEMENT TAX	41,974	40,013	33,819	32,687	28,187
119	AIR QUALITY IMPROVEMENT TRUST	101,932	73,197	137,750	33,919	246
120	INTEGRATED WASTE MANAGEMENT	-	-	-	1,127	4,287
121	PROPOSITION "A"	1,550,647	1,297,890	1,642	160,113	359,754
122	PROPOSITION "C"	1,943,272	2,557,526	2,808,938	373,558	290,403
123	TRAFFIC SAFETY	157,705	278,939	409,913	530,880	514,233
124	GASOLINE TAX	8,420	(181,914)	-	160,832	235,143
125	TRAFFIC CONGESTION (PROP 42)	745,058	16,011	229,732	365,174	-
126	PROP 1B	-	1,584,633	1,561,844	-	-
127	POLICE DONATIONS	16,894	8,852	11,417	5,691	5,691
128	TRANSPORTATION DEV. ACT	15,744	86,744	39,563	17,557	5,804
129	AB 939	211,541	181,487	244,745	285,073	318,724
131	COMMUNITY DEVEL. BLOCK GRANT	553,165	863,862	-	-	13,517
133	TRAFFIC ENFORCEMENT GRANT	161,021	181,555	-	1,051	1,051
134	COPS SCHOOL BASED PARTNERSHIP	518	543	-	-	-
135	BJA BLOCK GRANT 97-99	267	413	-	-	-
136	COP UHP GRANT	26,828	26,827	-	-	-
137	EMERGENCY SERVICES FUND	470	-	-	-	-
138	ABC TRAFFIC SAFETY GRANT	(45,629)	-	-	-	-
139	FEMA GRANT	(40,152)	-	-	-	-
140	F.A.U./I.S.T.E.A./T21	(343,465)	(1,162,027)	-	-	-
141	G.R.E.A.T. GRANT	(178,334)	(103,900)	-	-	-
142	OCJP DOMESTIC VIOLENCE GRANT	85	136	-	-	-
143	LA COUNTY PARK BOND	(241,179)	-	-	-	-
144	TREE FUND	546	569	26	-	-
145	WASTE MGT ENFORCEMENT - GRANT	(7,241)	-	-	-	-
146	SENIOR MEALS PROGRAM	(103,827)	23,745	-	70,202	139,123
147	USED OIL GRANT	(1,385)	-	-	-	-
148	SCAQMD ELEC. VEH. CORRIDOR GRANT	(7,715)	2,520	-	-	-
149	USED OIL BLOCK GRANT	(70,203)	(81,163)	(10,356)	0	15,454
150	INMATE WELFARE	7,512	4,775	(95)	-	1,644
151	COPS/MORE	(15,648)	-	-	-	-
152	BKK COMMUNITY	13,354	-	-	-	-
153	PUBLIC SAFETY AUGMENTATION	229,263	68,159	-	-	-
154	PRIVATE GRANTS	7,723	5,053	8,268	8,268	8,268
155	COPS/SLES	99,373	175,566	185,261	127,379	227,379
157	ELECTRIC VEHICLE AQMD	-	-	-	-	-
158	C.R.V. / LITTER REMOVAL GRANT	(11,882)	14,415	58,993	45,341	42,581
159	SUMMER MEALS PROGRAM	(5,765)	(8,866)	-	3,353	3,353
169	STATE PARK BOND GRANT	(58,193)	-	-	-	-
181	MAINTENANCE DISTRICT #1	861,685	973,643	1,128,170	1,001,111	1,015,220
182	MAINTENANCE DISTRICT #2	262,230	335,793	391,982	330,902	364,766
183	WEST COVINA COASTAL SAGE & SCRUB CFD	-	43,529	85,662	46,176	22,791
184	MAINTENANCE DISTRICT #4	1,495,465	1,448,913	1,422,818	1,397,380	1,373,627
186	MAINTENANCE DISTRICT #6	125,310	128,104	131,487	108,302	89,115
187	MAINTENANCE DISTRICT #7	258,711	254,025	243,278	204,398	164,151
188	CITYWIDE MAINTENANCE DISTRICT	240,503	54,512	(159,481)	(55,262)	28,175
189	SEWER MAINTENANCE	720,735	721,916	65,769	71,245	193,012
190	BUSINESS IMPROVEMENT DISTRICT	121,841	66,307	50,063	469	675
192	BJA LLEBG 2004	7,525	7,524	-	-	-
193	BJA LLEBG 2000-2002	19	32	-	-	-
194	OCJP CLETEP GRANT	1,068	1,732	-	-	-
195	BULLET PROOF VEST GRANT	13,170	13,743	-	-	-
196	STATE DOMESTIC PREP EQUIP GRANT	(6,011)	1,590	-	-	-
197	COPS/SRO GRANT	(3,790)	-	-	-	-
198	OTS CSBCC GRANT	(30,770)	(294)	-	-	-
199	TRANSPORTATION (PROP A) GRANT	(173,812)	3,372	-	-	-
201	BJA LLEBG 2003	(3,373)	-	-	-	-
202	COPS HOMELAND SECURITY OT PRGM	-	-	-	-	-
203	CHARTER SETTLEMENT FUND	189,082	90,977	49,452	49,652	2
204	COPS TECHNOLOGY GRANT	(174,425)	2,526	2,597	2,597	2,597
205	CHARTER PEG FUND	360,083	443,743	419,594	421,594	396,594

## FUND BALANCE

<b>FUND#</b>	<b>FUND DESCRIPTION</b>	<b>2007 Actuals</b>	<b>2008 Actuals</b>	<b>2009 Actuals</b>	<b>2010 Estimated</b>	<b>2011 Adopted</b>
206	2004 HOMELAND SECURITY GRANT	(210,388)	-	-	-	-
207	OTS GRANTS	-	-	-	-	-
208	JUSTICE ASSISTANCE GRANT	(29)	(39,160)	(2,495)	0	-
209	RIVERS & WATER CONSERVATION	-	4,968	-	-	-
210	LA COUNTY 5TH DISTRICT GRANT	(205,724)	-	(160,221)	0	-
211	LAND & WATER CONSERVATION	-	-	-	-	-
212	ART IN PUBLIC PLACES	(58,464)	(13,213)	37,150	17,848	1,749
213	STATE HOMELAND SECURITY GRANT	(99,762)	-	-	-	-
214	USDOJ COPS GRANT	(81,026)	-	(887)	0	-
215	N AZUSA RELINQUISHMENT	1,047,592	611,321	411,919	28,067	28,067
216	SAFE ROUTES TO SCHOOLS GRANT	(12,796)	-	-	-	-
217	BUFFER ZONE PROTECTION PROGRAM	(16,887)	-	-	-	-
218	2006 HOMELAND SECURITY GRANT	(3,323)	(826)	(147,177)	0	-
219	FIRE TRAINING	3,124	11,947	25,933	59,085	59,085
220	WC COMMUNITY SERVICES FOUNDATION	50	16,594	56,235	-	-
221	POLICE PRIVATE GRANTS	-	3,749	5,061	1,779	1,779
222	2007 HOMELAND SECURITY GRANT	-	9,821	(9,821)	-	-
223	HAZARD ELIMINATION SAFETY GRANT	-	72,720	(59,462)	-	-
224	MEASURE R	-	-	-	149,660	346,171
225	CDBG-R	-	-	-	8,912	8,912
226	ARRA - STIMULUS PROJECTS	-	-	-	(2)	(2)
227	HOMELAND SECURITY GRANT	-	-	-	-	-
228	RECOVERY BRYNE GRANT	-	-	-	-	-
	<b>TOTAL-SPECIAL REVENUE FUND TYPES</b>	<b>9,606,247</b>	<b>11,323,955</b>	<b>10,097,220</b>	<b>6,377,640</b>	<b>6,654,681</b>
	<b>CAPITAL PROJECT FUND TYPES</b>					
160	CAPITAL PROJECTS	17,975,360	4,878,946	3,151,185	508,630	508,630
161	CONSTRUCTION TAX	456,697	337,149	345,097	-	20,000
163	PARKS	(94,294)	(175,810)	-	-	-
170	PDF A - DEL NORTE	101,046	3,682	14,938	6,998	(2)
171	PDF B - PALM VIEW	363,029	353,972	120,505	17,921	121
172	PDF C - ORANGEWOOD - CA	592,366	458,834	283,362	-	-
173	PDF D - WALMERADO-CAM	4,397	558	573	573	73
174	PDF E - CORTEZ	223,125	91,814	53,946	7,078	78
175	PDF F - GALSTER-WDGROV-CAM	121,505	50,974	14,813	-	-
176	PDF G - SHADOW OAK/GING/SHAKESPEARE	404,789	339,776	240,556	29,485	485
177	PDF H - FRIENDSHIP	255	265	273	273	73
	<b>TOTAL- CAPITAL PROJECT FUND TYPES</b>	<b>20,148,277</b>	<b>6,340,160</b>	<b>4,225,248</b>	<b>570,958</b>	<b>529,458</b>
	<b>DEBT SERVICE FUND TYPES</b>					
300	DEBT SRVICE- CITY	19,178,937	19,047,322	984,904	463,220	83,712
	<b>TOTAL - DEBT SERVICE FUND TYPES</b>	<b>19,178,937</b>	<b>19,047,322</b>	<b>984,904</b>	<b>463,220</b>	<b>83,712</b>
	<b>PROPRIETARY FUND TYPES</b>					
	<i>INERNAL SERVICE FUND TYPES</i>					
360	SELF-INSURANCE-- UNINSURED LOSS	48,674	-	-	-	-
361	SELF-INSURANCE -GEN/AUTO LIABILITY	1,573,864	1,052,702	4,324,071	3,941,474	3,842,766
363	SELF-INSURANCE-- WORKERS COMPENSATION	725,748	1,158,649	4,686,222	3,822,098	3,704,012
365	FLEET MANAGEMENT	765,804	(385,299)	(329,244)	(329,244)	(329,244)
367	VEHICLE REPLACEMENT	1,045,514	605,789	676,564	116,864	116,864
368	RETIREE LUMP SUM BENEFIT	-	69,327	273,140	361,375	461,210
	<i>ENTERPRISE SERVICE FUND TYPES</i>					
370	DARE ENTERPRISE	9,156	9,548	9,801	9,801	9,801
375	POLICE ENTERPRISE	1,024,986	135,385	(551,827)	(988,493)	(1,175,808)
	<b>TOTAL - PROPRIETARY FUND TYPES</b>	<b>5,193,746</b>	<b>2,646,101</b>	<b>9,088,727</b>	<b>6,933,875</b>	<b>6,629,601</b>
	<b>COMMUNITY DEVELOPMENT COMMISSION</b>					
	<i>CDC CAPITAL PROJECT FUND TYPES</i>					
862	HOUSING SET ASIDE	15,685,507	17,747,008	14,160,379	2,358,964	1,287,218
863	H.O.M.E. PROGRAM	-	-	-	-	-
876	MERGED PROJ AREA CAPITAL PROJECT	(53,601)	5,014,392	3,645,027	2,803,902	2,994,410
877	CITYWIDE PROJ AREA CAPITAL PROJECT	238,005	707,270	2,394,183	2,599,068	2,796,027
	<i>CDC DEBT SERVICE FUNDS</i>					
853	CFD DEBT SERVICE	7,702,194	7,395,926	2,086,852	2,292,289	2,887,539
882	MERGED PROJ AREA DEBT SERVICE	1,196,233	2,343,393	2,628,647	3,706,646	4,523,232
883	CITYWIDE PROJ AREA DEBT SERVICE	255,964	325,941	626,852	1,115,352	1,465,352
	<b>TOTAL- CDC</b>	<b>25,024,302</b>	<b>33,533,930</b>	<b>25,541,940</b>	<b>14,876,221</b>	<b>15,953,778</b>
	<b>GRAND TOTAL</b>	<b>123,260,992</b>	<b>112,718,498</b>	<b>85,405,360</b>	<b>59,414,496</b>	<b>56,210,540</b>

## REVENUE BY FUND

<u>FUND# FUND DESCRIPTION</u>	2007 Actuals	2008 Actuals	2009 Actuals	2010 Estimated	2011 Adopted
110 GENERAL FUND	51,033,162	50,696,071	50,700,154	46,593,050	47,306,670
<b>SPECIAL REVENUE FUNDS</b>					
111 FEE & CHARGE	1,277,576	1,166,329	1,147,047	1,121,567	1,400,650
116 STATE ASSET FORFEITURES	8,090	26,857	27,477	13,355	7,000
117 DRUG ENFORCEMENT REBATE	20,755	36,908	478,120	289,727	7,000
118 BUSINESS IMPROVEMENT TAX	1,753	1,738	981	-	-
119 AIR QUALITY IMPROVEMENT TRUST	140,096	104,563	134,092	127,250	122,000
120 INTEGRATED WASTE MANAGEMENT	-	-	69,166	69,000	70,000
121 PROPOSITION "A"	2,517,056	2,020,765	1,815,936	1,558,927	1,589,000
122 PROPOSITION "C"	1,591,053	1,591,293	1,428,760	1,181,000	1,195,000
123 TRAFFIC SAFETY	952,897	1,060,973	1,041,341	1,150,000	1,175,000
124 GASOLINE TAX	2,013,058	1,987,951	1,792,815	1,779,974	1,762,100
125 TRAFFIC CONGESTION (PROP 42)	858,351	26,423	958,895	1,017,031	1,124,826
126 PROP 1B	-	1,816,772	1,698,981	-	-
127 POLICE DONATIONS	11,207	5,943	3,531	-	-
128 TRANSPORTATION DEV. ACT	65,452	71,001	1,784	118,404	53,247
129 AB 939	196,957	295,044	181,961	178,815	179,000
131 COMMUNITY DEVEL. BLOCK GRANT	1,169,214	1,899,928	1,123,498	1,839,719	1,321,603
133 TRAFFIC ENFORCEMENT GRANT	18,682	20,534	331,003	1,051	-
134 COPS SCHOOL BASED PARTNERSHIP	24	26	106	-	-
135 BJA BLOCK GRANT	134	147	1,585	-	-
136 COP UHP GRANT	-	-	(34,497)	-	-
137 EMERGENCY SERVICES FUND	-	-	-	-	-
138 ABC TRAFFIC SAFETY GRANT	-	-	26,951	-	-
139 FEMA GRANT	-	-	-	-	-
140 F.A.U./L.S.T.E.A./T21	-	-	(194,552)	331,080	-
141 G.R.E.A.T. GRANT	-	236,243	46,738	-	-
142 OCJP DOMESTIC VIOLENCE GRANT	47	52	1,160	-	-
143 LA COUNTY PARK BOND	-	-	(31,113)	15,553	-
144 TREE FUND	322	23	15	-	-
145 WASTE MGT ENFORCEMENT - GRANT	15,947	15,812	(34,661)	15,800	15,800
146 SENIOR MEALS PROGRAM	173,075	222,842	216,918	223,500	223,500
147 USED OIL GRANT	-	-	-	-	-
148 SCAQMD ELEC. VEH. CORRIDOR GRANT	-	-	(7,465)	-	-
149 USED OIL BLOCK GRANT	12,373	-	86,704	35,194	43,606
150 INMATE WELFARE	16,787	15,370	8,110	13,451	15,000
151 COPS/MORE	-	-	(891)	-	-
152 BKK COMMUNITY	3,065	81	-	-	-
153 PUBLIC SAFETY AUGMENTATION	640,402	626,740	558,724	500,000	525,000
154 PRIVATE GRANTS	301	331	213	-	-
155 COPS/SLES	226,858	225,791	104,472	100,000	100,000
157 ELECTRIC VEHICLE AQMD	-	-	-	-	-
158 C.R.V. / LITTER REMOVAL GRANT	31,511	31,517	26,338	13,984	25,425
159 SUMMER MEALS PROGRAM	20,773	20,039	27,915	22,974	29,699
169 STATE PARK BOND GRANT	410,200	-	54,489	-	-
181 MAINTENANCE DISTRICT #1	360,589	355,482	395,071	349,000	339,000
182 MAINTENANCE DISTRICT #2	136,275	152,176	162,588	147,500	143,500
183 WEST COVINA COASTAL SAGE & SCRUB CFD	-	26,698	148,416	100,000	100,000
184 MAINTENANCE DISTRICT #4	1,065,252	1,072,129	1,064,661	1,031,000	1,030,000
186 MAINTENANCE DISTRICT #6	114,849	128,999	142,871	140,500	145,000
187 MAINTENANCE DISTRICT #7	103,080	113,112	107,319	110,900	110,000
188 CITYWIDE MAINTENANCE DISTRICT	1,325,901	1,396,595	1,407,399	1,433,987	1,463,322
189 SEWER MAINTENANCE	1,406,381	1,523,995	1,742,369	2,363,890	2,557,385
190 BUSINESS IMPROVEMENT DISTRICT	102,416	37,260	39,907	15,200	65,000
192 BJA LLEBG 2004	-	-	(7,625)	-	-
193 BJA LLEBG 2000-2002	12	13	297	-	-
194 OCPI CLETEP GRANT	605	665	14,856	-	-
195 BULLET PROOF VEST GRANT	15,872	573	564	4,575	-
196 STATE DOMESTIC PREP EQUIP GRANT	14,086	7,602	42	-	-
197 COPS/SRO GRANT	244	268	10,209	-	-
198 OTS CSBCC GRANT	12,892	57,615	(11,003)	45,737	-
199 TRANSPORTATION (PROP A) GRANT	12,947	838,907	17,599	-	-
201 BJA LLEBG 2003	-	-	1,142	-	-
202 COPS HOMELAND SECURITY OT PRGM	-	-	-	-	-
203 CHARTER SETTLEMENT FUND	12,146	5,089	1,561	200	-
204 COPS TECHNOLOGY GRANT	200,454	197,414	514,486	-	-
205 CHARTER PEG FUND	308,961	165,249	2,468	2,000	-

## REVENUE BY FUND

FUND# FUND DESCRIPTION	2007 Actuals	2008 Actuals	2009 Actuals	2010 Estimated	2011 Adopted
206 2004 HOMELAND SECURITY GRANT	-	-	-	-	-
207 OTS GRANTS	-	-	-	-	-
208 JUSTICE ASSISTANCE GRANT	24,900	-	53,123	208,171	-
209 RIVERS & WATER CONSERVATION	428,768	47,600	-	-	-
210 LA COUNTY 5TH DISTRICT GRANT	-	-	-	160,221	-
211 LAND & WATER CONSERVATION	215,745	237	26,892	-	-
212 ART IN PUBLIC PLACES	72,280	66,651	53,801	200	-
213 STATE HOMELAND SECURITY GRANT	-	96,027	-	-	-
214 USDOJ COPS GRANT	-	79,950	-	73,730	-
215 N AZUSA RELINQUISHMENT	75,577	24,042	14,357	2,900	-
216 SAFE ROUTES TO SCHOOLS GRANT	239,301	-	-	-	-
217 BUFFER ZONE PROTECTION PROGRAM	27,662	13,114	-	-	-
218 2006 HOMELAND SECURITY GRANT	514,190	2,497	-	147,177	-
219 FIRE TRAINING	5,270	17,895	22,675	51,410	15,000
220 WC COMMUNITY SERVICES FOUNDATION	50	29,876	46,986	73,100	-
221 POLICE PRIVATE GRANTS	-	7,212	14,216	3,525	-
222 2007 HOMELAND SECURITY GRANT	-	-	-	9,821	-
223 HAZARD ELIMINATION SAFETY GRANT	-	-	-	72,720	-
224 MEASURE R	-	-	-	559,660	900,000
225 CDBG-R	-	-	-	320,426	-
226 ARRA-STIMULUS PROJECTS	-	-	-	4,248,687	-
227 HOMELAND SECURITY GRANT	-	-	-	171,348	-
228 RECOVERY BYRNE GRANT	-	-	-	255,831	-
<b>TOTAL-SPECIAL REVENUE FUND TYPES</b>	<b>19,190,721</b>	<b>19,992,978</b>	<b>19,079,894</b>	<b>23,820,772</b>	<b>17,852,663</b>
<b>CAPITAL PROJECT FUND TYPES</b>					
160 CAPITAL PROJECTS	20,738,869	4,887,836	48,176	7,665	-
161 CONSTRUCTION TAX	425,953	225,756	160,689	42,000	40,000
163 PARKS	26,863	-	-	-	-
170 PDF A - DEL NORTE	5,130	1,692	11,255	60	-
171 PDF B - PALM VIEW	346,154	14,923	6,445	420	-
172 PDF C - ORANGEWOOD - CA	472,138	58,402	35,002	9,980	-
173 PDF D - WALMERADO-CAM	179	161	15	-	-
174 PDF E - CORTEZ	118,887	5,960	1,872	-	-
175 PDF F - GALSTER-WDGROV-CAM	435,459	3,225	412	65	-
176 PDF G - SHADOW OAK/GING/SHAKESPEARE	166,491	57,173	7,709	23,500	22,500
177 PDF H - FRIENDSHIP	(284)	11	7	-	-
<b>TOTAL- CAPITAL PROJECT FUND TYPES</b>	<b>22,735,839</b>	<b>5,255,139</b>	<b>271,582</b>	<b>83,690</b>	<b>62,500</b>
<b>DEBT SERVICE FUND TYPES</b>					
300 DEBT SRVCE- CITY	2,063,790	2,421,650	1,251,948	1,686,788	2,095,788
<b>TOTAL - DEBT SERVICE FUND TYPES</b>	<b>2,063,790</b>	<b>2,421,650</b>	<b>1,251,948</b>	<b>1,686,788</b>	<b>2,095,788</b>
<b>PROPRIETARY FUND TYPES</b>					
<i>INTERNAL SERVICE FUND TYPES</i>					
360 SELF-INSURANCE-- UNINSURED LOSS	104,918	74,150	(88,531)	185,000	-
361 SELF-INSURANCE -GEN/AUTO LIABILITY	1,385,479	1,522,894	1,000,468	1,265,495	981,006
363 SELF-INSURANCE-- WORKERS COMPENSATION	2,042,950	1,515,626	1,343,130	1,292,633	1,247,910
365 FLEET MANAGEMENT	1,473,171	1,320,918	1,643,240	1,554,624	1,549,047
367 VEHICLE REPLACEMENT	45,515	32,399	16,261	2,300	-
368 RETIREE LUMP SUM BENEFIT	-	188,126	224,591	188,635	138,435
<i>ENTERPRISE SERVICE FUND TYPES</i>					
370 DARE ENTERPRISE	357	393	253	-	-
375 POLICE ENTERPRISE	1,832,097	1,792,867	1,897,885	2,151,964	2,080,000
<b>TOTAL - PROPRIETARY FUND TYPES</b>	<b>6,884,487</b>	<b>6,447,373</b>	<b>6,037,297</b>	<b>6,640,651</b>	<b>5,996,398</b>
<b>COMMUNITY DEVELOPMENT COMMISSION</b>					
<i>CDC CAPITAL PROJECT FUND TYPES</i>					
862 HOUSING SET ASIDE	1,161,659	1,470,590	1,034,773	321,000	350,000
863 H.O.M.E. PROGRAM	-	-	-	-	-
876 MERGED PROJ AREA CAPITAL PROJECT	7,507,927	430,717	413,881	336,147	105,000
877 CITYWIDE PROJ AREA CAPITAL PROJECT	48,565	62,478	44,637	18,000	20,000
<i>CDC DEBT SERVICE FUNDS</i>					
853 CFD DEBT SERVICE	4,356,140	4,134,640	3,705,487	3,932,000	4,332,000
882 MERGED PROJ AREA DEBT SERVICE	15,063,940	16,435,444	17,027,187	17,101,000	16,897,000
883 CITYWIDE PROJ AREA DEBT SERVICE	1,898,534	2,414,720	2,552,448	2,643,500	2,514,000
<b>TOTAL- CDC</b>	<b>30,036,765</b>	<b>24,948,589</b>	<b>24,778,413</b>	<b>24,351,647</b>	<b>24,218,000</b>
<b>GRAND TOTAL</b>	<b>131,944,764</b>	<b>109,761,800</b>	<b>102,119,288</b>	<b>103,176,598</b>	<b>97,532,019</b>

## EXPENDITURES BY FUND

<u>FUND# FUND DESCRIPTION</u>	2007 Actuals	2008 Actuals	2009 Actuals	2010 Estimated	2011 Adopted
110 GENERAL FUND	51,245,475	55,325,437	54,506,485	54,851,675	51,724,326
<b>SPECIAL REVENUE FUNDS</b>					
111 FEE & CHARGE	1,232,822	1,299,711	1,282,662	1,269,517	1,498,869
116 STATE ASSET FORFEITURES	59,841	21,037	-	-	-
117 DRUG ENFORCEMENT REBATE	19,724	26,408	140,640	291,744	-
118 BUSINESS IMPROVEMENT TAX	3,700	3,700	7,175	1,132	4,500
119 AIR QUALITY IMPROVEMENT TRUST	142,198	133,299	104,792	231,081	155,673
120 INTEGRATED WASTE MANAGEMENT	-	24	143,230	67,873	66,840
121 PROPOSITION "A"	1,882,373	2,268,182	3,112,186	1,400,456	1,389,359
122 PROPOSITION "C"	2,167,768	976,656	1,177,349	3,616,380	1,278,155
123 TRAFFIC SAFETY	327,995	289,745	210,366	229,033	241,647
124 GASOLINE TAX	2,077,162	2,208,289	1,715,038	1,669,142	1,737,789
125 TRAFFIC CONGESTION (PROP 42)	229,132	755,468	745,176	881,589	1,490,000
126 PROP 1B	-	48,346	1,721,771	1,561,844	-
127 POLICE DONATIONS	5,426	9,282	966	5,726	-
128 TRANSPORTATION DEV. ACT	48,550	-	48,966	140,410	65,000
129 AB 939	254,483	324,991	118,706	138,487	145,349
131 COMMUNITY DEVEL. BLOCK GRANT	1,505,284	1,580,517	1,414,223	1,839,719	1,308,086
133 TRAFFIC ENFORCEMENT GRANT	-	-	-	-	-
134 COPS SCHOOL BASED PARTNERSHIP	-	-	-	-	-
135 BJA BLOCK GRANT 97-99	-	-	-	-	-
136 COP UHP GRANT	-	-	-	-	-
137 EMERGENCY SERVICES FUND	-	-	-	-	-
138 ABC TRAFFIC SAFETY GRANT	-	-	-	-	-
139 FEMA GRANT	-	-	-	-	-
140 F.A.U./L.S.T.E.A./T21	16,663	818,563	30,041	331,080	-
141 G.R.E.A.T. GRANT	155,161	161,812	-	-	-
142 OCJP DOMESTIC VIOLENCE GRANT	-	-	-	-	-
143 LA COUNTY PARK BOND	93,808	-	-	15,553	-
144 TREE FUND	-	-	558	26	-
145 WASTE MGT ENFORCEMENT - GRANT	16,520	16,919	15,806	15,800	15,800
146 SENIOR MEALS PROGRAM	240,094	244,719	206,593	207,514	208,795
147 USED OIL GRANT	-	-	-	-	-
148 SCAQMD ELEC. VEH. CORRIDOR GRANT	-	-	-	-	-
149 USED OIL BLOCK GRANT	45,368	10,960	15,896	24,838	28,152
150 INMATE WELFARE	25,033	18,106	12,980	13,356	13,356
151 COPS/MORE	-	-	-	-	-
152 BKK COMMUNITY	20,009	13,436	-	-	-
153 PUBLIC SAFETY AUGMENTATION	96,980	187,844	6,131	-	-
154 PRIVATE GRANTS	-	-	-	-	-
155 COPS/SLES	152,594	149,598	94,777	157,882	-
157 ELECTRIC VEHICLE AQMD	-	-	-	-	-
158 C.R.V. / LITTER REMOVAL GRANT	35,145	5,222	11,394	27,636	28,185
159 SUMMER MEALS PROGRAM	24,604	23,141	26,117	19,621	29,699
169 STATE PARK BOND GRANT	354,530	-	-	-	-
181 MAINTENANCE DISTRICT #1	242,074	242,389	239,415	474,864	323,696
182 MAINTENANCE DISTRICT #2	96,379	68,478	96,268	198,385	99,441
183 WEST COVINA COASTAL SAGE & SCRUB CFD	-	12,884	76,572	139,486	123,385
184 MAINTENANCE DISTRICT #4	1,101,480	1,124,277	1,096,354	1,061,863	1,059,178
186 MAINTENANCE DISTRICT #6	115,634	122,800	136,086	160,110	160,612
187 MAINTENANCE DISTRICT #7	107,806	114,393	114,666	146,205	146,672
188 CITYWIDE MAINTENANCE DISTRICT	1,404,731	1,595,073	1,633,883	1,369,781	1,393,000
189 SEWER MAINTENANCE	1,331,300	1,491,777	2,348,521	2,308,414	2,385,618
190 BUSINESS IMPROVEMENT DISTRICT	62,486	92,793	56,153	64,794	64,794
192 BJA LLEBG 2004	-	-	-	-	-
193 BJA LLEBG 2000-2002	-	-	-	-	-
194 OCPJ CLETP GRANT	-	-	-	-	-
195 BULLET PROOF VEST GRANT	-	-	-	4,575	-
196 STATE DOMESTIC PREP EQUIP GRANT	698	-	-	-	-
197 COPS/SRO GRANT	-	-	-	-	-
198 OTS CSBCC GRANT	23,729	27,139	27,146	45,737	-
199 TRANSPORTATION (PROP A) GRANT	-	-	-	-	-
201 BJA LLEBG 2003	-	-	-	-	-
202 COPS HOMELAND SECURITY OT PRGM	-	-	-	-	-
203 CHARTER SETTLEMENT FUND	358,547	103,195	43,087	-	-
204 COPS TECHNOLOGY GRANT	176,984	20,462	514,415	-	-
205 CHARTER PEG FUND	104,477	81,589	26,618	-	25,000

## EXPENDITURES BY FUND

<b>FUND#</b>	<b>FUND DESCRIPTION</b>	<b>2007 Actuals</b>	<b>2008 Actuals</b>	<b>2009 Actuals</b>	<b>2010 Estimated</b>	<b>2011 Adopted</b>
206	2004 HOMELAND SECURITY GRANT	30,393	-	-	-	-
207	OTS GRANTS	-	-	-	-	-
208	JUSTICE ASSISTANCE GRANT	2,051	39,131	17,854	205,676	-
209	RIVERS & WATER CONSERVATION	188,067	42,632	61,677	-	-
210	LA COUNTY 5TH DISTRICT GRANT	136,828	83,644	-	-	-
211	LAND & WATER CONSERVATION	105,942	26,885	-	-	-
212	ART IN PUBLIC PLACES	-	21,400	3,439	19,502	16,099
213	STATE HOMELAND SECURITY GRANT	69,571	-	-	-	-
214	USDOJ COPS GRANT	22,893	1,996	3,610	72,843	-
215	N AZUSA RELINQUISHMENT	939,491	460,311	213,760	386,752	-
216	SAFE ROUTES TO SCHOOLS GRANT	-	-	-	-	-
217	BUFFER ZONE PROTECTION PROGRAM	16,887	-	-	-	-
218	2006 HOMELAND SECURITY GRANT	517,513	-	146,351	-	-
219	FIRE TRAINING	2,146	9,071	8,690	18,258	15,000
220	WC COMMUNITY SERVICES FOUNDATION	-	1,081	7,344	60,954	-
221	POLICE PRIVATE GRANTS	-	8,164	12,905	6,807	-
222	2007 HOMELAND SECURITY GRANT	-	-	9,821	-	-
223	HAZARD ELIMINATION SAFETY GRANT	-	-	59,463	13,258	-
224	MEASURE R	-	-	-	410,000	703,489
225	CDBG-R	-	-	8,910	311,514	-
226	ARRA-STIMULUS PROJECTS	-	-	-	4,248,689	-
227	HOMELAND SECURITY GRANT	-	-	-	171,348	-
228	RECOVERY BYRNE GRANT	-	-	-	255,831	-
	<b>TOTAL-SPECIAL REVENUE FUND TYPES</b>	<b>18,391,074</b>	<b>17,387,539</b>	<b>19,326,547</b>	<b>26,313,085</b>	<b>16,221,238</b>
	<b>CAPITAL PROJECT FUND TYPES</b>					
160	CAPITAL PROJECTS	24,594,153	18,065,711	1,813,182	2,718,601	-
161	CONSTRUCTION TAX	343,149	343,206	152,745	387,097	20,000
163	PARKS	161,680	105,738	420	-	-
170	PDF A - DEL NORTE	54,013	99,055	-	8,000	7,000
171	PDF B - PALM VIEW	305	23,980	96,367	103,004	17,800
172	PDF C - ORANGEWOOD - CA	8,641	191,933	66,925	193,342	-
173	PDF D - WALMERADO-CAM	-	4,000	-	-	500
174	PDF E - CORTEZ	280,896	137,272	39,739	46,868	7,000
175	PDF F - GALSTER-WDGROV-CAM	117,010	107,755	2,534	14,878	-
176	PDF G - SHADOW OAK/GING/SHAKESPEARE	209,816	113,375	106,934	159,571	51,500
177	PDF H - FRIENDSHIP	-	-	-	-	200
	<b>TOTAL- CAPITAL PROJECT FUND TYPES</b>	<b>25,769,663</b>	<b>19,192,025</b>	<b>2,278,846</b>	<b>3,631,361</b>	<b>104,000</b>
	<b>DEBT SERVICE FUND TYPES</b>					
300	DEBT SRVCE- CITY	5,595,065	4,037,290	3,865,943	3,486,472	4,436,296
	<b>TOTAL - DEBT SERVICE FUND TYPES</b>	<b>5,595,065</b>	<b>4,037,290</b>	<b>3,865,943</b>	<b>3,486,472</b>	<b>4,436,296</b>
	<b>PROPRIETARY FUND TYPES</b>					
	<b>INTERNAL SERVICE FUND TYPES</b>					
360	SELF-INSURANCE-- UNINSURED LOSS	234,310	109,841	204,797	115,064	100,000
361	SELF-INSURANCE -GEN/AUTO LIABILITY	1,802,800	2,057,040	1,036,980	993,028	979,714
363	SELF-INSURANCE-- WORKERS COMPENSATION	1,672,258	1,082,723	3,225,029	1,381,757	1,365,996
365	FLEET MANAGEMENT	1,634,513	1,707,621	1,628,251	1,554,624	1,549,047
367	VEHICLE REPLACEMENT	-	25,168	64,432	312,000	-
368	RETIREE LUMP SUM BENEFIT	-	118,799	20,075	100,400	38,600
	<b>ENTERPRISE SERVICE FUND TYPES</b>					
370	DARE ENTERPRISE	-	-	-	-	-
375	POLICE ENTERPRISE	2,470,814	2,607,470	2,633,563	2,513,630	2,187,315
	<b>TOTAL - PROPRIETARY FUND TYPES</b>	<b>7,814,695</b>	<b>7,708,662</b>	<b>8,813,127</b>	<b>6,970,503</b>	<b>6,220,672</b>
	<b>COMMUNITY DEVELOPMENT COMMISSION</b>					
	<b>CDC CAPITAL PROJECT FUND TYPES</b>					
862	HOUSING SET ASIDE	2,844,238	3,124,585	6,813,949	15,672,415	4,971,746
863	H.O.M.E. PROGRAM	-	-	-	-	-
876	MERGED PROJ AREA CAPITAL PROJECT	3,669,950	4,122,666	4,189,596	3,177,272	1,914,492
877	CITYWIDE PROJ AREA CAPITAL PROJECT	268,627	290,741	257,723	313,115	323,041
	<b>CDC DEBT SERVICE FUNDS</b>					
853	CFD DEBT SERVICE	4,191,572	4,440,908	4,011,890	3,726,563	3,736,750
882	MERGED PROJ AREA DEBT SERVICE	8,340,355	8,686,848	8,782,253	10,472,001	10,521,414
883	CITYWIDE PROJ AREA DEBT SERVICE	564,505	595,252	595,253	553,000	562,000
	<b>TOTAL- CDC</b>	<b>19,879,247</b>	<b>21,261,000</b>	<b>24,650,664</b>	<b>33,914,366</b>	<b>22,029,443</b>
	<b>GRAND TOTAL</b>	<b>128,695,219</b>	<b>124,911,953</b>	<b>113,441,612</b>	<b>129,167,462</b>	<b>100,735,975</b>

## FUND TRANSFERS

<u>Fund From Fund To Description</u>		<b>FY 09-10</b> Year-end Estimate	<b>FY 10-11</b> Adopted
110	111 \$30,000 for pool; \$30,000 for Cameron	60,000	116,050
110	146 Xfr for Senior Meals Program	54,216	54,216
110	188 Xfr for Tree removal	26,898	-
110	300 Xfr for debt service	-	850,000
123	110 Supplement GF for Traffic Safety expenditures	800,000	950,000
153	110 Supplement GF for Public Safety Augmentation expe	500,000	525,000
172	300 Xfr for Cameron Park bonds debt service	100,000	-
176	300 Xfr for Cameron Park bonds debt service	75,000	-
181	188 Reimburse Fund 188 for shared services	1,195	1,195
182	184 Reimburse Fund 184 for shared services	9,000	9,000
182	188 Reimburse Fund 188 for shared services	1,195	1,195
184	188 Reimburse Fund 188 for shared services	3,575	3,575
186	188 Reimburse Fund 188 for shared services	3,575	3,575
187	188 Reimburse Fund 188 for shared services	3,575	3,575
189	124 Reimburse Gas Tax for pavement cuts	50,000	50,000
203	110 Transfer for Special Events	-	49,650
220	160 Xfr for Capital project - City Hall 1st floor	68,381	-
361	110 Xfr to General Fund	725,000	-
363	110 Xfr to General Fund	775,000	-
367	110 Xfr to General Fund	250,000	-
375	110 WCSG El Monte in-kind helicopter	75,000	80,000
882	300 Xfr for debt service	453,000	461,000
882	862 Housing set aside	3,098,000	3,098,000
882	876 Tax increment net of debt;notes principal payment	2,000,000	2,000,000
883	300 Xfr for debt service	650,000	650,000
883	862 Housing set aside	452,000	452,000
883	877 Tax increment net of debt	500,000	500,000
		<b>10,734,610</b>	<b>9,858,031</b>



## WORKFORCE SUMMARY

This table represents the number of full-time and part-time staff in the City's workforce. A full-time position is equivalent to 2,922 hours for fire-sworn personnel and 2,080 hours for all other personnel.

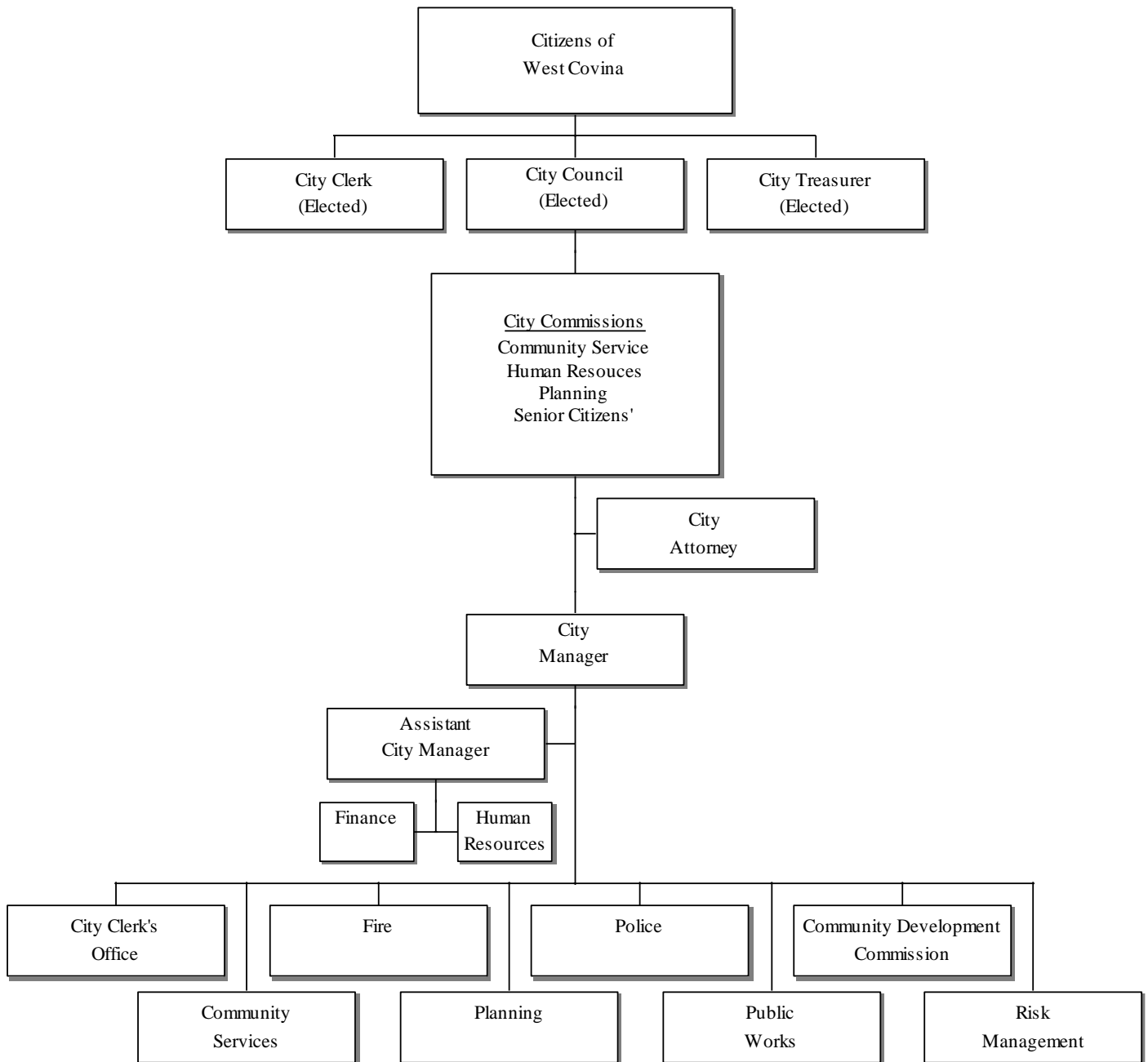
	FY 07-08		FY 08-09		FY 09-10		FY 10-11	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Administration	9.00	0.62	7.00	0.28	7.00	0.04	7.00	0.04
City Clerk	3.00	1.00	3.00	0.77	3.00	0.70	3.00	0.70
Finance	21.00	1.54	20.00	1.54	20.00	1.30	19.00	1.76
Human Resources	5.00	0.19	4.00	0.77	4.00	0.62	4.00	0.62
Risk Management	3.00	-	3.00	-	3.00	-	3.00	-
Planning	8.00	1.03	7.00	1.03	6.00	1.90	6.00	1.50
Comm. Devt Commission	13.00	2.00	13.00	2.00	13.00	2.00	12.00	2.00
Police	181.00	21.00	190.00	21.10	192.00	21.10	182.00	20.50
Fire	85.00	0.80	81.00	0.80	81.00	0.80	66.00	6.80
Communications	23.00	0.48	-	-	N/A	-	N/A	-
Public Works	75.00	6.00	76.00	6.00	72.00	6.00	71.00	4.75
Community Services	15.00	43.03	14.00	40.32	14.00	32.62	12.00	32.41
Environmental Mgmt	4.00	0.65	-	-	N/A	-	N/A	-
<b>Total</b>	<b>445.00</b>	<b>78.34</b>	<b>418.00</b>	<b>74.61</b>	<b>415.00</b>	<b>67.08</b>	<b>385.00</b>	<b>71.08</b>

### Changes in Full Time Staffing

Funding for the following full-time positions was eliminated:

<b>Department</b>	<b>Position Title</b>	<b>Number</b>	
Finance	Purchasing Manager	1	Replaced with part-time Purchasing Manager
Community Development Commission	Senior Redevelopment Project Manager	1	
Police	Police Commander	1	
Police	Police Officer	6	
Police	Community Service Officer	2	
Police	Records Clerk	1	Replaced with part-time Records Clerk
Fire	Fire Captain	3	
Fire	Fire Engineer	3	
Fire	Firefighter/Paramedic	9	Six vacant fire/paramedics are replaced by 6 part-time ambulance operators at mid-year.
Public Works	Welder Mechanic	1	
Community Services	Management Analyst	1	
Community Services	Sr Citizens Program Coordinator	1	
<b>Total:</b>		<b>30</b>	

# CITYWIDE ELECTED AND ADMINISTRATIVE ORGANIZATIONAL CHART



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# REVENUE

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## PROJECTIONS

### Assumptions and Trends

Revenue projections for the 2010-11 fiscal year are based upon economic forecasts for the area, information supplied by other agencies, City Council policies and direction, and service levels projected by the various departments within the City.

The City utilizes information from various outside agencies, such as the Federal Department of the Treasury, State Department of Finance, State Board of Equalization, and the Los Angeles County Assessor's Office, to predict revenues for entitlements, grants, state subventions, sales tax, and property tax. City staff project fee and charge revenues, including many related to development.

Once this general information has been collected, the finance department develops specific revenue estimates for each revenue source by taking into account past performance and expected future events. These assumptions and projections are documented so that they can be evaluated during the year as part of the ongoing fiscal monitoring process. They are then modified as needed for the following year's revenue estimates.

The City continues to lose over \$3 million annually as a result of the property taxes being shifted away from the City to the Educational Revenue Augmentation Fund (ERAF) that began in the early 1990's and is now a permanent shift.

Fiscal year 2004-05 was a year in which the City's revenue structure changed dramatically due to actions taken at the state level. The first change is the so-called "triple flip" which was adopted as part of the state fiscal recovery bonds approved by California voters in March 2004. Under the triple flip, one quarter of the City's sales tax revenue will be swapped for a like amount of property tax. Changes in this revenue source will be tied to changes in sales tax revenues. This swap will remain in place as long as the fiscal recovery bonds are outstanding.

The second major change in the revenue structure was the result of an agreement between the governor and local governments. It involves the elimination of the backfill portion of the vehicle license fee (VLF) revenues. As with the sales tax swap, the loss of VLF revenues were replaced with a like amount of property tax revenues. This is a permanent shift and changes for this revenue source are now tied to changes in assessed valuation in the City.

Additionally, Proposition 1A, a constitutional amendment adopted by 84% of the voters in November 2004, provides future safeguards for local government revenues.

The revenue estimates for the fiscal year 2010-2011 reflect the need to be realistic about the short-term fiscal period. This means guarding against being too conservative in good times or too optimistic in bad times. Recent economic turmoil has shown how important it is to update these projections during the year.

Recent economic problems have impacted government at every level in California. Job losses, declining property values, home foreclosures, crisis in the financial markets and credit tightening have impacted consumers, businesses and government. This has resulted in lower employment and reduced consumer spending. This in turn has affected the City's sales tax revenues, which is the City's second largest revenue source generating approximately 30% of general fund revenues. While sales tax revenues have been steadily declining for the last three years and are now down almost 20% from peak levels, property tax, the City's largest revenue source has just begun to decline in the current year and is projected to decline further in the 2010-11 fiscal year. City projections are for a slow economic recovery that takes several years to regain lost ground. Below is a summary of the major General Fund Revenue Sources.

**Sales Taxes:** Sales tax revenues, which include the triple flip amount, are projected at \$12 million. This is a minor increase over last year in anticipation of a gradual strengthening of the economy this year..

**Property Taxes:** Property tax revenues, which include the Supplemental in Lieu of VLF amount, make up 30% of General Fund revenues. Property tax is projected to decline by 6.1% in 2009-10. This is the first time in recent history that property tax has declined and it expected to decrease further in 2010-11. Much of this loss is due to reassessment of residential properties. There are also a number of assessment appeals pending on commercial that have not yet been processed by the county. It is anticipated that once these appeals start getting processed, this will be the major contributing factor to further declines in property tax revenues. Property taxes are

projected to be \$16,644,000, which includes \$8,200,000 in Supplemental in Lieu VLF.

**Interest Income from Community Development Commission (CDC):** On June 17, 2008, the City approved a new repayment schedule for the nearly \$19 million previously advanced to the CDC. Principal payments are now \$2.3 million until paid off in 2025. This will reduce the annual debt service burden on the CDC and increase the Cities interest income over that period. In addition, the CDC will continue to make interest payments on the draw down of the \$5.6 million line of credit provided by the City at the agreed rate of LAIF (currently about 0.56%) plus 2%.

**Interest Income:** Interest rates have been declining. The City investment strategy includes some federal agency notes that pay higher rates than the state investment pool. However, the state pool rate performs better in a declining market and the City is currently taking advantage of that. These revenue estimates are based on the current interest rate market, which is expected to continue with historically low rates this fiscal year. At the same time, fewer funds are available for investment because of the City's deficit.

**Franchise Taxes:** This revenue source includes franchise fees collected on trash, cable television, and utilities operating within the city. Revenues are estimated to increase only modestly.

**Ambulance Service:** The City provides ambulance transport service as part of its emergency response service. The majority of the revenues collected for transports are reimbursement from private insurance and Medi-care and Medi-Cal. Transports rates are based on county rates and cost of supplies and the revenue estimate is based

on projected number of transports and current transport rates.

**Ambulance Subscription:** A new program implemented in July 2009 gives West Covina households the option to pay \$48 per year for emergency ambulance service from the West Covina Fire Department. This will generate additional revenues and represents quite a savings since ambulance service can easily cost many hundreds of dollars. Revenue estimates for the second year of this program are \$60,000.

**Business License Taxes:** Unless waived by the City Council, the Business License tax automatically increases by the consumer price index in January of each year. Business license taxes are estimated to increase by about 2%.

**Sales Tax Reimbursement Agreement:** Pursuant to an agreement in 1990, the City has pledged sales tax revenues as security for the Community Facilities District (CFD) bonds used to expand the West Covina Plaza shopping mall. The City annually shifts approximately \$1 million in sales tax revenues to pay debt service on the bonds. The City Council and the CDC have entered into an agreement in which the CDC will reimburse the City for sales tax amounts used to pay debt service on the CFD bonds. This agreement includes all past payments from sales tax revenues as well as future payments from sales tax revenues.

**Transient Occupancy Taxes:** The City's hotel tax is at 10%. The estimate for 2009-10 is \$225,000 lower than what was originally budgeted. This is due to the adverse economic climate. 2010-11 is expected to be slightly higher than last years projection.

**Proposition A Fund Exchange:** The City plans to exchange approximately \$1 million in Proposition A Transportation funds with another City in exchange for \$750,000 in General Fund Revenues as part of the 2010-2011 Adopted Budget. This will be the third year the City has done an exchange.

The following table summarizes the major revenue sources in the General Fund by revenue source (exclusive of fund transfers):

REVENUE SOURCE	2010-11 ADOPTED
Sales tax	\$ 9,000,000
Sales tax compensation fund	3,000,000
Property tax	16,644,000
Interest income	2,740,000
Franchise fees	3,300,000
Interfund charges	2,200,000
Ambulance service	1,850,000
Business licensing	1,950,000
Sales tax reimbursement	750,000
Transient occupancy	750,000
Prop A Exchange	750,000
Other revenues	4,372,670
<b>TOTAL REVENUE</b>	<b>\$47,306,670</b>

The General Fund is the recipient of several inter-fund transfers and internal service charges:

- Fines and forfeitures from the Traffic Safety Fund in the amount of \$950,000.
- Revenues from the Public Safety Augmentation Fund established by the State of California to supplement public safety efforts by local agencies in the amount of \$525,000. Like all revenues based on sales tax, this is a decrease from the prior year.

- In-kind service revenue from the West Covina Services Group where they provide services to the City of El Monte in exchange for a like value of helicopter service in the amount of \$80,000.
- Transfer of the balance of the Charter Settlement fund. Since these monies could be used for any purpose, they will be transferred into

the general fund. It is estimated the total amount of this transfer will be \$49,650.

The following schedules depict historical revenue information for fiscal years 2007-2008; and 2008-09. For the 2009-10 fiscal year, it shows the adjusted budget and year-end estimate. Projections for 2010-11 are also shown.



110 GENERAL FUND

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4000 PROPERTY TAXES					
4010 CURRENT SECURED	7,619,439	8,366,157	8,050,000	7,800,000	7,600,000
4012 SUPPL IN LIEU OF VLF	8,218,943	8,749,878	8,825,000	8,542,000	8,200,000
4020 CURRENT UNSECURED	335,540	395,997	320,000	350,000	350,000
4030 SUPPLEMENTAL (SB813)	563,014	222,445	200,000	100,000	200,000
4040 REDEMPTIONS	390,488	678,176	200,000	600,000	250,000
4050 HOMEOWNERS EXEMPTIONS	79,629	79,724	80,000	75,000	80,000
4060 TAXPAYER REFUNDS	19,659-	16,018	100,000-	100,000-	100,000-
4070 CRA ANNUAL GROWTH ADJUSTMENTS	54,711	57,401	60,000	60,000	64,000
<b>Total</b> PROPERTY TAXES	17,242,105	18,565,796	17,635,000	17,427,000	16,644,000
4100 OTHER TAXES					
4110 SALES TAX	10,017,102	9,331,518	8,700,000	8,400,000	9,000,000
4111 SALES TAX COMP FUND	3,679,073	3,241,340	3,200,000	3,050,000	3,000,000
4120 FRANCHISE TAX	3,367,958	3,512,830	3,225,000	3,075,000	3,300,000
4130 TRANSIENT OCCUPANCY TAX	1,057,734	787,286	900,000	675,000	750,000
4140 BUSINESS LICENSE TAX	1,696,020	1,828,915	1,640,000	1,900,000	1,950,000
4150 DOCUMENTARY TRANSFER TAX	329,952	230,865	275,000	250,000	300,000
4160 CONTRACTORS LICENSE TAX	321,567	283,219	250,000	150,000	250,000
4170 CONTRUCTION TAX	918-	0	0	0	0
<b>Total</b> OTHER TAXES	20,468,488	19,215,973	18,190,000	17,500,000	18,550,000
4200 LICENSES & PERMITS					
4210 DOG LICENSES	239,417	203,135	230,000	180,000	315,000
4211 SOLICITATIONS	300	113	0	0	0
4212 GAMES OF SKILL/SCIENCE PERMITS	4,512	2,688	5,000	2,500	5,000
4213 BINGO PERMIT	292	165	300	150	300
4214 HYPNOTIST PERMITS	0	0	100	0	100
4215 VEHICLE/ HIRE PERMITS	1,082	735	2,000	1,000	2,000
4216 FORTUNE TELLER	102	306	100	100	100
4217 MASSAGE THERAPIST PERMITS	3,289	2,874	2,500	3,200	2,000
4220 BUILDING PERMITS	574,692	482,272	515,000	350,000	400,000
4221 ELECTRICAL PERMITS	74,425	58,490	62,000	35,000	50,000
4222 PLUMBING PERMITS	54,962	42,803	48,000	35,000	40,000
4250 FIRE PERMIT FEES	50,250	50,212	50,000	10,000	30,000
4251 STREET IMPROVEMENTS	11,009	55,846	30,000	10,000	25,000
4252 STORM DRAIN SYSTEMS	120	7,075	10,000	5,000	10,000
4253 MAINLINE, LATERALS & PLANTS	6,007	6,490	7,000	5,000	7,000
4254 WATER SYSTEMS	236	0	0	0	0
4255 WALLS (RETAINING, OVERHEIGHT)	22,691	14,620	20,000	30,000	22,000
4256 LANDSCAPING IRRIGATION	1,730	10,307	12,000	5,000	12,000
4257 ONSITE IMPROVEMENTS	37,671	15,675	25,000	20,000	28,000
4259 GRADING	16,438	10,631	15,000	40,000	15,000
4261 CURB & GUTTER	60	120	0	0	0
4262 DRIVEWAY APPROACH	2,574	2,781	3,000	2,000	3,000
4263 SIDEWALK	7,945	13,617	7,000	10,000	8,000
4264 CURB DRAINS, ALL OTHER INSP.	309	917	800	800	800
4265 A.C. & P.C.C. PAVING	18,018	43,783	20,000	45,000	22,000
4266 EXCAVATION	19,850	24,947	22,000	30,000	24,000
4267 MISCELLANEOUS SEWER FACILITIES	6,068	3,913	6,000	4,000	7,000
4272 STREET OBSTRUCTION	2,092	1,900	1,500	4,000	1,500

110 GENERAL FUND

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4273 ENCROACHMENT	1,183	711	1,000	1,000	1,500
4274 ADVERTISING VEHICLE	24,145	20,341	24,000	28,000	26,000
4281 SEWER MAINTENANCE	1,419	455	1,200	1,000	1,200
4290 OTHER LICENSES & PERMITS	5,662	7,731	6,200	7,000	6,400
<b>Total</b> LICENSES & PERMITS	1,188,550	1,085,653	1,126,700	864,750	1,064,900
4300 FINES AND FORFEITURES					
4320 OTHER COURT FINES	750	400	1,000	500	1,000
4321 VEHICLE IMPOUND FEES	150,414	168,225	165,000	140,000	150,000
4325 ADMINISTRATIVE CITATIONS	5,749	26,700	5,000	70,000	5,000
<b>Total</b> FINES AND FORFEITURES	156,913	195,325	171,000	210,500	156,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	873,588	355,589	257,000	100,000	0
4411 INTEREST INCOME-RDA	3,092,449	2,621,547	2,597,000	2,597,000	2,375,000
4413 INTEREST INCOME-SALES TAX REIMBURSEMENT	376,872	372,872	369,000	369,000	365,000
4414 FAIR VALUE ADJUSTMENT	159,402	71,728-	0	0	0
4430 RENTAL INCOME	221,864	302,658	220,000	250,000	275,000
<b>Total</b> USE OF MONEY AND PROPERTY	4,724,175	3,580,938	3,443,000	3,316,000	3,015,000
4500 REVENUE FROM OTHER AGENCIES					
4511 MOTOR VEHICLE IN LIEU	500,629	383,831	400,000	250,000	400,000
4540 COUNTY GRANTS	16,914	0	0	0	0
4541 COUNTY PROP A MAINTENANCE	0	83,135	42,000	42,000	42,000
4553 FIRE ASSISTANCE REIMBURSEMENT	196,514	186,393	0	145,000	25,000
4571 CROSSING GUARD AID	4,827	6,155	4,000	4,000	4,000
4572 FIRE STATE MANDATED INSPECTION	8,804	19,948	12,000	14,000	12,000
4573 STATE MANDATED REVENUE	22,568	21,734	25,000	30,000	25,000
4574 POST	40,888	56,802	50,000	50,000	50,000
4580 PROP A EXCHANGE	0	750,000	750,000	705,000	750,000
<b>Total</b> REVENUE FROM OTHER AGENCIES	791,144	1,507,998	1,283,000	1,240,000	1,308,000
4600 CHARGES FOR SERVICES					
4601 RECYCLING REVENUE	0	1,359	0	0	30,000
4602 TOWING FRANCHISE	110,000	110,000	200,000	200,000	210,000
4603 DUI ACCIDENT REPOSE INVESTIGATION	45,474	27,290-	25,000	25,000	25,000
4605 JAIL BOOKING	38,098	38,471	38,000	60,000	45,000
4606 CLEARANCE LETTER AND PROCESS	456	528	400	400	400
4607 TRAINING SEMINARS	35,735	49,725	40,000	40,000	40,000
4608 JUVENILE DETENTION COSTS	2,832	880-	1,000	1,000	2,950
4609 AMBULANCE SERVICES	1,651,055	1,824,116	1,700,000	1,775,000	1,850,000
4610 BUSINESS LICENSE PROCESSING FEE	41,618	44,352	44,000	40,000	43,000
4611 PLANNING FILING FEES	210,235	213,190	230,000	225,000	237,500
4614 PLAN CHECK FEES	132,064	138,552	175,000	120,000	175,000
4615 CONTRACT PLAN CHECK	180,311	104,665	130,000	75,000	100,000
4616 SEARCH FEES	4,299	4,237	3,000	3,000	3,000
4617 AFTER HOURS PLAN CHECK	26	1,216	0	0	0
4619 EXPEDITED PLAN CHECK (ENGINEERING)	64,108	142,634	90,000	1,000	100,000
4624 WEED ASSESSMENTS	2-	0	300	1,000	300
4625 TREE REMOVAL	1,814	8,308	0	0	500
4630 FIRE PLAN CHECK/INSP FEES	141,820	138,827	140,000	140,000	140,000
4631 FIRE INCIDENT REPORT COPYING	780	933	500	500	500
4636 FIRE COMPANY STAND-BY	0	2,808	0	0	0
4640 FALSE ALARMS	64,117	70,876	55,000	80,000	80,000
4641 PHOTOCOPYING	1,367	969	1,500	1,500	1,500

110 GENERAL FUND

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4642 RETURNED CHECK FEE	1,050	1,075	1,000	1,000	1,000
4643 ADDRESS CHANGE	192	576	1,000	500	1,000
4644 PASSPORT SERVICES	63,993	29,672	30,000	25,000	30,000
4645 POLICE REIMBURSEMENTS	136,765	171,183	100,000	115,000	120,000
4646 GRAFFITI RESTITUTION	875	100	500	500	500
4647 MISC REIMBURSEMENT	23,552	60,417	75,000	40,000	75,000
4648 FIRE SAFETY INSPECTIONS	1,294	4,268	2,000	7,000	2,000
4649 SPECIAL EVENTS	4,754	4,985	3,000	6,000	9,000
4656 PASSPORT PHOTOS	13,205	6,105	5,000	4,000	5,000
4657 AMBULANCE SUBSCRIPTION FEE	0	672	50,000	10,000	60,000
4658 PAID PARKING - CIVIC CENTER	0	0	0	35,000	125,000
<b>Total</b> CHARGES FOR SERVICES	2,971,887	3,146,649	3,141,200	3,032,400	3,513,150
4700 INTERFUND CHARGES					
4750 OVERHEAD CHARGEBACKS	1,971,695	1,979,438	2,000,000	2,000,000	2,000,000
4790 SALES TAX REIMBURSEMENT	846,373	539,183	725,000	650,000	750,000
4791 CDC PASS THROUGH PAYMENT	155,792	193,133	195,000	195,000	200,000
<b>Total</b> INTERFUND CHARGES	2,973,860	2,711,754	2,920,000	2,845,000	2,950,000
4800 OTHER REVENUES					
4812 SALE OF PUBLICATIONS	185	0	100	0	100
4813 SALE MAPS/PLANS/DOCUMENTS	15,318	3,074	5,000	5,000	5,000
4814 PROCEEDS FROM AUCTION	822	47,385	10,000	10,000	10,000
4816 FINAL MAP	8,219	7,195	10,000	5,000	10,000
4817 DUI ARREST AND REPORT	448	0	1,000	0	1,000
4818 MISCELLANEOUS	68,783	524,607	40,000	50,000	40,120
4820 LANDSCAPING - COUNTY	23,960	38,047	31,000	25,000	31,000
4821 POOL MAINT - SCHOOL DIST	54,453	60,439	54,000	54,000	0
4822 CONTRACTUAL REIMBURSEMENT	6,096	8,128	8,000	8,000	8,000
4840 CIVIL SUBPOENAS	165	120	400	400	400
4862 DONATIONS	500	1,073	0	0	0
<b>Total</b> OTHER REVENUES	178,949	690,068	159,500	157,400	105,620
<b>Total</b> GENERAL FUND	50,696,071	50,700,154	48,069,400	46,593,050	47,306,670

111 FEE & CHARGE

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	6,743	1,347	0	0	0
4432 PARK RESERVATION FEES	6,877	9,339	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	13,620	10,686	0	0	0
4600 CHARGES FOR SERVICES					
4650 AFTERSCHOOL PROGRAM-CALIFORNIA	134,140	101,663	146,137	93,120	137,747
4651 AFTERSCHOOL PROGRAM-WESCOVE	83,574	88,678	124,529	81,550	115,206
4653 AFTERSCHOOL PROGRAMS-VINE	142,449	161,204	156,762	179,222	150,703
4654 AFTERSCHOOL PROGRAM-ORANGEWOOD	79,641	62,294	88,377	58,374	102,624
4661 RECREATION CLASSES/PROGRAMS - CCC	143,636	142,435	177,550	130,000	167,050
4662 SPORTS - CCC	38,263	44,393	36,828	36,828	40,238
4663 FACILITY RENTAL - CCC	57,784	80,397	59,886	96,000	90,000
4664 RECREATION CLASSES	75,640	43,582	97,883	140,000	166,556

**111 FEE & CHARGE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4675 PALM VIEW AFTER SCHOOL PROGRAM	84,105	58,493	94,667	62,398	100,560
4681 RENTAL - ROLLER HOCKEY	70,706	64,912	55,000	55,000	60,000
4682 FACILITY RENTALS	57,968	87,474	43,592	40,000	41,912
4683 SPORTS	9,254	7,755	0	0	0
4689 SENIOR DONATIONS	15,812	16,232	15,000	15,000	15,000
4690 SENIOR CENTER RENTALS	74,968	77,511	60,000	45,000	55,000
4693 SENIOR EXCURSIONS	7	0	21,744	7,000	9,000
4695 SENIOR CLASSES	150	5	0	0	0
4699 MUNICIPAL POOL	84,612	99,112	82,075	82,075	88,075
<b>Total</b> CHARGES FOR SERVICES	1,152,709	1,136,140	1,260,030	1,121,567	1,339,671
4800 OTHER REVENUES					
4818 MISCELLANEOUS	0	221	0	0	0
4821 POOL MAINT - SCHOOL DIST	0	0	0	0	60,979
<b>Total</b> OTHER REVENUES	0	221	0	0	60,979
<b>Total</b> FEE & CHARGE	1,166,329	1,147,047	1,260,030	1,121,567	1,400,650

**112 RDA PROJECTS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
<b>Total</b> RDA PROJECTS	0	0	0	0	0

**113 WATER SALE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> WATER SALE	0	0	0	0	0

**114 COMMUNITY ENHANCEMENT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	0	0
<b>Total</b> COMMUNITY ENHANCEMENT	0	0	0	0	0

**116 STATE ASSET FORFEITURE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	622	662	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	622	662	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4559 DRUG ENFORCEMENT REBATE	26,235	26,815	7,000	13,355	7,000
<b>Total</b> REVENUE FROM OTHER AGENCIES	26,235	26,815	7,000	13,355	7,000
<b>Total</b> STATE ASSET FORFEITURE	26,857	27,477	7,000	13,355	7,000

**117 DRUG ENFORCEMENT REBATE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	965	6,356	0	1,500	0
<b>Total</b> USE OF MONEY AND PROPERTY	965	6,356	0	1,500	0
4500 REVENUE FROM OTHER AGENCIES					
4559 DRUG ENFORCEMENT REBATE	29,849	467,359	7,000	283,220	7,000
4569 D.E.R TREASURY	6,094	4,405	0	5,007	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	35,943	471,764	7,000	288,227	7,000
<b>Total</b> DRUG ENFORCEMENT REBATE	36,908	478,120	7,000	289,727	7,000

**118 BUSINESS IMPROVEMENT TAX**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	1,738	981	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	1,738	981	0	0	0
<b>Total</b> BUSINESS IMPROVEMENT TAX	1,738	981	0	0	0

**119 AIR QUALITY IMPROVEMENT TRUST**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	4,909	2,396	0	250	0
<b>Total</b> USE OF MONEY AND PROPERTY	4,909	2,396	0	250	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	134,907	131,696	130,000	127,000	122,000
<b>Total</b> REVENUE FROM OTHER AGENCIES	134,907	131,696	130,000	127,000	122,000
<b>Total</b> AIR QUALITY IMPROVEMENT TRUST	139,816	134,092	130,000	127,250	122,000

**120 INTEGRATED WASTE MANAGEMENT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4600 CHARGES FOR SERVICES					
4628 WASTE MANAGEMENT FEES	0	69,166	65,000	69,000	70,000
<b>Total</b> CHARGES FOR SERVICES	0	69,166	65,000	69,000	70,000
<b>Total</b> INTEGRATED WASTE MANAGEMENT	0	69,166	65,000	69,000	70,000

**121 PROP A**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4100 OTHER TAXES					
4110 SALES TAX	1,796,315	1,629,259	1,592,308	1,400,000	1,430,000
<b>Total</b> OTHER TAXES	1,796,315	1,629,259	1,592,308	1,400,000	1,430,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	68,785	25,024	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	68,785	25,024	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4530 TRANSPORTATION GRANT - MTA	152,007	157,802	175,000	158,885	159,000
<b>Total</b> REVENUE FROM OTHER AGENCIES	152,007	157,802	175,000	158,885	159,000
4600 CHARGES FOR SERVICES					
4692 RTD BUS PASS S.C.C.	3,658	3,851	3,500	42	0
<b>Total</b> CHARGES FOR SERVICES	3,658	3,851	3,500	42	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> PROP A	2,020,765	1,815,936	1,770,808	1,558,927	1,589,000

**122 PROP C**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4100 OTHER TAXES					
4110 SALES TAX	1,493,598	1,356,369	1,321,122	1,170,000	1,195,000
<b>Total</b> OTHER TAXES	1,493,598	1,356,369	1,321,122	1,170,000	1,195,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	97,695	72,391	0	11,000	0
<b>Total</b> USE OF MONEY AND PROPERTY	97,695	72,391	0	11,000	0
<b>Total</b> PROP C	1,591,293	1,428,760	1,321,122	1,181,000	1,195,000

**123 TRAFFIC SAFETY**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4300 FINES AND FORFEITURES					
4310 VEHICLE CODE FINES	734,330	718,717	725,000	600,000	600,000

**123 TRAFFIC SAFETY**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4315 PARKING CODE FINES	325,385	315,811	325,000	550,000	575,000
<b>Total</b> FINES AND FORFEITURES	1,059,715	1,034,528	1,050,000	1,150,000	1,175,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	1,258	6,813	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	1,258	6,813	0	0	0
<b>Total</b> TRAFFIC SAFETY	1,060,973	1,041,341	1,050,000	1,150,000	1,175,000

**124 GASOLINE TAX**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4200 LICENSES & PERMITS					
4288 STREET NAME SIGNS	405	0	0	0	0
<b>Total</b> LICENSES & PERMITS	405	0	0	0	0
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	20,262	0	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	20,262	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4512 GAS TAX SECTION 2105	667,120	606,222	610,000	602,242	599,548
4513 GAS TAX SECTION 2106	390,430	355,982	370,000	355,435	353,845
4514 GAS TAX SECTION 2107	892,720	806,848	760,000	802,295	798,707
4515 GAS TAX SECTION 2107.5	10,000	10,000	10,000	10,000	10,000
<b>Total</b> REVENUE FROM OTHER AGENCIES	1,960,270	1,779,052	1,750,000	1,769,972	1,762,100
4600 CHARGES FOR SERVICES					
4647 MISC REIMBURSEMENT	848	11,064	0	10,002	0
<b>Total</b> CHARGES FOR SERVICES	848	11,064	0	10,002	0
4800 OTHER REVENUES					
4818 MISCELLANEOUS	6,166	2,699	0	0	0
<b>Total</b> OTHER REVENUES	6,166	2,699	0	0	0
<b>Total</b> GASOLINE TAX	1,987,951	1,792,815	1,750,000	1,779,974	1,762,100

**125 PROP 42 TRAFFIC CONGESTION RELIEF**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	26,423	5,640	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	26,423	5,640	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	953,255	850,000	1,017,031	1,124,826
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	953,255	850,000	1,017,031	1,124,826
<b>Total</b> PROP 42 TRAFFIC CONGESTION RELIEF	26,423	958,895	850,000	1,017,031	1,124,826

**126 PROP 1B**

**126 PROP 1B**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	0	19,783	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	0	19,783	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4517 PROP 1B - LOCAL ST & ROADS	1,816,772	1,679,198	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	1,816,772	1,679,198	0	0	0
<b>Total</b> PROP 1B	1,816,772	1,698,981	0	0	0

**127 POLICE DONATIONS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	622	274	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	622	274	0	0	0
4800 OTHER REVENUES					
4831 POLICE EXPLORER DONATIONS	0	825	0	0	0
4833 EVERY 15 MINUTES REVENUE	3,125	0	1,000	0	0
4838 MISC POLICE DONATIONS	2,050	2,300	300	0	0
4845 DARE DONATIONS	146	132	0	0	0
<b>Total</b> OTHER REVENUES	5,321	3,257	1,300	0	0
<b>Total</b> POLICE DONATIONS	5,943	3,531	1,300	0	0

**128 TRANSPORTATION DEVELOPMENT ACT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	2,140	1,784	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	2,140	1,784	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	68,861	0	53,247	118,404	53,247
<b>Total</b> REVENUE FROM OTHER AGENCIES	68,861	0	53,247	118,404	53,247
<b>Total</b> TRANSPORTATION DEVELOPMENT ACT	71,001	1,784	53,247	118,404	53,247

**129 AB 939**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	6,040	4,611	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	6,040	4,611	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	45,950	0	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	45,950	0	0	0	0
4600 CHARGES FOR SERVICES					



129 AB 939

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4601 RECYCLING REVENUE	0	0	0	4,815	5,000
4628 WASTE MANAGEMENT FEES	173,447	0	0	0	0
4629 MISC REIMBURSEMENT-ATHENS AB 939	69,166	176,909	174,000	174,000	174,000
<b>Total</b> CHARGES FOR SERVICES	242,613	176,909	174,000	178,815	179,000
4800 OTHER REVENUES					
4818 MISCELLANEOUS	441	441	0	0	0
<b>Total</b> OTHER REVENUES	441	441	0	0	0
<b>Total</b> AB 939	295,044	181,961	174,000	178,815	179,000

130 BUREAU OF JUSTICE ASST.

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	1,667-	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	1,667-	0	0	0
<b>Total</b> BUREAU OF JUSTICE ASST.	0	1,667-	0	0	0

131 COMMUNITY DEV. BLOCK GRANT

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	787,408	967,229	1,189,000	1,789,719	1,291,603
<b>Total</b> REVENUE FROM OTHER AGENCIES	787,408	967,229	1,189,000	1,789,719	1,291,603
4800 OTHER REVENUES					
4856 LOAN REPAYMENTS	237,496	156,269	150,000	50,000	30,000
<b>Total</b> OTHER REVENUES	237,496	156,269	150,000	50,000	30,000
<b>Total</b> COMMUNITY DEV. BLOCK GRANT	1,024,904	1,123,498	1,339,000	1,839,719	1,321,603

133 TRAFFIC ENFORCEMENT GRANT

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	20,534	13,213	0	1,051	0
<b>Total</b> USE OF MONEY AND PROPERTY	20,534	13,213	0	1,051	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	317,790	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	317,790	0	0	0
<b>Total</b> TRAFFIC ENFORCEMENT GRANT	20,534	331,003	0	1,051	0

**134 COPS/SCHOOL-BASED PARTNERSHIP**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	26	17	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	26	17	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	89	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	89	0	0	0
<b>Total</b> COPS/SCHOOL-BASED PARTNERSHIP	26	106	0	0	0

**135 BJA BLOCK GRANT 1997-1999**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	147	95	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	147	95	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	3,157	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	3,157	0	0	0
<b>Total</b> BJA BLOCK GRANT 1997-1999	147	3,252	0	0	0

**136 COPS UHP GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	34,497-	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	34,497-	0	0	0
<b>Total</b> COPS UHP GRANT	0	34,497-	0	0	0

**137 EMERGENCY SERVICES FUND**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
<b>Total</b> EMERGENCY SERVICES FUND	0	0	0	0	0

**138 ABC GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
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**138 ABC GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	26,951	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	26,951	0	0	0
<b>Total</b> ABC GRANT	0	26,951	0	0	0

**139 FEMA GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4500 REVENUE FROM OTHER AGENCIES					
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	0	0
<b>Total</b> FEMA GRANT	0	0	0	0	0

**140 ISTE/T-21**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	194,552-	0	331,080	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	194,552-	0	331,080	0
<b>Total</b> ISTE/T-21	0	194,552-	0	331,080	0

**141 G.R.E.A.T. GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	236,243	46,738	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	236,243	46,738	0	0	0
<b>Total</b> G.R.E.A.T. GRANT	236,243	46,738	0	0	0

**142 OCJP - DOMESTIC VIOLENCE GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	52	33	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	52	33	0	0	0
4500 REVENUE FROM OTHER AGENCIES					

**142 OCJP - DOMESTIC VIOLENCE GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4551 FEDERAL GRANTS	0	1,127	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	1,127	0	0	0
<b>Total</b> OCJP - DOMESTIC VIOLENCE GRANT	52	1,160	0	0	0

**143 L.A. COUNTY PARK BOND**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	31,113-	0	15,553	0
4540 COUNTY GRANTS	0	0	15,553	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	31,113-	15,553	15,553	0
<b>Total</b> L.A. COUNTY PARK BOND	0	31,113-	15,553	15,553	0

**144 TREE FUND**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	23	15	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	23	15	0	0	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> TREE FUND	23	15	0	0	0

**145 WASTE MGT ENFORCEMENT GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	54,148	34,661-	15,800	15,800	15,800
<b>Total</b> REVENUE FROM OTHER AGENCIES	54,148	34,661-	15,800	15,800	15,800
<b>Total</b> WASTE MGT ENFORCEMENT GRANT	54,148	34,661-	15,800	15,800	15,800

**146 SENIOR MEALS PROGRAM**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					

**146 SENIOR MEALS PROGRAM**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4551 FEDERAL GRANTS	165,109	163,896	105,000	164,000	164,000
<b>Total</b> REVENUE FROM OTHER AGENCIES	165,109	163,896	105,000	164,000	164,000
4600 CHARGES FOR SERVICES					
4691 MEALS PROGRAM DONATION	57,733	53,022	59,500	59,500	59,500
<b>Total</b> CHARGES FOR SERVICES	57,733	53,022	59,500	59,500	59,500
<b>Total</b> SENIOR MEALS PROGRAM	222,842	216,918	164,500	223,500	223,500

**147 USED OIL GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4500 REVENUE FROM OTHER AGENCIES					
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	0	0
<b>Total</b> USED OIL GRANT	0	0	0	0	0

**148 SCAQMD ELEC VEH**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4500 REVENUE FROM OTHER AGENCIES					
4520 STATE GRANTS	0	7,465-	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	7,465-	0	0	0
<b>Total</b> SCAQMD ELEC VEH	0	7,465-	0	0	0

**149 USED OIL BLOCK GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	86,704	29,000	35,194	43,606
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	86,704	29,000	35,194	43,606
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> USED OIL BLOCK GRANT	0	86,704	29,000	35,194	43,606

**150 INMATE WELFARE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	172	70	0	0	0

**150 INMATE WELFARE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
<b>Total</b> USE OF MONEY AND PROPERTY	172	70	0	0	0
4800 OTHER REVENUES					
4819 INMATE PHONE REVENUE	15,198	8,040	15,000	13,451	15,000
<b>Total</b> OTHER REVENUES	15,198	8,040	15,000	13,451	15,000
<b>Total</b> INMATE WELFARE	15,370	8,110	15,000	13,451	15,000

**151 COPS/MORE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	891-	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	891-	0	0	0
<b>Total</b> COPS/MORE	0	891-	0	0	0

**152 BKK COMMUNITY**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	81	0	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	81	0	0	0	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> BKK COMMUNITY	81	0	0	0	0

**153 PUBLIC SAFETY AUGMENTATION**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4100 OTHER TAXES					
4110 SALES TAX	624,965	558,724	575,000	500,000	525,000
<b>Total</b> OTHER TAXES	624,965	558,724	575,000	500,000	525,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	1,775	0	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	1,775	0	0	0	0
<b>Total</b> PUBLIC SAFETY AUGMENTATION	626,740	558,724	575,000	500,000	525,000

**154 PRIVATE GRANTS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					

**154 PRIVATE GRANTS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4410 INTEREST INCOME	331	213	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	331	213	0	0	0
<b>Total</b> PRIVATE GRANTS	331	213	0	0	0

**155 COPS/SLESF**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	8,593	4,472	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	8,593	4,472	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	217,198	100,000	200,000	100,000	100,000
<b>Total</b> REVENUE FROM OTHER AGENCIES	217,198	100,000	200,000	100,000	100,000
<b>Total</b> COPS/SLESF	225,791	104,472	200,000	100,000	100,000

**158 C.R.V. RECYCLING GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	1,629	1,701	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	1,629	1,701	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	59,519	24,637	29,000	13,984	25,425
<b>Total</b> REVENUE FROM OTHER AGENCIES	59,519	24,637	29,000	13,984	25,425
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> C.R.V. RECYCLING GRANT	61,148	26,338	29,000	13,984	25,425

**159 SUMMER MEALS PROGRAM**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	684	0	0	0
4551 FEDERAL GRANTS	20,039	28,599	29,812	22,974	29,699
<b>Total</b> REVENUE FROM OTHER AGENCIES	20,039	27,915	29,812	22,974	29,699
<b>Total</b> SUMMER MEALS PROGRAM	20,039	27,915	29,812	22,974	29,699

**160 CAPITAL PROJECTS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	284,154	47,639	0	7,665	0
4412 INTEREST INCOME - FISCAL AGENT	74,891	537	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	359,045	48,176	0	7,665	0
4500 REVENUE FROM OTHER AGENCIES					
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	0	0
4600 CHARGES FOR SERVICES					
4647 MISC REIMBURSEMENT	167,012	0	0	0	0
<b>Total</b> CHARGES FOR SERVICES	167,012	0	0	0	0
4800 OTHER REVENUES					
4853 DEBT PROCEEDS	4,319,279	0	0	0	0
4863 DEVELOPER CONTR-ST IMPROV	42,500	0	0	0	0
<b>Total</b> OTHER REVENUES	4,361,779	0	0	0	0
<b>Total</b> CAPITAL PROJECTS	4,887,836	48,176	0	7,665	0

**161 CONSTRUCTION TAX**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4100 OTHER TAXES					
4170 CONSTRUCTION TAX	199,983	151,293	100,000	40,000	40,000
<b>Total</b> OTHER TAXES	199,983	151,293	100,000	40,000	40,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	21,273	9,396	0	2,000	0
<b>Total</b> USE OF MONEY AND PROPERTY	21,273	9,396	0	2,000	0
4600 CHARGES FOR SERVICES					
4647 MISC REIMBURSEMENT	4,500	0	0	0	0
<b>Total</b> CHARGES FOR SERVICES	4,500	0	0	0	0
<b>Total</b> CONSTRUCTION TAX	225,756	160,689	100,000	42,000	40,000

**163 PARKS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	0	0
<b>Total</b> PARKS	0	0	0	0	0

**169 STATE PARK BOND**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					



**169 STATE PARK BOND**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	600	0	0	0
4527 PARK BOND FUNDS	0	53,889	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	54,489	0	0	0
<b>Total</b> STATE PARK BOND	0	54,489	0	0	0

**170 PDF A - DEL NORTE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	1,692	305	0	60	0
<b>Total</b> USE OF MONEY AND PROPERTY	1,692	305	0	60	0
4800 OTHER REVENUES					
4855 DEVELOPER CONTRIBUTIONS	0	10,950	0	0	0
<b>Total</b> OTHER REVENUES	0	10,950	0	0	0
<b>Total</b> PDF A - DEL NORTE	1,692	11,255	0	60	0

**171 PDF B PALM VIEW**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	14,923	6,445	0	420	0
<b>Total</b> USE OF MONEY AND PROPERTY	14,923	6,445	0	420	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> PDF B PALM VIEW	14,923	6,445	0	420	0

**172 PDF C ORANGEWOOD - CA**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	22,452	10,002	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	22,452	10,002	0	0	0
4600 CHARGES FOR SERVICES					
4647 MISC REIMBURSEMENT	25,000	25,000	25,000	9,980	0
<b>Total</b> CHARGES FOR SERVICES	25,000	25,000	25,000	9,980	0
4800 OTHER REVENUES					
4855 DEVELOPER CONTRIBUTIONS	10,950	0	0	0	0
<b>Total</b> OTHER REVENUES	10,950	0	0	0	0
<b>Total</b> PDF C ORANGEWOOD - CA	58,402	35,002	25,000	9,980	0

**173 PDF D WALMERADO-CAM.**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	161	15	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	161	15	0	0	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> PDF D WALMERADO-CAM.	161	15	0	0	0

**174 PDF E - CORTEZ**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	5,960	1,872	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	5,960	1,872	0	0	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> PDF E - CORTEZ	5,960	1,872	0	0	0

**175 PDF F - GAL-WOGROV-CAM**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	3,225	412	0	65	0
<b>Total</b> USE OF MONEY AND PROPERTY	3,225	412	0	65	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> PDF F - GAL-WOGROV-CAM	3,225	412	0	65	0

**176 PDF G - S.O./GING/SHAKES**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	15,856	7,709	0	1,000	0
4430 RENTAL INCOME	41,317	0	0	22,500	22,500
<b>Total</b> USE OF MONEY AND PROPERTY	57,173	7,709	0	23,500	22,500
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> PDF G - S.O./GING/SHAKES	57,173	7,709	0	23,500	22,500

**177 PDF H - FRIENDSHIP**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	11	7	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	11	7	0	0	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> PDF H - FRIENDSHIP	11	7	0	0	0

**181 MAINTENANCE DISTRICT #1**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4000 PROPERTY TAXES					
4010 CURRENT SECURED	319,471	368,794	360,000	349,000	339,000
<b>Total</b> PROPERTY TAXES	319,471	368,794	360,000	349,000	339,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	36,011	26,277	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	36,011	26,277	0	0	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> MAINTENANCE DISTRICT #1	355,482	395,071	360,000	349,000	339,000

**182 MAINTENANCE DISTRICT #2**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4000 PROPERTY TAXES					
4010 CURRENT SECURED	138,593	151,005	150,000	145,000	141,000
<b>Total</b> PROPERTY TAXES	138,593	151,005	150,000	145,000	141,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	12,107	8,997	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	12,107	8,997	0	0	0
4700 INTERFUND CHARGES					
4791 CDC PASS THROUGH PAYMENT	1,476	2,586	0	2,500	2,500
<b>Total</b> INTERFUND CHARGES	1,476	2,586	0	2,500	2,500
<b>Total</b> MAINTENANCE DISTRICT #2	152,176	162,588	150,000	147,500	143,500

**183 WC CSS CFD**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4100 OTHER TAXES					
4190 OTHER TAXES	26,276	135,956	96,046	100,000	100,000
<b>Total</b> OTHER TAXES	26,276	135,956	96,046	100,000	100,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	422	684	0	0	0

**183 WC CSS CFD**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
<b>Total</b> USE OF MONEY AND PROPERTY	422	684	0	0	0
4600 CHARGES FOR SERVICES					
4647 MISC REIMBURSEMENT	0	11,776	0	0	0
<b>Total</b> CHARGES FOR SERVICES	0	11,776	0	0	0
<b>Total</b> WC CSS CFD	26,698	148,416	96,046	100,000	100,000

**184 MAINTENANCE DISTRICT #4**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	56,637	33,584	0	5,000	0
<b>Total</b> USE OF MONEY AND PROPERTY	56,637	33,584	0	5,000	0
4600 CHARGES FOR SERVICES					
4623 SPECIAL ASSESSMENTS	1,015,492	1,031,077	1,026,000	1,026,000	1,030,000
<b>Total</b> CHARGES FOR SERVICES	1,015,492	1,031,077	1,026,000	1,026,000	1,030,000
<b>Total</b> MAINTENANCE DISTRICT #4	1,072,129	1,064,661	1,026,000	1,031,000	1,030,000

**186 MAINTENANCE DISTRICT #6**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	4,964	2,963	0	500	0
<b>Total</b> USE OF MONEY AND PROPERTY	4,964	2,963	0	500	0
4600 CHARGES FOR SERVICES					
4623 SPECIAL ASSESSMENTS	124,035	139,908	144,542	140,000	145,000
<b>Total</b> CHARGES FOR SERVICES	124,035	139,908	144,542	140,000	145,000
<b>Total</b> MAINTENANCE DISTRICT #6	128,999	142,871	144,542	140,500	145,000

**187 MAINTENANCE DISTRICT #7**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	10,296	6,313	0	900	0
<b>Total</b> USE OF MONEY AND PROPERTY	10,296	6,313	0	900	0
4600 CHARGES FOR SERVICES					
4623 SPECIAL ASSESSMENTS	102,816	101,006	126,394	110,000	110,000
<b>Total</b> CHARGES FOR SERVICES	102,816	101,006	126,394	110,000	110,000
<b>Total</b> MAINTENANCE DISTRICT #7	113,112	107,319	126,394	110,900	110,000

**188 CITYWIDE MAINTENANCE DISTRICT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4200 LICENSES & PERMITS					
<b>Total</b> LICENSES & PERMITS	0	0	0	0	0
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	4,512	42	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	4,512	42	0	0	0
4600 CHARGES FOR SERVICES					
4621 STREET LIGHTING ASSESSMENTS	1,392,083	1,407,006	1,431,131	1,430,487	1,463,322
4625 TREE REMOVAL	0	0	3,000	3,500	0
4647 MISC REIMBURSEMENT	0	351	0	0	0
<b>Total</b> CHARGES FOR SERVICES	1,392,083	1,407,357	1,434,131	1,433,987	1,463,322
<b>Total</b> CITYWIDE MAINTENANCE DISTRICT	1,396,595	1,407,399	1,434,131	1,433,987	1,463,322

**189 SEWER MAINTENANCE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4000 PROPERTY TAXES					
4010 CURRENT SECURED	180,305	196,769	174,700	169,000	164,000
<b>Total</b> PROPERTY TAXES	180,305	196,769	174,700	169,000	164,000
4200 LICENSES & PERMITS					
4281 SEWER MAINTENANCE	7,718	89	0	70	100
<b>Total</b> LICENSES & PERMITS	7,718	89	0	70	100
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	25,710	4,924	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	25,710	4,924	0	0	0
4600 CHARGES FOR SERVICES					
4622 SEWER ASSESSMENTS	1,279,539	1,501,318	1,926,572	2,161,520	2,364,485
4639 WORK ORDER REIMBURSEMENTS	27,794	35,965	25,500	30,000	25,500
<b>Total</b> CHARGES FOR SERVICES	1,307,333	1,537,283	1,952,072	2,191,520	2,389,985
4700 INTERFUND CHARGES					
4791 CDC PASS THROUGH PAYMENT	2,929	3,304	0	3,300	3,300
<b>Total</b> INTERFUND CHARGES	2,929	3,304	0	3,300	3,300
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> SEWER MAINTENANCE	1,523,995	1,742,369	2,126,772	2,363,890	2,557,385

**190 BUSINESS IMPROVEMENT DISTRICT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4100 OTHER TAXES					
4190 OTHER TAXES	32,936	38,240	29,476	15,000	65,000
<b>Total</b> OTHER TAXES	32,936	38,240	29,476	15,000	65,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	4,324	1,667	2,100	200	0
<b>Total</b> USE OF MONEY AND PROPERTY	4,324	1,667	2,100	200	0

<b>Total</b>	BUSINESS IMPROVEMENT DISTRICT	37,260	39,907	31,576	15,200	65,000
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**192 BJA LLEBG 2004**

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	7,625-	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	7,625-	0	0	0
<b>Total</b> BJA LLEBG 2004	0	7,625-	0	0	0

**193 BJA LLEBG 2000-2002**

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	13	9	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	13	9	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	288	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	288	0	0	0
<b>Total</b> BJA LLEBG 2000-2002	13	297	0	0	0

**194 OCJP - CLETEP**

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	665	428	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	665	428	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	14,428	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	14,428	0	0	0
<b>Total</b> OCJP - CLETEP	665	14,856	0	0	0

**195 BULLET PROOF VEST GRANT**

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	573	369	0	30	0
<b>Total</b> USE OF MONEY AND PROPERTY	573	369	0	30	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	195	0	4,545	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	195	0	4,545	0
<b>Total</b> BULLET PROOF VEST GRANT	573	564	0	4,575	0

City of West Covina Adopted Budget

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**196 OJP-ST DOMESTIC PREP EQUIP GR**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	51	42	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	51	42	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	7,551	0	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	7,551	0	0	0	0
<b>Total</b> OJP-ST DOMESTIC PREP EQUIP GR	7,602	42	0	0	0

**197 COPS/SRO**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	268	172	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	268	172	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	10,037	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	10,037	0	0	0
<b>Total</b> COPS/SRO	268	10,209	0	0	0

**198 OTS GRANTS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4579 FED: 2006-08 OTS GRANT	57,615	11,003-	45,737	45,737	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	57,615	11,003-	45,737	45,737	0
<b>Total</b> OTS GRANTS	57,615	11,003-	45,737	45,737	0

**199 MTA GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	9,143	17,599	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	9,143	17,599	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	829,764	0	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	829,764	0	0	0	0
<b>Total</b> MTA GRANT	838,907	17,599	0	0	0

**201 BJA LLEBG 2003**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	1,142	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	1,142	0	0	0
<b>Total</b> BJA LLEBG 2003	0	1,142	0	0	0

**202 COPS HOMELAND SECURITY OT PROGRAM**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	0	0
<b>Total</b> COPS HOMELAND SECURITY OT PROGRAM	0	0	0	0	0

**203 CHARTER SETTLEMENT FUND**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	5,089	1,561	0	200	0
<b>Total</b> USE OF MONEY AND PROPERTY	5,089	1,561	0	200	0
4600 CHARGES FOR SERVICES					
<b>Total</b> CHARGES FOR SERVICES	0	0	0	0	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> CHARTER SETTLEMENT FUND	5,089	1,561	0	200	0

**204 COPS TECHNOLOGY GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	0	39	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	0	39	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	197,414	514,447	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	197,414	514,447	0	0	0
<b>Total</b> COPS TECHNOLOGY GRANT	197,414	514,486	0	0	0



**205 PEG FUND**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	15,249	11,357	0	2,000	0
<b>Total</b> USE OF MONEY AND PROPERTY	15,249	11,357	0	2,000	0
4800 OTHER REVENUES					
4818 MISCELLANEOUS	150,000	8,889-	0	0	0
<b>Total</b> OTHER REVENUES	150,000	8,889-	0	0	0
<b>Total</b> PEG FUND	165,249	2,468	0	2,000	0

**206 2004 STATE HOMELAND SECURITY GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	192,406	0	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	192,406	0	0	0	0
<b>Total</b> 2004 STATE HOMELAND SECURITY GRANT	192,406	0	0	0	0

**207 OTS GRANTS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	0	0
<b>Total</b> OTS GRANTS	0	0	0	0	0

**208 JUSTICE ASSISTANCE GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	53,123	207,628	208,171	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	53,123	207,628	208,171	0
<b>Total</b> JUSTICE ASSISTANCE GRANT	0	53,123	207,628	208,171	0

**209 RIVERS & MTNS CONSERVANCY**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
City of West Covina Adopted Budget	65				

**209 RIVERS & MTNS CONSERVANCY**

4400	USE OF MONEY AND PROPERTY					
	<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500	REVENUE FROM OTHER AGENCIES					
4521	STATE GRANTS	47,600	0	0	0	0
	<b>Total</b> REVENUE FROM OTHER AGENCIES	47,600	0	0	0	0
	<b>Total</b> RIVERS & MTNS CONSERVANCY	47,600	0	0	0	0

**210 LA COUNTY GRANT - 5TH DISTRICT**

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	0	0	160,221	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	160,221	0
<b>Total</b> LA COUNTY GRANT - 5TH DISTRICT	0	0	0	160,221	0

**211 LAND & WATER CONSERVATION**

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	237	6	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	237	6	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	26,886	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	26,886	0	0	0
<b>Total</b> LAND & WATER CONSERVATION	237	26,892	0	0	0

**212 ART IN PUBLIC PLACES**

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	1,651	705	0	200	0
<b>Total</b> USE OF MONEY AND PROPERTY	1,651	705	0	200	0
4800 OTHER REVENUES					
4859 ART IN PUBLIC PLACES	65,000	53,096	0	0	0
<b>Total</b> OTHER REVENUES	65,000	53,096	0	0	0
<b>Total</b> ART IN PUBLIC PLACES	66,651	53,801	0	200	0

**213 ST HOMELAND SECURITY - 2005**

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
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**213 ST HOMELAND SECURITY - 2005**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	96,027	0	0	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	96,027	0	0	0	0
<b>Total</b> ST HOMELAND SECURITY - 2005	96,027	0	0	0	0

**214 USDOJ COPS GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	0	0	0	10	0
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	10	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	79,950	0	0	73,720	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	79,950	0	0	73,720	0
<b>Total</b> USDOJ COPS GRANT	79,950	0	0	73,730	0

**215 N. AZUSA RELINQUISHMENT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	24,042	14,357	0	2,900	0
<b>Total</b> USE OF MONEY AND PROPERTY	24,042	14,357	0	2,900	0
4500 REVENUE FROM OTHER AGENCIES					
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	0	0
<b>Total</b> N. AZUSA RELINQUISHMENT	24,042	14,357	0	2,900	0

**216 SAFE ROUTES TO SCHOOLS GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	0	0
<b>Total</b> SAFE ROUTES TO SCHOOLS GRANT	0	0	0	0	0

**217 BUFFER ZONE PROTECTION PROGRAM**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
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**217 BUFFER ZONE PROTECTION PROGRAM**

4400	USE OF MONEY AND PROPERTY					
	<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500	REVENUE FROM OTHER AGENCIES					
4551	FEDERAL GRANTS	13,114	0	0	0	0
	<b>Total</b> REVENUE FROM OTHER AGENCIES	13,114	0	0	0	0
	<b>Total</b> BUFFER ZONE PROTECTION PROGRAM	13,114	0	0	0	0

**218 2006 HOMELAND SECURITY GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	2,497	0	146,354	147,177	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	2,497	0	146,354	147,177	0
<b>Total</b> 2006 HOMELAND SECURITY GRANT	2,497	0	146,354	147,177	0

**219 FIRE TRAINING**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4600 CHARGES FOR SERVICES					
4637 *** Title Not Found ***	17,895	22,675	15,000	51,410	15,000
<b>Total</b> CHARGES FOR SERVICES	17,895	22,675	15,000	51,410	15,000
<b>Total</b> FIRE TRAINING	17,895	22,675	15,000	51,410	15,000

**220 WC COMMUNITY SVCS FOUNDATION**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	444	982	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	444	982	0	0	0
4600 CHARGES FOR SERVICES					
4689 SENIOR DONATIONS	2,682	0	1,500	1,500	0
<b>Total</b> CHARGES FOR SERVICES	2,682	0	1,500	1,500	0
4800 OTHER REVENUES					
4862 DONATIONS	26,460	3,173	1,675	66,813	0
4865 PD DONATIONS - CAPITAL TRUST	290	39,431	68,381	0	0
4867 DONATIONS-CAMERON COMM CENTER	0	3,400	3,800	4,787	0
<b>Total</b> OTHER REVENUES	26,750	46,004	73,856	71,600	0
<b>Total</b> WC COMMUNITY SVCS FOUNDATION	29,876	46,986	75,356	73,100	0

**221 POLICE PRIVATE GRANTS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	212	216	0	25	0
<b>Total</b> USE OF MONEY AND PROPERTY	212	216	0	25	0
4500 REVENUE FROM OTHER AGENCIES					
4521 STATE GRANTS	0	0	1,500	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	1,500	0	0
4800 OTHER REVENUES					
4864 PRIVATE GRANTS	7,000	14,000	5,000	3,500	0
<b>Total</b> OTHER REVENUES	7,000	14,000	5,000	3,500	0
<b>Total</b> POLICE PRIVATE GRANTS	7,212	14,216	6,500	3,525	0

**222 2007 HOMELAND SECURITY GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	0	0	9,821	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	9,821	0
<b>Total</b> 2007 HOMELAND SECURITY GRANT	0	0	0	9,821	0

**223 HAZARD ELIMINATION SAFETY**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	0	0	72,720	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	0	72,720	0
<b>Total</b> HAZARD ELIMINATION SAFETY	0	0	0	72,720	0

**224 MEASURE R**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4100 OTHER TAXES					
4110 SALES TAX	0	0	580,237	559,660	900,000
<b>Total</b> OTHER TAXES	0	0	580,237	559,660	900,000
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
<b>Total</b> MEASURE R	0	0	580,237	559,660	900,000

**225 CDBG - R**

**225 CDBG - R**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	0	29,314	320,426	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	29,314	320,426	0
<b>Total</b> CDBG - R	0	0	29,314	320,426	0

**226 ARRA - Stimulus Projects**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	0	4,248,687	4,248,687	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	4,248,687	4,248,687	0
<b>Total</b> ARRA - Stimulus Projects	0	0	4,248,687	4,248,687	0

**227 HOMELAND SECURITY GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	0	171,348	171,348	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	171,348	171,348	0
<b>Total</b> HOMELAND SECURITY GRANT	0	0	171,348	171,348	0

**228 RECOVERY BYRNE GRANT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	0	255,831	255,831	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	255,831	255,831	0
<b>Total</b> RECOVERY BYRNE GRANT	0	0	255,831	255,831	0

**229 RUBBERIZED ASPHALT CONCRETE GRANT (RAC)**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
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**229 RUBBERIZED ASPHALT CONCRETE GRANT (RAC)**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4500 REVENUE FROM OTHER AGENCIES					
4551 FEDERAL GRANTS	0	0	250,000	0	0
<b>Total</b> REVENUE FROM OTHER AGENCIES	0	0	250,000	0	0
<b>Total</b> RUBBERIZED ASPHALT CONCRETE GRANT (R	0	0	250,000	0	0

**300 DEBT SERVICE - CITY**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	1,098,788	1,098,788	1,098,788	1,098,788	1,098,788
4412 INTEREST INCOME - FISCAL AGENT	133,221	81,465	95,000	78,000	62,000
4414 FAIR VALUE ADJUSTMENT	529,715	292,849-	0	0	0
4415 AMORTIZATION - PREMIUM	44,452-	44,452-	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	1,717,272	842,952	1,193,788	1,176,788	1,160,788
4600 CHARGES FOR SERVICES					
4647 MISC REIMBURSEMENT	704,378	408,996	420,000	385,000	485,000
4659 BLD REIMBURSEMENT	0	0	0	125,000	450,000
<b>Total</b> CHARGES FOR SERVICES	704,378	408,996	420,000	510,000	935,000
4700 INTERFUND CHARGES					
<b>Total</b> INTERFUND CHARGES	0	0	0	0	0
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> DEBT SERVICE - CITY	2,421,650	1,251,948	1,613,788	1,686,788	2,095,788

**360 SELF INSURANCE-UNINSURED LOSS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4800 OTHER REVENUES					
4825 PROPERTY DAMAGE RECOVERY	74,150	88,531-	0	185,000	0
<b>Total</b> OTHER REVENUES	74,150	88,531-	0	185,000	0
<b>Total</b> SELF INSURANCE-UNINSURED LOSS	74,150	88,531-	0	185,000	0

**361 SELF INSURANCE GENRL/AUTO LIAB**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4600 CHARGES FOR SERVICES					

**361 SELF INSURANCE GENRL/AUTO LIAB**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4647 MISC REIMBURSEMENT	240,410	770	0	270,000	0
4684 SPECIAL EVENT INSURANCE	1,754	4,613	0	1,000	0
<b>Total</b> CHARGES FOR SERVICES	242,164	5,383	0	271,000	0
4700 INTERFUND CHARGES					
4760 INTERFUND CHARGES	1,280,730	995,085	995,093	994,495	981,006
<b>Total</b> INTERFUND CHARGES	1,280,730	995,085	995,093	994,495	981,006
<b>Total</b> SELF INSURANCE GENRL/AUTO LIAB	1,522,894	1,000,468	995,093	1,265,495	981,006

**363 SELF-INSURANCE - WORKERS' COMP**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
<b>Total</b> USE OF MONEY AND PROPERTY	0	0	0	0	0
4600 CHARGES FOR SERVICES					
4647 MISC REIMBURSEMENT	964	72,791	0	3,100	0
4684 SPECIAL EVENT INSURANCE	0	0	0	1,800	0
<b>Total</b> CHARGES FOR SERVICES	964	72,791	0	4,900	0
4700 INTERFUND CHARGES					
4760 INTERFUND CHARGES	1,505,271	1,251,308	1,298,273	1,286,333	1,247,910
<b>Total</b> INTERFUND CHARGES	1,505,271	1,251,308	1,298,273	1,286,333	1,247,910
4800 OTHER REVENUES					
4822 CONTRACTUAL REIMBURSEMENT	9,391	19,031	0	1,400	0
<b>Total</b> OTHER REVENUES	9,391	19,031	0	1,400	0
<b>Total</b> SELF-INSURANCE - WORKERS' COMP	1,515,626	1,343,130	1,298,273	1,292,633	1,247,910

**365 FLEET MANAGEMENT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4700 INTERFUND CHARGES					
4750 OVERHEAD CHARGEBACKS	588,273	891,934	895,323	900,624	814,047
4780 INTERFUND CHARGES - FUEL	722,600	751,120	738,360	633,000	735,000
<b>Total</b> INTERFUND CHARGES	1,310,873	1,643,054	1,633,683	1,533,624	1,549,047
4800 OTHER REVENUES					
4818 MISCELLANEOUS	10,045	13	0	2,000	0
4822 CONTRACTUAL REIMBURSEMENT	0	173	0	19,000	0
<b>Total</b> OTHER REVENUES	10,045	186	0	21,000	0
<b>Total</b> FLEET MANAGEMENT	1,320,918	1,643,240	1,633,683	1,554,624	1,549,047

**367 VEHICLE REPLACEMENT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					



**367 VEHICLE REPLACEMENT**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4410 INTEREST INCOME	32,399	16,261	0	2,300	0
<b>Total</b> USE OF MONEY AND PROPERTY	32,399	16,261	0	2,300	0
<b>Total</b> VEHICLE REPLACEMENT	32,399	16,261	0	2,300	0

**368 RETIREE LUMP SUM BENEFITS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	726	4,356	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	726	4,356	0	0	0
4700 INTERFUND CHARGES					
4755 INTERFUND CHARGES - RETIREE LUMP SUM	187,400	220,235	188,635	188,635	138,435
<b>Total</b> INTERFUND CHARGES	187,400	220,235	188,635	188,635	138,435
<b>Total</b> RETIREE LUMP SUM BENEFITS	188,126	224,591	188,635	188,635	138,435

**370 DARE ENTERPRISE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	393	253	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	393	253	0	0	0
<b>Total</b> DARE ENTERPRISE	393	253	0	0	0

**375 POLICE ENTERPRISE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
2800 CHARGES FOR SERVICES					
2844 CITY OF BUENA PARK	40,000	0	0	0	0
2848 CITY OF LA MESA	79,500	86,950	0	0	0
2849 CITY OF HANFORD	66,800	73,615	0	0	0
2850 CITY OF CORONA	82,800	90,415	0	0	0
2851 CITY OF COVINA	68,500	71,925	0	0	0
2853 CITY OF CYPRESS	62,200	67,310	0	0	0
2854 CITY OF EL MONTE	75,000	78,750	0	0	0
2855 CITY OF EL SEGUNDO	68,000	71,400	0	0	0
2856 CITY OF FOUNTAIN VALLEY	75,000	83,250	0	0	0
2862 CITY OF LOS ALAMITOS	65,500	70,775	0	0	0
2863 CITY OF LA PALMA	159,550	65,970	0	0	0
2864 CITY OF MONTCLAIR	58,000	64,900	0	0	0
2865 CITY OF LA HABRA	75,000	85,750	0	0	0
2869 CITY OF PLEASANTON	1,000	0	0	0	0
2870 CITY OF SEAL BEACH	60,500	68,925	0	0	0

375 POLICE ENTERPRISE

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
2871 CITY OF PORTERVILLE	60,500	67,000	0	0	0
2872 CITY OF SPARKS, NV	33,500	35,175	0	0	0
2873 CITY OF TUSTIN	80,000	88,057	0	0	0
2877 CITY OF CHINO	79,925	87,921	0	0	0
2880 CITY OF TRACY	150,035	114,550	0	0	0
2882 CITY OF MAYWOOD	70,000	270,160	0	0	0
2883 CITY OF SAN MARINO	71,250	74,812	0	0	0
2885 CITY OF ALHAMBRA	88,450	92,747	0	0	0
2887 SALES - DOS PALOS	28,708	42,868	0	0	0
2888 SALES - KNOWLEDGE COMPUTING CORP	56,000	0	0	0	0
2889 SALES - WC FIRE DEPT	0	31,846	0	0	0
<b>Total</b> CHARGES FOR SERVICES	1,755,718	1,885,071	0	0	0
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	37,149	12,814	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	37,149	12,814	0	0	0
4800 OTHER REVENUES					
4818 MISCELLANEOUS	0	0	2,176,500	2,151,964	2,080,000
<b>Total</b> OTHER REVENUES	0	0	2,176,500	2,151,964	2,080,000
<b>Total</b> POLICE ENTERPRISE	1,792,867	1,897,885	2,176,500	2,151,964	2,080,000

853 CFD DEBT SERVICE

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4000 PROPERTY TAXES					
4010 CURRENT SECURED	1,080,682	1,129,938	1,000,000	1,020,000	1,020,000
<b>Total</b> PROPERTY TAXES	1,080,682	1,129,938	1,000,000	1,020,000	1,020,000
4100 OTHER TAXES					
4110 SALES TAX	857,078	440,641	1,000,000	600,000	650,000
4190 OTHER TAXES	1,827,275	1,803,948	1,950,000	1,950,000	2,350,000
<b>Total</b> OTHER TAXES	2,684,353	2,244,589	2,950,000	2,550,000	3,000,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	60,065	26,192	20,000	12,000	12,000
4412 INTEREST INCOME - FISCAL AGENT	309,540	304,768	220,000	350,000	300,000
<b>Total</b> USE OF MONEY AND PROPERTY	369,605	330,960	240,000	362,000	312,000
<b>Total</b> CFD DEBT SERVICE	4,134,640	3,705,487	4,190,000	3,932,000	4,332,000

862 HOUSING SET ASIDE

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	557,472	307,288	150,000	80,000	125,000
4412 INTEREST INCOME - FISCAL AGENT	73,882	67,339	50,000	56,000	45,000
4414 FAIR VALUE ADJUSTMENT	28,005	22,050	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	659,359	396,677	200,000	136,000	170,000
4800 OTHER REVENUES					

**862 HOUSING SET ASIDE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4856 LOAN REPAYMENTS	765,140	586,387	150,000	150,000	150,000
4858 LOAN REPAYMENT-EQUITY SHARE	46,091	51,709	30,000	35,000	30,000
<b>Total</b> OTHER REVENUES	811,231	638,096	180,000	185,000	180,000
<b>Total</b> HOUSING SET ASIDE	1,470,590	1,034,773	380,000	321,000	350,000

**876 MERGED PROJ. AREA CAPITAL PROJECTS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	269,933	107,310	100,000	40,000	30,000
4411 INTEREST INCOME-RDA	41,732	2,042	0	0	0
4414 FAIR VALUE ADJUSTMENT	2,387	9,935	0	0	0
4430 RENTAL INCOME	0	75,934	50,000	101,000	75,000
<b>Total</b> USE OF MONEY AND PROPERTY	314,052	195,221	150,000	141,000	105,000
4600 CHARGES FOR SERVICES					
<b>Total</b> CHARGES FOR SERVICES	0	0	0	0	0
4800 OTHER REVENUES					
4818 MISCELLANEOUS	116,665	218,660	0	195,147	0
<b>Total</b> OTHER REVENUES	116,665	218,660	0	195,147	0
<b>Total</b> MERGED PROJ. AREA CAPITAL PROJECTS	430,717	413,881	150,000	336,147	105,000

**877 CITYWIDE PROJ. AREA CAPITAL PROJECTS**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	62,144	43,246	30,000	18,000	20,000
4414 FAIR VALUE ADJUSTMENT	334	1,391	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	62,478	44,637	30,000	18,000	20,000
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> CITYWIDE PROJ. AREA CAPITAL PROJECTS	62,478	44,637	30,000	18,000	20,000

**882 MERGED PROJ. AREA DEBT SERVICE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4000 PROPERTY TAXES					
4010 CURRENT SECURED	14,468,119	15,325,002	14,400,000	15,800,000	15,800,000
4020 CURRENT UNSECURED	982,042	866,038	800,000	880,000	880,000
4030 SUPPLEMENTAL (SB813)	687,685	608,620	400,000	150,000	150,000
4040 REDEMPTIONS	179,887	398,843	150,000	300,000	300,000
4050 HOMEOWNERS EXEMPTIONS	33,073	34,729	40,000	40,000	40,000
4060 TAXPAYER REFUNDS	97,554	325,497	300,000	100,000	300,000

**882 MERGED PROJ. AREA DEBT SERVICE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
<b>Total</b> PROPERTY TAXES	16,253,252	16,907,735	15,490,000	17,070,000	16,870,000
4100 OTHER TAXES					
4190 OTHER TAXES	86-	0	0	0	0
<b>Total</b> OTHER TAXES	86-	0	0	0	0
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	127,890	68,341	20,000	16,000	12,000
4412 INTEREST INCOME - FISCAL AGENT	51,566	40,260	50,000	15,000	15,000
4414 FAIR VALUE ADJUSTMENT	2,822	10,851	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	182,278	119,452	70,000	31,000	27,000
4800 OTHER REVENUES					
<b>Total</b> OTHER REVENUES	0	0	0	0	0
<b>Total</b> MERGED PROJ. AREA DEBT SERVICE	16,435,444	17,027,187	15,560,000	17,101,000	16,897,000

**883 CITYWIDE PROJ. AREA DEBT SERVICE**

<i>Title/Object</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Adj Budget</i>	<i>2010 Yr. End Est</i>	<i>2011 Adopted</i>
4000 PROPERTY TAXES					
4010 CURRENT SECURED	1,893,600	2,229,294	2,100,000	2,400,000	2,400,000
4020 CURRENT UNSECURED	109,121	147,795	100,000	175,000	100,000
4030 SUPPLEMENTAL (SB813)	402,977	168,740	100,000	45,000	100,000
4040 REDEMPTIONS	17,937	49,402	10,000	30,000	10,000
4050 HOMEOWNERS EXEMPTIONS	2,489	2,728	0	0	0
4060 TAXPAYER REFUNDS	53,662-	61,543-	50,000-	10,000-	100,000-
<b>Total</b> PROPERTY TAXES	2,372,462	2,536,416	2,260,000	2,640,000	2,510,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	41,408	12,493	5,000	3,500	4,000
4414 FAIR VALUE ADJUSTMENT	850	3,539	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	42,258	16,032	5,000	3,500	4,000
<b>Total</b> CITYWIDE PROJ. AREA DEBT SERVICE	2,414,720	2,552,448	2,265,000	2,643,500	2,514,000

**Grand Totals**

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
2800 CHARGES FOR SERVICES					
2844 CITY OF BUENA PARK	40,000	0	0	0	0
2848 CITY OF LA MESA	79,500	86,950	0	0	0
2849 CITY OF HANFORD	66,800	73,615	0	0	0
2850 CITY OF CORONA	82,800	90,415	0	0	0
2851 CITY OF COVINA	68,500	71,925	0	0	0
2853 CITY OF CYPRESS	62,200	67,310	0	0	0
2854 CITY OF EL MONTE	75,000	78,750	0	0	0
2855 CITY OF EL SEGUNDO	68,000	71,400	0	0	0
2856 CITY OF FOUNTAIN VALLEY	75,000	83,250	0	0	0
2862 CITY OF LOS ALAMITOS	65,500	70,775	0	0	0
2863 CITY OF LA PALMA	159,550	65,970	0	0	0
2864 CITY OF MONTCLAIR	58,000	64,900	0	0	0
2865 CITY OF LA HABRA	75,000	85,750	0	0	0
2869 CITY OF PLEASANTON	1,000	0	0	0	0
2870 CITY OF SEAL BEACH	60,500	68,925	0	0	0
2871 CITY OF PORTERVILLE	60,500	67,000	0	0	0
2872 CITY OF SPARKS, NV	33,500	35,175	0	0	0
2873 CITY OF TUSTIN	80,000	88,057	0	0	0
2877 CITY OF CHINO	79,925	87,921	0	0	0
2880 CITY OF TRACY	150,035	114,550	0	0	0
2882 CITY OF MAYWOOD	70,000	270,160	0	0	0
2883 CITY OF SAN MARINO	71,250	74,812	0	0	0
2885 CITY OF ALHAMBRA	88,450	92,747	0	0	0
2887 SALES - DOS PALOS	28,708	42,868	0	0	0
2888 SALES - KNOWLEDGE COMPUTING CORP	56,000	0	0	0	0
2889 SALES - WC FIRE DEPT	0	31,846	0	0	0
<b>Total CHARGES FOR SERVICES</b>	<b>1,755,718</b>	<b>1,885,071</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000 PROPERTY TAXES					
4010 CURRENT SECURED	25,700,209	27,766,959	26,234,700	27,683,000	27,464,000
4012 SUPPL IN LIEU OF VLF	8,218,943	8,749,878	8,825,000	8,542,000	8,200,000
4020 CURRENT UNSECURED	1,426,703	1,409,830	1,220,000	1,405,000	1,330,000
4030 SUPPLEMENTAL (SB813)	1,653,676	999,805	700,000	295,000	450,000
4040 REDEMPTIONS	588,312	1,126,421	360,000	930,000	560,000
4050 HOMEOWNERS EXEMPTIONS	115,191	117,181	120,000	115,000	120,000
4060 TAXPAYER REFUNDS	170,875-	371,022-	450,000-	210,000-	500,000-
4070 CRA ANNUAL GROWTH ADJUSTMENTS	54,711	57,401	60,000	60,000	64,000
<b>Total PROPERTY TAXES</b>	<b>37,586,870</b>	<b>39,856,453</b>	<b>37,069,700</b>	<b>38,820,000</b>	<b>37,688,000</b>
4100 OTHER TAXES					
4110 SALES TAX	14,789,058	13,316,511	13,768,667	12,629,660	13,700,000
4111 SALES TAX COMP FUND	3,679,073	3,241,340	3,200,000	3,050,000	3,000,000
4120 FRANCHISE TAX	3,367,958	3,512,830	3,225,000	3,075,000	3,300,000
4130 TRANSIENT OCCUPANCY TAX	1,057,734	787,286	900,000	675,000	750,000
4140 BUSINESS LICENSE TAX	1,696,020	1,828,915	1,640,000	1,900,000	1,950,000
4150 DOCUMENTARY TRANSFER TAX	329,952	230,865	275,000	250,000	300,000
4160 CONTRACTORS LICENSE TAX	321,567	283,219	250,000	150,000	250,000
4170 CONTRUCTION TAX	199,065	151,293	100,000	40,000	40,000
4190 OTHER TAXES	1,886,401	1,978,144	2,075,522	2,065,000	2,515,000
<b>Total OTHER TAXES</b>	<b>27,326,828</b>	<b>25,330,403</b>	<b>25,434,189</b>	<b>23,834,660</b>	<b>25,805,000</b>

**Grand Totals** [Continued]

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4200 LICENSES & PERMITS					
4210 DOG LICENSES	239,417	203,135	230,000	180,000	315,000
4211 SOLICITATIONS	300	113	0	0	0
4212 GAMES OF SKILL/SCIENCE PERMITS	4,512	2,688	5,000	2,500	5,000
4213 BINGO PERMIT	292	165	300	150	300
4214 HYPNOTIST PERMITS	0	0	100	0	100
4215 VEHICLE/ HIRE PERMITS	1,082	735	2,000	1,000	2,000
4216 FORTUNE TELLER	102	306	100	100	100
4217 MASSAGE THERAPIST PERMITS	3,289	2,874	2,500	3,200	2,000
4220 BUILDING PERMITS	574,692	482,272	515,000	350,000	400,000
4221 ELECTRICAL PERMITS	74,425	58,490	62,000	35,000	50,000
4222 PLUMBING PERMITS	54,962	42,803	48,000	35,000	40,000
4250 FIRE PERMIT FEES	50,250	50,212	50,000	10,000	30,000
4251 STREET IMPROVEMENTS	11,009	55,846	30,000	10,000	25,000
4252 STORM DRAIN SYSTEMS	120	7,075	10,000	5,000	10,000
4253 MAINLINE, LATERALS & PLANTS	6,007	6,490	7,000	5,000	7,000
4254 WATER SYSTEMS	236	0	0	0	0
4255 WALLS (RETAINING, OVERHEIGHT)	22,691	14,620	20,000	30,000	22,000
4256 LANDSCAPING IRRIGATION	1,730	10,307	12,000	5,000	12,000
4257 ONSITE IMPROVEMENTS	37,671	15,675	25,000	20,000	28,000
4259 GRADING	16,438	10,631	15,000	40,000	15,000
4261 CURB & GUTTER	60	120	0	0	0
4262 DRIVEWAY APPROACH	2,574	2,781	3,000	2,000	3,000
4263 SIDEWALK	7,945	13,617	7,000	10,000	8,000
4264 CURB DRAINS, ALL OTHER INSP.	309	917	800	800	800
4265 A.C. & P.C.C. PAVING	18,018	43,783	20,000	45,000	22,000
4266 EXCAVATION	19,850	24,947	22,000	30,000	24,000
4267 MISCELLANEOUS SEWER FACILITIES	6,068	3,913	6,000	4,000	7,000
4272 STREET OBSTRUCTION	2,092	1,900	1,500	4,000	1,500
4273 ENCROACHMENT	1,183	711	1,000	1,000	1,500
4274 ADVERTISING VEHICLE	24,145	20,341	24,000	28,000	26,000
4281 SEWER MAINTENANCE	9,137	544	1,200	1,070	1,300
4288 STREET NAME SIGNS	405	0	0	0	0
4290 OTHER LICENSES & PERMITS	5,662	7,731	6,200	7,000	6,400
<b>Total</b> LICENSES & PERMITS	1,196,673	1,085,742	1,126,700	864,820	1,065,000
4300 FINES AND FORFEITURES					
4310 VEHICLE CODE FINES	734,330	718,717	725,000	600,000	600,000
4315 PARKING CODE FINES	325,385	315,811	325,000	550,000	575,000
4320 OTHER COURT FINES	750	400	1,000	500	1,000
4321 VEHICLE IMPOUND FEES	150,414	168,225	165,000	140,000	150,000
4325 ADMINISTRATIVE CITATIONS	5,749	26,700	5,000	70,000	5,000
<b>Total</b> FINES AND FORFEITURES	1,216,628	1,229,853	1,221,000	1,360,500	1,331,000
4400 USE OF MONEY AND PROPERTY					
4410 INTEREST INCOME	4,015,847	2,437,917	1,682,888	1,407,564	1,301,788
4411 INTEREST INCOME-RDA	3,134,181	2,623,589	2,597,000	2,597,000	2,375,000
4412 INTEREST INCOME - FISCAL AGENT	643,100	494,369	415,000	499,000	422,000
4413 INTEREST INCOME-SALES TAX REIMBURSEMENT	376,872	372,872	369,000	369,000	365,000
4414 FAIR VALUE ADJUSTMENT	723,515	316,811-	0	0	0
4415 AMORTIZATION - PREMIUM	44,452-	44,452-	0	0	0
4430 RENTAL INCOME	263,181	378,592	270,000	373,500	372,500

**Grand Totals** [Continued]

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4432 PARK RESERVATION FEES	6,877	9,339	0	0	0
<b>Total</b> USE OF MONEY AND PROPERTY	9,119,121	5,955,415	5,333,888	5,246,064	4,836,288
4500 REVENUE FROM OTHER AGENCIES					
4511 MOTOR VEHICLE IN LIEU	500,629	383,831	400,000	250,000	400,000
4512 GAS TAX SECTION 2105	667,120	606,222	610,000	602,242	599,548
4513 GAS TAX SECTION 2106	390,430	355,982	370,000	355,435	353,845
4514 GAS TAX SECTION 2107	892,720	806,848	760,000	802,295	798,707
4515 GAS TAX SECTION 2107.5	10,000	10,000	10,000	10,000	10,000
4517 PROP 1B - LOCAL ST & ROADS	1,816,772	1,679,198	0	0	0
4520 STATE GRANTS	0	7,465-	0	0	0
4521 STATE GRANTS	731,761	1,281,850	1,308,547	1,603,187	1,484,904
4527 PARK BOND FUNDS	0	53,889	0	0	0
4530 TRANSPORTATION GRANT - MTA	152,007	157,802	175,000	158,885	159,000
4540 COUNTY GRANTS	16,914	0	15,553	0	0
4541 COUNTY PROP A MAINTENANCE	0	83,135	42,000	42,000	42,000
4551 FEDERAL GRANTS	2,523,944	1,885,474	6,632,974	7,820,219	1,485,302
4553 FIRE ASSISTANCE REIMBURSEMENT	196,514	186,393	0	145,000	25,000
4559 DRUG ENFORCEMENT REBATE	56,084	494,174	14,000	296,575	14,000
4569 D.E.R TREASURY	6,094	4,405	0	5,007	0
4571 CROSSING GUARD AID	4,827	6,155	4,000	4,000	4,000
4572 FIRE STATE MANDATED INSPECTION	8,804	19,948	12,000	14,000	12,000
4573 STATE MANDATED REVENUE	22,568	21,734	25,000	30,000	25,000
4574 POST	40,888	56,802	50,000	50,000	50,000
4579 FED: 2006-08 OTS GRANT	57,615	11,003-	45,737	45,737	0
4580 PROP A EXCHANGE	0	750,000	750,000	705,000	750,000
<b>Total</b> REVENUE FROM OTHER AGENCIES	8,095,691	8,825,374	11,224,811	12,939,582	6,213,306
4600 CHARGES FOR SERVICES					
4601 RECYCLING REVENUE	0	1,359	0	4,815	35,000
4602 TOWING FRANCHISE	110,000	110,000	200,000	200,000	210,000
4603 DUI ACCIDENT REPOSE INVESTIGATION	45,474	27,290-	25,000	25,000	25,000
4605 JAIL BOOKING	38,098	38,471	38,000	60,000	45,000
4606 CLEARANCE LETTER AND PROCESS	456	528	400	400	400
4607 TRAINING SEMINARS	35,735	49,725	40,000	40,000	40,000
4608 JUVENILE DETENTION COSTS	2,832	880-	1,000	1,000	2,950
4609 AMBULANCE SERVICES	1,651,055	1,824,116	1,700,000	1,775,000	1,850,000
4610 BUSINESS LICENSE PROCESSING FEE	41,618	44,352	44,000	40,000	43,000
4611 PLANNING FILING FEES	210,235	213,190	230,000	225,000	237,500
4614 PLAN CHECK FEES	132,064	138,552	175,000	120,000	175,000
4615 CONTRACT PLAN CHECK	180,311	104,665	130,000	75,000	100,000
4616 SEARCH FEES	4,299	4,237	3,000	3,000	3,000
4617 AFTER HOURS PLAN CHECK	26	1,216	0	0	0
4619 EXPEDITED PLAN CHECK (ENGINEERING)	64,108	142,634	90,000	1,000	100,000
4621 STREET LIGHTING ASSESSMENTS	1,392,083	1,407,006	1,431,131	1,430,487	1,463,322
4622 SEWER ASSESSMENTS	1,279,539	1,501,318	1,926,572	2,161,520	2,364,485
4623 SPECIAL ASSESSMENTS	1,242,343	1,271,991	1,296,936	1,276,000	1,285,000
4624 WEED ASSESSMENTS	2-	0	300	1,000	300
4625 TREE REMOVAL	1,814	8,308	3,000	3,500	500
4628 WASTE MANAGEMENT FEES	173,447	69,166	65,000	69,000	70,000
4629 MISC REIMBURSEMENT-ATHENS AB 939	69,166	176,909	174,000	174,000	174,000
4630 FIRE PLAN CHECK/INSP FEES	141,820	138,827	140,000	140,000	140,000

**Grand Totals** [Continued]

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4631 FIRE INCIDENT REPORT COPYING	780	933	500	500	500
4636 FIRE COMPANY STAND-BY	0	2,808	0	0	0
4637 *** Title Not Found ***	17,895	22,675	15,000	51,410	15,000
4639 WORK ORDER REIMBURSEMENTS	27,794	35,965	25,500	30,000	25,500
4640 FALSE ALARMS	64,117	70,876	55,000	80,000	80,000
4641 PHOTOCOPYING	1,367	969	1,500	1,500	1,500
4642 RETURNED CHECK FEE	1,050	1,075	1,000	1,000	1,000
4643 ADDRESS CHANGE	192	576	1,000	500	1,000
4644 PASSPORT SERVICES	63,993	29,672	30,000	25,000	30,000
4645 POLICE REIMBURSEMENTS	136,765	171,183	100,000	115,000	120,000
4646 GRAFFITI RESTITUTION	875	100	500	500	500
4647 MISC REIMBURSEMENT	1,166,664	591,165	520,000	718,082	560,000
4648 FIRE SAFETY INSPECTIONS	1,294	4,268	2,000	7,000	2,000
4649 SPECIAL EVENTS	4,754	4,985	3,000	6,000	9,000
4650 AFTERSCHOOL PROGRAM-CALIFORNIA	134,140	101,663	146,137	93,120	137,747
4651 AFTERSCHOOL PROGRAM-WESCOVE	83,574	88,678	124,529	81,550	115,206
4653 AFTERSCHOOL PROGRAMS-VINE	142,449	161,204	156,762	179,222	150,703
4654 AFTERSCHOOL PROGRAM-ORANGEWOOD	79,641	62,294	88,377	58,374	102,624
4656 PASSPORT PHOTOS	13,205	6,105	5,000	4,000	5,000
4657 AMBULANCE SUBSCRIPTION FEE	0	672	50,000	10,000	60,000
4658 PAID PARKING - CIVIC CENTER	0	0	0	35,000	125,000
4659 BLD REIMBURSEMENT	0	0	0	125,000	450,000
4661 RECREATION CLASSES/PROGRAMS - CCC	143,636	142,435	177,550	130,000	167,050
4662 SPORTS - CCC	38,263	44,393	36,828	36,828	40,238
4663 FACILITY RENTAL - CCC	57,784	80,397	59,886	96,000	90,000
4664 RECREATION CLASSES	75,640	43,582	97,883	140,000	166,556
4675 PALM VIEW AFTER SCHOOL PROGRAM	84,105	58,493	94,667	62,398	100,560
4681 RENTAL - ROLLER HOCKEY	70,706	64,912	55,000	55,000	60,000
4682 FACILITY RENTALS	57,968	87,474	43,592	40,000	41,912
4683 SPORTS	9,254	7,755	0	0	0
4684 SPECIAL EVENT INSURANCE	1,754	4,613	0	2,800	0
4689 SENIOR DONATIONS	18,494	16,232	16,500	16,500	15,000
4690 SENIOR CENTER RENTALS	74,968	77,511	60,000	45,000	55,000
4691 MEALS PROGRAM DONATION	57,733	53,022	59,500	59,500	59,500
4692 RTD BUS PASS S.C.C.	3,658	3,851	3,500	42	0
4693 SENIOR EXCURSIONS	7	0	21,744	7,000	9,000
4695 SENIOR CLASSES	150	5	0	0	0
4699 MUNICIPAL POOL	84,612	99,112	82,075	82,075	88,075
<b>Total</b> CHARGES FOR SERVICES	9,535,802	9,360,053	9,847,869	10,221,623	11,249,628
4700 INTERFUND CHARGES					
4750 OVERHEAD CHARGEBACKS	2,559,968	2,871,372	2,895,323	2,900,624	2,814,047
4755 INTERFUND CHARGES - RETIREE LUMP SUM	187,400	220,235	188,635	188,635	138,435
4760 INTERFUND CHARGES	2,786,001	2,246,393	2,293,366	2,280,828	2,228,916
4780 INTERFUND CHARGES - FUEL	722,600	751,120	738,360	633,000	735,000
4790 SALES TAX REIMBURSEMENT	846,373	539,183	725,000	650,000	750,000
4791 CDC PASS THROUGH PAYMENT	160,197	199,023	195,000	200,800	205,800
<b>Total</b> INTERFUND CHARGES	7,262,539	6,827,326	7,035,684	6,853,887	6,872,198
4800 OTHER REVENUES					
4812 SALE OF PUBLICATIONS	185	0	100	0	100
4813 SALE MAPS/PLANS/DOCUMENTS	15,318	3,074	5,000	5,000	5,000



**Grand Totals** [Continued]

<u>Title/Object</u>	<u>2008 Actuals</u>	<u>2009 Actuals</u>	<u>2010 Adj Budget</u>	<u>2010 Yr. End Est</u>	<u>2011 Adopted</u>
4814 PROCEEDS FROM AUCTION	822	47,385	10,000	10,000	10,000
4816 FINAL MAP	8,219	7,195	10,000	5,000	10,000
4817 DUI ARREST AND REPORT	448	0	1,000	0	1,000
4818 MISCELLANEOUS	352,100	737,752	2,216,500	2,399,111	2,120,120
4819 INMATE PHONE REVENUE	15,198	8,040	15,000	13,451	15,000
4820 LANDSCAPING - COUNTY	23,960	38,047	31,000	25,000	31,000
4821 POOL MAINT - SCHOOL DIST	54,453	60,439	54,000	54,000	60,979
4822 CONTRACTUAL REIMBURSEMENT	15,487	27,332	8,000	28,400	8,000
4825 PROPERTY DAMAGE RECOVERY	74,150	88,531-	0	185,000	0
4831 POLICE EXPLORER DONATIONS	0	825	0	0	0
4833 EVERY 15 MINUTES REVENUE	3,125	0	1,000	0	0
4838 MISC POLICE DONATIONS	2,050	2,300	300	0	0
4840 CIVIL SUBPOENAS	165	120	400	400	400
4845 DARE DONATIONS	146	132	0	0	0
4853 DEBT PROCEEDS	4,319,279	0	0	0	0
4855 DEVELOPER CONTRIBUTIONS	10,950	10,950	0	0	0
4856 LOAN REPAYMENTS	1,002,636	742,656	300,000	200,000	180,000
4858 LOAN REPAYMENT-EQUITY SHARE	46,091	51,709	30,000	35,000	30,000
4859 ART IN PUBLIC PLACES	65,000	53,096	0	0	0
4862 DONATIONS	26,960	4,246	1,675	66,813	0
4863 DEVELOPER CONTR-ST IMPROV	42,500	0	0	0	0
4864 PRIVATE GRANTS	7,000	14,000	5,000	3,500	0
4865 PD DONATIONS - CAPITAL TRUST	290	39,431	68,381	0	0
4867 DONATIONS-CAMERON COMM CENTER	0	3,400	3,800	4,787	0
<b>Total</b> OTHER REVENUES	6,086,532	1,763,598	2,761,156	3,035,462	2,471,599
<b>Grand Totals</b>	109,182,402	102,119,288	101,054,997	103,176,598	97,532,019

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# CITY COUNCIL

**MISSION STATEMENT:** To provide policy leadership for the community and administration on all issues that affect the health, safety, and welfare of West Covina

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The West Covina City Council is the governing body with the authority to adopt and enforce municipal laws and regulations. They are elected at-large to serve a four-year term. They consist of four City Councilmembers and the mayor who is appointed by the City Council to serve a one-year term. The appointment is made on a rotating basis based on seniority. There are no term limits for Councilmembers. They appoint members of the community to serve on the City's various boards and commissions to ensure that a wide cross-section of the community is represented in city government.

They also appoint the city manager and city attorney. The city manager is the chief administrative officer and is responsible to them for all operations. The city attorney serves as the City's chief legal officer.

## **FY 2009-2010 ACCOMPLISHMENTS**

- Authorized over \$5 million of infrastructure improvements utilizing Federal Economic Stimulus, CDBG, and voter approved Measure R funds to repave streets, install new curb and gutters, and ADA access ramps throughout the community
- Represented the City on seventeen regional boards and committees

- Improved relationship with federal, state, and County of Los Angeles elected officials
- Lobbied state officials to protect local revenues from being taken away to balance the State's budget
- Represented the City at numerous community events
- Supported the West Covina Rose Float Foundation's 12<sup>th</sup> Consecutive Entry into the Pasadena Tournament of Roses Parade, winner of the "Mayor's Trophy" for best City entry
- Completed construction of Buffalo Wild Wings, Hong Kong Plaza's HK2 Store, and Westfield West Covina's relocation of Best Buy
- Finalized approximately \$1 million in energy efficiency upgrades to City facilities utilizing Federal Stimulus funds to reduce the amount of greenhouse gases generated by the City and to reduce the City's energy costs
- Solicited federal representatives for \$6 million in funding to improve public safety, infrastructure, and parks & recreation facilities in West Covina

**FY 2010-2011  
GOALS AND OBJECTIVES**

- Implement changes to balance the budget, including, promoting economic and redevelopment development to increase revenues and reduce operational expenses
- Continue discussions for the development of a proposed 18-hole public golf course
- Work with property owners and developers to rehabilitate the Country Club Shopping Center
- Begin construction of the police department expansion of city hall utilizing grant funding

- Assist Westfield West Covina with Phase II of mall expansion to include new restaurants and ancillary stores
- Complete improvements to the Azusa/Amar and Vincent/Lakes intersections to provide greater vehicle and pedestrian safety
- Coordinate the completion of West Covina Senior Villas II (65-unit senior housing development) and Fairfield Inn & Suites by Marriott
- Construct Phase III of the Cortez Park Walking Trails to allow for greater ADA access to the park
- Continue to seek opportunities to attract successful business and restaurants to the community

**PERFORMANCE MEASURES**

<b>Performance Measures</b>	<b>2006-2007 Actual</b>	<b>2007-2008 Actual</b>	<b>2008-2009 Actual</b>	<b>2009-2010 Estimated</b>	<b>2010-2011 Adopted</b>
City Council or CDC regular and special meetings	46	53	38	40	40
Ordinances/resolutions enacted	92	79	103	80	80

**APPROVED POSITIONS**

<b>Title</b>	<b>FY 07-08</b>	<b>FY 08-09</b>	<b>FY 09-10</b>	<b>FY 10-11</b>
<b>Full -Time Positions</b>				
Sr Administrative Assistant	0.50	0.50	0.50	0.50
Administrative Assistant I	0.50	0.50	0.50	0.50
<b>Department Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

# ADMINISTRATION

**MISSION STATEMENT:** To provide administrative leadership and management for the daily operations of the City government under the direction of the City Council

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## **Office of the City Manager**

The city manager is appointed by the City Council and serves as the administrative head of the City and the key staff advisor to the City Council. His responsibilities are to implement policies as directed by the City Council and to enforce all municipal laws and regulations for the benefit of the community. His duties are to direct and supervise the departments, prepare and administer the annual City budget, and plan and implement key projects.

## **City Attorney**

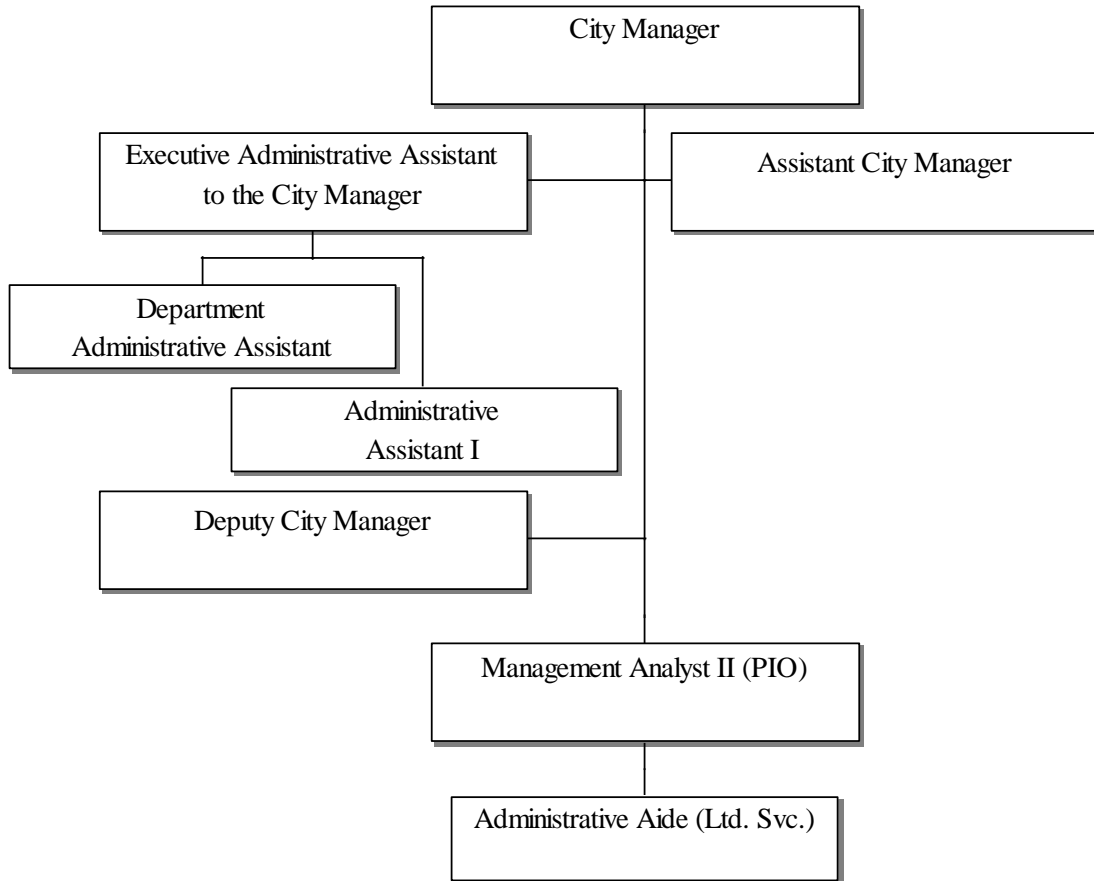
The city attorney represents and advises the City Council, boards, commissions, officers, and employees in all matters of law

pertaining to their offices and official activities; prepares all proposed ordinances, resolutions and amendments; prepares or approves the form of all other legal documents; and represents the City in litigation to which the City is a party. City attorney services are provided on a contractual basis. This budget also includes expenditures for the city prosecutor and other attorneys hired by the City for designated cases.

## **Public Information**

Provides the community with information about city activities and issues through *Discover West Covina*, the web site, and local media outlets.

# CITY MANAGER'S OFFICE ORGANIZATIONAL CHART



## FY 2009-2010 ACCOMPLISHMENTS

### Office of the City Manager

- City staff donated over \$3,600 to the United Way in fiscal year 2009-2010
- Provided staff support to various committees and regional commissions, including the San Gabriel Valley Council of Governments and the League of California Cities
- Successfully solicited grants to reduce the costs to taxpayers for conducting the City's business
- Adopted a Tobacco Retail Licensing Ordinance to reduce access of tobacco to minors

- Lobbied the California High Speed Rail Authority for their consideration of a rail station in West Covina
- Re-designed the city of West Covina's website to make it more user friendly for visitors and provide updated information

### City Attorney

- Drafted numerous development agreements for the community development commission (CDC)
- Successfully represented the City and the CDC in litigation matters
- Developed numerous written and verbal legal opinions for City departments

## PERFORMANCE MEASURES

Performance Measures	2006-2007 Actual	2007-2008 Actual	2008-2009 Actual	2009-2010 Estimated	2010-2011 Adopted
<b>Office of the City Manager</b>					
Council action requests	285	296	246	310	300
City Council/CDC meetings and study sessions	46	44	38	40	40
Weekly reports to the City Council	52	52	52	52	52
Meetings with Mayor/ Mayor Pro Tem	21	21	21	21	24
<b>City Attorney</b>					
Agreements and contracts prepared	47	48	52	50	50
Ordinances and resolutions prepared	92	75	103	80	80
<b>Public Information</b>					
Number of "Discover West Covina" editions	8	12	6	6	6

Number of "Discover West Covina" newspapers distributed	273,528	410,000	212,892	213,000	213,000
Hours of local cable production	5,800	5,800	*483	0	0
Number of City Council and planning meetings taped	45	50	2	0	0
Number of web page views	2,349,575	2,432,156	2,587,207	5,000,000	5,500,000

\* Cable television production was suspended in July of 2008

### APPROVED POSITIONS

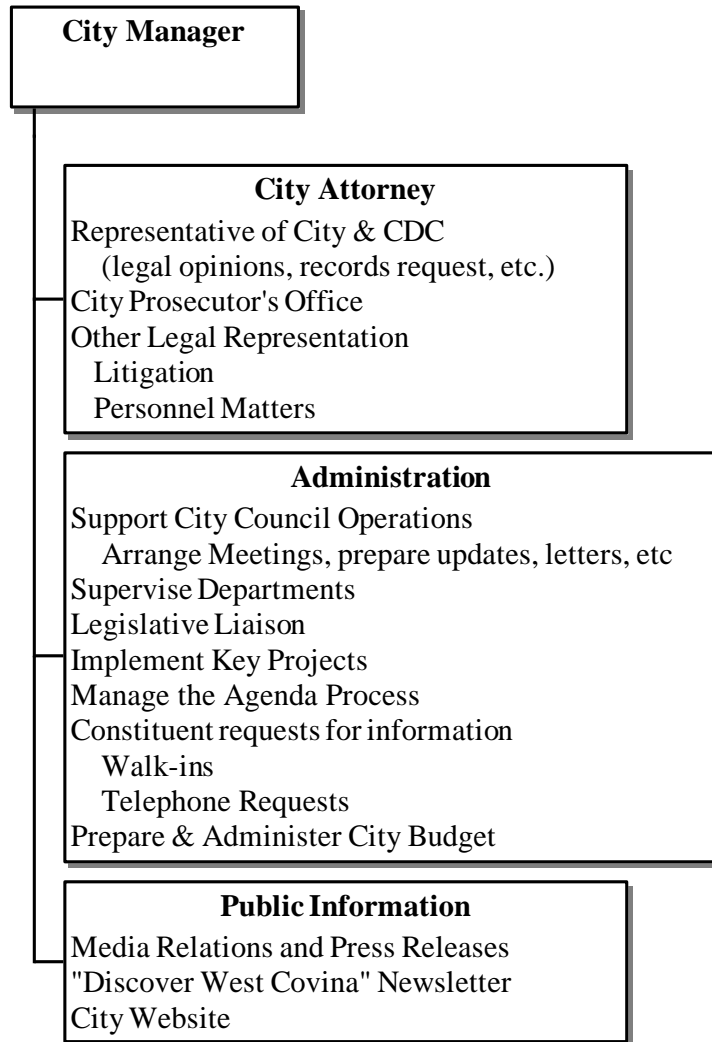
Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b>Full -Time Positions</b>				
City Manager <sup>1)</sup>	1.00	1.00	1.00	1.00
Assistant City Manager <sup>1)</sup>	1.00	1.00	1.00	1.00
Deputy City Manager <sup>1)</sup>	0.00	0.00	1.00	1.00
Assistant to the City Manager <sup>1)</sup>	1.00	1.00	0.00	0.00
Management Analyst II (PIO) <sup>1)</sup>	1.00	1.00	1.00	1.00
Executive Asst to the City Manager <sup>1)</sup>	1.00	1.00	1.00	1.00
Sr Administrative Assistant <sup>1)</sup>	0.50	0.50	0.50	0.50
Administrative Assistant I <sup>1)</sup>	0.50	0.50	0.50	0.50
Community TV Producer	1.00	0.00 <sup>2)</sup>	0.00 <sup>2)</sup>	0.00 <sup>2)</sup>
Community TV Prod Assistant	1.00	0.00 <sup>2)</sup>	0.00 <sup>2)</sup>	0.00 <sup>2)</sup>
<b>Full-Time Total</b>	<b>8.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>Full-time Equivalent (FTE)</b>				
Administrative Aide	0.04	0.04	0.04	0.04
Cable TV Production Assistant	0.34	0.00 <sup>2)</sup>	0.00 <sup>2)</sup>	0.00 <sup>2)</sup>
Management Analyst I	0.24	0.24	0.00 <sup>2)</sup>	0.00 <sup>2)</sup>
<b>FTE Total</b>	<b>0.62</b>	<b>0.28</b>	<b>0.04</b>	<b>0.04</b>
<b>Department Total</b>	<b>8.62</b>	<b>6.28</b>	<b>6.04</b>	<b>6.04</b>

<sup>1)</sup> These positions are partially funded by CDC.

<sup>2)</sup> Funding for these positions has been suspended.



# ACTIVITY TREE



## BUDGET SUMMARY

		Actual	Actual	Adjusted	Estimated	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget
		2007-2008	2008-2009	2009-2010	2009-2010	2010-2011
<b><u>Expenditure By Type:</u></b>						
5000	Personnel	958,464	804,194	799,674	790,489	802,625
6000	Supplies and Services	811,705	604,895	597,444	628,492	479,808
7000	Capital Outlay	19,330	22,543	-	-	25,000
	<b>Total Department</b>	<b>1,789,499</b>	<b>1,431,632</b>	<b>1,397,118</b>	<b>1,418,981</b>	<b>1,307,433</b>
<b><u>Expenditure By Fund:</u></b>						
110	General Fund	1,729,174	1,405,014	1,382,118	1,403,981	1,282,433
118	Business Improvement Tax	3,700	-	-	-	-
205	Charter Peg Fund	56,625	26,618	-	-	25,000
220	Community Services Foundation	-	-	15,000	15,000	-
	<b>Total Funding</b>	<b>1,789,499</b>	<b>1,431,632</b>	<b>1,397,118</b>	<b>1,418,981</b>	<b>1,307,433</b>

# CITY CLERK'S OFFICE

**MISSION STATEMENT:** To ensure the preservation and integrity of all official City records, including the legislative record; maintain an effective records management system; and provide professional service and support to all City departments, staff, and the citizens of West Covina

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This office consists of three full time and one part time employee. The city clerk is an elected official; the assistant city clerk manages the day-to-day office activities. The office consists of three areas: administration, records management, and passport application services.

## Administration

This department is responsible for the agenda preparation, posting, packet preparation and distribution for the City Council, Community Development Commission and Public Finance Authority meetings ensuring compliance with the Ralph M Brown Act and state law, including minute taking and preparation; indexes, files, and executes all documents resulting from the above meetings, which include all resolutions, ordinances, and contracts. The department certifies and distributes ordinances and resolutions as appropriate; publishes and posts legal notices for public hearings. The department is responsible for the updating the West Covina Municipal Code by means of hard copy supplemental pages and on the internet through the City's website. The department also receives and opens bids; receives claims, subpoenas, and lawsuits, and records a variety of documents with the Los Angeles County Registrar Recorders Office.

## Elections

As the elections administrator, the department is responsible for the conduct of all municipal and special elections coordinating with the Los Angeles County

Registrar-Recorder's Office. A Candidates Manual is prepared by the department which provides the candidate with all forms required for campaign disclosure and election related information. The City Clerk's Office is also responsible for processing of City related Ballot Initiative Petitions and Recall Petitions.

## Political Reform Act

Pursuant to the Political Reform Act, the city clerk serves as the filing officer/official for Campaign Disclosure Statements of elected officials, candidates, and City General Purpose Committees and Statement of Economic Interests filed by public officials and designated employees. The department oversees, coordinates, and processes the filing of all required notifications and paper work.

## Public Records Act and Public Information

This department provides public information and responds to numerous requests for copies of documents and information pursuant to the *California Public Records Act*. The department also assists staff with research of legislative history and actions.

## City Commissions

Coordination of the recruitment process for the Planning, Community Services, Senior, Human Resources, and Public Arts Commissions is conducted through the City Clerk's office. The department facilitates all required paperwork and administers the oath of office to all newly appointed commissioners.

Animal Care and Control

This department also serves as liaison with the Los Angeles County Department of Animal Care and Control overseeing contract administration and providing complaint resolution.

Records Management Program

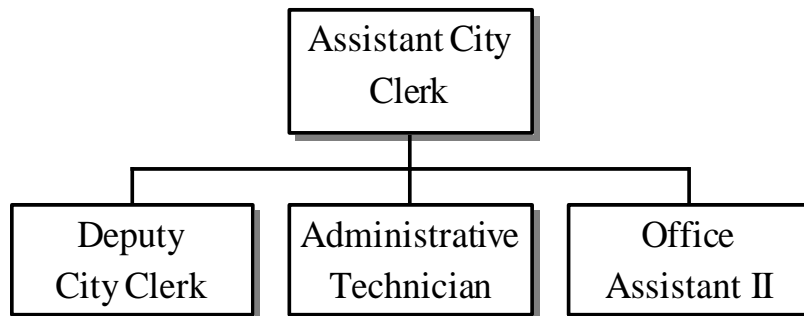
This department is the custodian and the depository for all official documents for the City and Community Development Commission. The Records Management Program provides safekeeping and storage of City's records and archives and provides the retention schedule for all records. The program monitors the retention guidelines providing for the destruction of documents in accordance with state laws. The department is converting documents to

electronic images to provide ease of search and retrieval of documents, and has launched an internet based program for employee and public access to electronic documents through modern technology.

Passport Application Services

The City Clerk's Office has been designated an authorized passport acceptance facility since July 2003. All staff members are authorized agents who review, screen, and process applications for individuals applying for a U.S. Passport from the U.S. Department of State. Service is available to any U.S. citizen Monday through Thursday. Each passport generates general fund revenue for the City. On-site passport photo services are also available.

**CITY CLERK'S OFFICE ORGANIZATIONAL CHART**



## **FY 2009-2010 ACCOMPLISHMENTS**

- Met all requirements associated with the City Council and Community Development Commission meetings, prepared and distributed City Council agenda and agenda packets, published and posted required legal notices, prepared minutes, and maintained the legislative action of such meetings
- Conducted November 3, 2009, Municipal Election for the offices of three Members of the City Council, one city clerk and one city treasurer and one ballot measure
  - Prepare candidate nomination/information handbook and issue and receive nomination papers
  - Facilitated a Ballot Initiative Petition process for placement of a ballot measure on the ballot
  - Coordinate with the County Elections Division all duties required to conduct election
- In conjunction with the City Manager's Office restructured the commissioner appointment process and revised the Commissioner Handbook
- Executed, indexed, and distributed over 200 resolutions, ordinances, and contracts
- Scanned thousands of documents into the City's electronic document management system
- Launched SIRE Pub application of the City's EDMS allowing internet based access to electronic documents
- Received and completed over 200 Public Records Act requests, 135 claims,

subpoenas, and summons.

- Supported City departments and staff as requested, researching legislative actions and providing copies as requested
- Received and reviewed campaign disclosure statements from elected officials and committees pursuant to the Political Reform Act
- Received and reviewed Statements of Economic Interests for elected officials, city commissioners, and designated employees pursuant to the Political Reform Act
- Processed over 1,000 passport applications and over 600 passport photos
- Updated over 80 West Covina Municipal Code books with hard copy supplemental pages and reviewed all books for completeness
- Destroyed over 200 boxes of inactive records and documents

## **FY 2010-2011 GOALS AND OBJECTIVES**

- Continue with the daily duties relating to the operations of the City Clerk's Office and maintenance of records management program in an effort to improve the level of service provided to the City Council, staff, and the public
- Maintain full compliance with biennial AB 1234 ethic training requirements for Councilmembers and commissioners
- Conduct the Conflict of Interest Code review for the City and Community

Development Commission to meet 12-31-10 deadline

- Prepare Candidates Information Manual for the November 2011 municipal election
- Continue converting official City documents to electronic format

- Implement SIRE Technologies agenda building program to facilitate and streamline the finalization of agenda and the agenda packet
- Update the process used to monitor and track Public Records Request

## PERFORMANCE MEASURES

<b>Performance Measures</b>	<b>2006-2007 Actual</b>	<b>2007-2008 Actual</b>	<b>2008-2009 Actual</b>	<b>2009-2010 Estimated</b>	<b>2010-2011 Adopted</b>
Council agendas and packets Prepared,	50	38	39	48	48
Council, CDC, and PFA minutes prepared	74	60	62	70	70
Documents for recordation processed and indexed	77	67	77	80	80
Resolutions and ordinances processed and indexed	139	91	105	70	70
Contracts/Agreements processed and indexed	80	85	35	35	35
Municipal elections conducted or assisted	0	1	0	1	0
Claims/subpoenas/summons Received and indexed	126	138	134	135	135
Passport applications processed	2,360	2,368	1,178	1,200	1,200
Passport photos taken	N/A	1,324	612	620	620

## APPROVED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b>Full -Time Positions</b>				
Assistant City Clerk <sup>1)</sup>	1.00	1.00	1.00	1.00
Deputy City Clerk <sup>1)</sup>	1.00	1.00	1.00	1.00
Administrative Technician	1.00 <sup>2)</sup>	1.00	1.00	1.00
Office Assistant I	0.00 <sup>3)</sup>	0.00	0.00	0.00
<b>Full-Time Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Full-time Equivalent (FTE)</b>				
Administrative Technician	0.50 <sup>3)</sup>	0.00	0.00	0.00
Office Assistant I	0.00	0.00	0.00	0.00
Office Assistant II	0.50 <sup>2)</sup>	0.77	0.70	0.70
<b>FTE Total</b>	<b>1.00</b>	<b>0.77</b>	<b>0.70</b>	<b>0.70</b>
<b>Department Total</b>	<b>4.00</b>	<b>3.77</b>	<b>3.70</b>	<b>3.70</b>

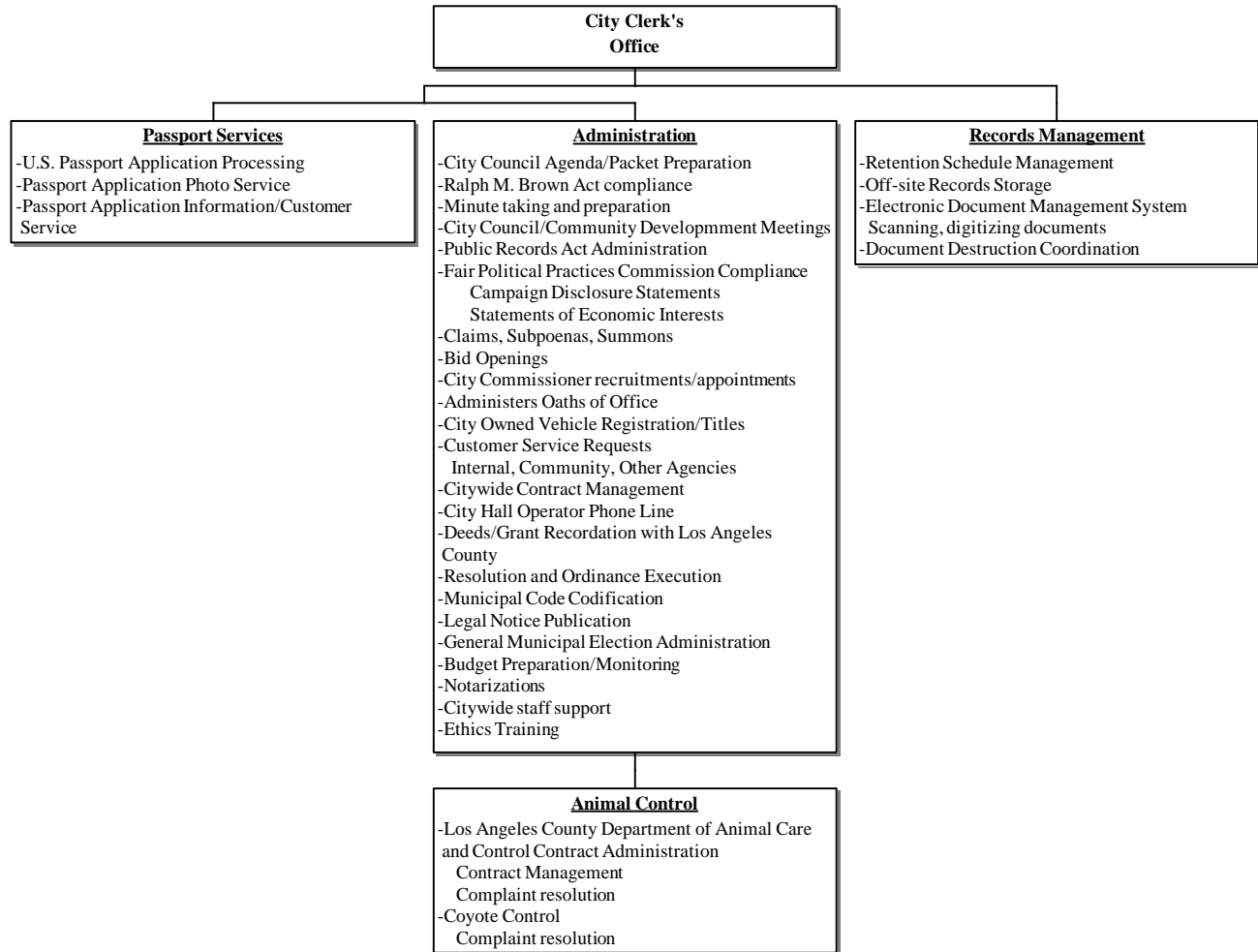
<sup>1)</sup> These positions are partially funded by CDC.

<sup>2)</sup> Full-time administrative technician was vacant most of the fiscal year; underfilled with limited service administrative technician.

<sup>3)</sup> Full-time office assistant I eliminated during FY 07-08; replaced with limited service administrative technician.



# ACTIVITY TREE



## BUDGET SUMMARY

		Actual Expenditures 2007-2008	Actual Expenditures 2008-2009	Adjusted Budget 2009-2010	Estimated Expenditures 2009-2010	Adopted Budget 2010-2011
<b>Expenditure By Type:</b>						
5000	Personnel	234,444	268,844	248,002	244,013	249,810
6000	Supplies and Services	443,990	322,142	522,348	567,138	429,101
7000	Capital Outlay	-	-	-	-	-
	<b>Total Department</b>	678,434	590,986	770,350	811,151	678,911
<b>Expenditure By Fund:</b>						
110	General Fund	678,434	590,986	770,350	811,151	678,911
	<b>Total Funding</b>	678,434	590,986	770,350	811,151	678,911
		<b>Actual Revenue 2007-2008</b>	<b>Actual Revenue 2008-2009</b>	<b>Adjusted Budget 2009-2010</b>	<b>Estimated Revenue 2009-2010</b>	<b>Adopted Revenue 2010-2011</b>
<b>Revenue:</b>						
110	4210 - Dog licenses	239,417	203,135	230,000	180,000	315,000
110	4644 - Passport services	63,993	29,672	30,000	25,000	30,000
110	4656 - Passport Photos	13,205	6,105	5,000	4,000	5,000
	<b>Total Dept Revenue</b>	316,615	238,912	265,000	209,000	350,000

# FINANCE DEPARTMENT

**MISSION STATEMENT:** To manage and to protect the City's financial resources by applying generally accepted accounting and investment principles, to provide efficient reprographic and information systems services to internal users, and to enforce the City's business license and purchasing ordinances as outlined in the West Covina Municipal Code

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This department is responsible for all financial affairs of the City and the community development commission (CDC). The goal of the finance department is to maintain financial stability, to provide accurate and timely financial information and recommendations to the City's decision makers, and to protect the City's assets through the establishment of effective internal controls. The department also strives to provide valuable and responsive support services to the other City departments. The department consists of six divisions and a total of 19 full-time employees.

## **Administration Division**

The administration division oversees all aspects of the finance department and is responsible for the City's debt management and budget preparation.

## **Revenue Services Division**

The revenue services division manages cash activity for the City and CDC, and is responsible for the receipt, deposit, and investment of funds. It also oversees the business license function which is responsible for ensuring that all businesses maintain a current business license and pay applicable taxes. The city treasurer is elected by the community at large and reviews monthly investment reports and cash flows. The assistant city manager is

responsible for managing the day-to-day investment operations. Surplus funds are invested for maximum safety, liquidity, and yield in compliance with the City's investment policy and the California Government Code.

## **Accounting Division**

The accounting division includes the payroll, accounts payable, general accounting, financial reporting, fixed assets, and accounts receivable functions. This division monitors various lease and loan payments due to the City and the CDC; maintains financial records; complies with various federal, state, and local reporting requirements; coordinates and serves as liaison for all financial audits; provides monthly budget reports to all departments; assists employees with payroll issues; evaluates internal controls; and provides oversight of the financial accounting software.

## **Purchasing Division**

The purchasing division is responsible for maximizing cost effectiveness and controlling purchases through centralized purchasing, assisting City departments in vendor selection for equipment and service purchases, and ensuring that City purchasing policies are followed. Purchasing reviews City contracts to ensure they are in compliance with the terms and conditions in

the Request for Proposal (RFP) specifications.

Purchasing is also responsible for administration of citywide communications including supervision of the telecommunications coordinator, cell tower contracts, management of the 9-1-1 and dispatch databases, the City's telephone system, and City cell phones.

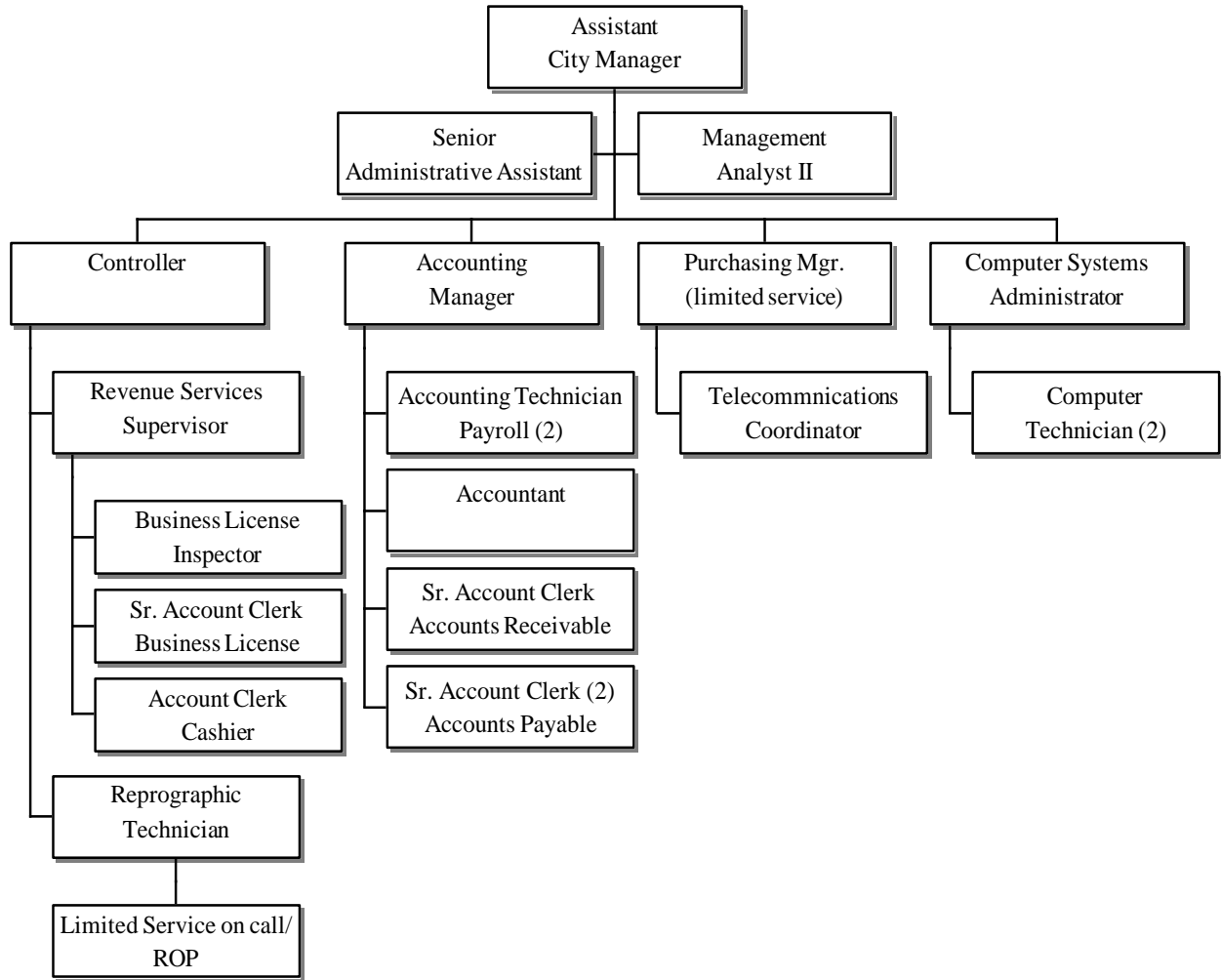
### **Reprographics Division**

The reprographics division coordinates citywide shipping and mailing, photocopying, printing, binding, and desktop publishing services. This division also provides supplies such as envelopes, letterhead, NCR forms, four-color certificates, business cards, and the paper used in all department copiers.

### **Information Systems Division**

The information systems division provides software and hardware maintenance for the City's automated systems, supports computer users in all departments, maintains the citywide and local area networks, and assists departments in the selection of software systems. The division also coordinates training of City staff on new computer equipment and software, and develops office automation standards.

# FINANCE DEPARTMENT ORGANIZATIONAL CHART



## **FY 2009-2010 ACCOMPLISHMENTS**

- Managed the City's investment portfolio by investing funds in accordance with the adopted investment policy
- Continued the on-going comprehensive evaluation of internal controls to effectively safeguard the City's assets and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with generally accepted accounting principles
- Continued to streamline department workflow while maintaining proper segregation of duties
- Revised all budget chargebacks to more adequately address cost recovery
- Worked with the City's jail phone provider to resolve delinquent commission payments, and set up ongoing payment plan
- Continued to review all phone bills for accuracy and areas to streamline costs
- Transferred public safety cell phones from one cell phone provider to another resulting in superior service and approximately \$7,600 in annual savings
- Coordinated purchasing, training, and changing out cell phones or landline phones for all City departments
- Continued to ensure the 9-1-1 database is up to date for West Covina and Verizon Master Street Address Guide
- Managed contract administration and grant monitoring
- Assisted departments with use of the budget preparation and requisitioning modules
- Adjusted business license fees by Consumer Price Index increase
- Published the annual budget and CIP document for the 2009-10 fiscal year in both electronic and hardcopy format
- Cross-training efforts were continued within the department, particularly in the accounts payable, payroll, and business license functions
- Developed desk procedure manuals
- Prepared a Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2009
- Prepared financial reports required by federal, state, and county agencies
- Continued to provide assistance to the human resources department with the "Human Resources" and "Applicant Tracking" modules of the Eden software
- Completed implementation of the Eden Project Accounting module to facilitate multi-year cost analysis of capital improvement projects
- Continued to improve departmental efficiencies through technology advances such as establishing on-line access with governmental agencies, certain vendors, and payroll benefit providers
- Administered billing and collection component of the City's police false alarm ordinance

- Replaced the Public Safety Radio Network allowing for a modern, reliable radio system that is instrumental in the protection of the City
- Assisted in the renegotiation of a new cell tower agreement at an existing radio tower, and renegotiated a contract to place additional nodes on City traffic poles
- Bid annual office supplies, and currently working to establish online department purchasing that should result in an 8% savings over current supplier
- Purchasing manager cross-trained with telecommunications coordinator so that this operation will continue during any absences
- Developed and coordinated a formal bid that implemented paid public parking at the Civic Center
- Developed purchasing specifications and administered 12 formal bids
- Upgraded department's database applications to the latest version
- Assisted departments with computer purchase and configuration
- Cleaned computer viruses and spyware on infected computers
- Implemented a faster Internet service
- Networked computers at Shadow Oak Park to city hall
- Maintained the public notification mailing list
- Selected a new network consultant firm

- Worked with outside vendors to perform operational cost analysis for citywide printing needs and fleet services to reduce operational costs
- Researched and purchased specialized cell phones for use with the paid parking program
- Assisted with the training of police cadets in using phones and the paid parking software
- Selected new collections vendor and implemented online tracking of collections activity for departments
- Implemented online and automated telephone payment programs for parking citations

### **FY 2010-2011 GOALS AND OBJECTIVES**

- Develop, recommend, and implement fiscal policies and procedures to guarantee the financial integrity and solvency of the City and its related agencies
  - Continue to recommend budget solutions to the City Council in an effort to balance the City's budget
  - Work closely with City departments to identify new revenue sources and methods to reduce costs
  - Negotiate new cell tower contracts with cell phone providers
  - Re-evaluate the fees and charges for City-provided services to ensure the fees are reasonable and fully recover the cost of providing those services
  - Monitor all current revenue sources and perform audits of various revenues to ensure the City is

- receiving all the existing revenues to which it is entitled
- Effectively manage the City's cash and investment portfolio to maximize revenues while adhering to the primary goals of safety and liquidity of the City's cash reserves
- Develop long-term financial plan for CDC
- Develop a web link on the City's new web page where specifications for formal RFPs can be downloaded
- Continue to work with outside vendors to investigate reducing operational costs by performing costs analyses
- Continue to review all phone bills for accuracy and areas to streamline costs
- Issue \$10 million in tax revenue anticipation notes (trans) through the California Statewide Communities Development Authority to accommodate short-term cash flow needs
- Review debts for refinancing and credit enhancement opportunities
- Provide outstanding customer service to City departments to assist them in performing their department operations
  - Bid and establish maintenance contracts on telephone and radio equipment
  - Establish parameters for legal ads with the City Attorney's office, and educate City departments on minimum legal ad requirements that will result in decreasing the cost of legal ads
  - Continue to work with public works in developing purchasing guidelines for public works projects that comply with the Uniform Public

- Construction Cost Accounting procedures
- Provide timely and accurate financial information to departments and policy decision makers to enable them to effectively monitor budgets and make informed decisions regarding financial matters
- Coordinate customer support issues
- Assist department users with specific questions related to the City's financial software system to increase their ability to understand and utilize the system
- Conduct Purchasing User's meetings to aid/instruct City staff on purchasing methods, procedural changes, and Eden finance system use
- Continue to work with senior administrative assistants to update the City directory
- Continue to develop a written policy and procedures for City cell phones
- Ensure that all financial reporting meets professional standards and that generally accepted accounting principles are adhered to
  - Prepare/submit a Comprehensive Annual Financial Report to the Government Finance Officer's Association award program which ensures the report is prepared to the highest industry standards and demonstrates to external organizations that the City is committed to disclosing financial information in a professional and fiscally responsible manner
  - Provide assistance to external auditors in their task of confirming that the City's accounting records are maintained in a fiscally responsible and professional manner, and that



grant funds were spent in accordance with the governing regulations

- Streamline Police False Alarm billing and collection processes
  - Continue to develop a professional and well-trained staff in order to provide the highest level of quality and cost-effective service
  - Implement a backup and disaster recovery solution to backup data and applications
  - Replace computer network equipment
  - Implement the SCE-paid power management system to reduce power consumption when computers are not in use
  - Continue the use of state funded ROP students, which provides the City with no-cost manpower and valuable work experience to the students
  - Continue to create cost effective printing methods
- Coordinate the State of California 9-1-1 upgrade that is funded through the state every five years
  - Explore possibilities of the City's 9-1-1 System joining with 27 other cities in a Regional 9-1-1 project also known as "RING" (Regional Interagency Next Generation-Ready 9-1-1) that will standardize 9-1-1 systems in California
  - Work with Fire to implement a new non-transport EMS program
  - Inspect businesses operating within the city to ensure business license compliance and increase revenue
  - Reduce City-wide telephone expenses by continuing to review and seek lower costs for line and usage
  - Telecommunications coordinator will cross-train with accounts payable so that all City phones and False Alarm billings continue in timely fashion during any absences

## PERFORMANCE MEASURES

Performance Measures	2006-2007 Actual	2007-2008 Actual	2008-2009 Actual	2009-2010 Estimated	2010-2011 Adopted
Ambulance subscriptions issued				240	300
Audits coordinated	17	18	18	14	14
Business licenses issued	5,600	5,700	5,400	5,600	5,700
Cash receipts processed	21,850	23,000	21,300	22,500	<sup>8</sup> 22,000
*Cell phone maintenance			1,000	550	550
Cell tower lease agreements	6	7	8	9	<sup>6</sup> 11
Checks disbursed	24,781	24,883	23,107	24,000	24,000
Computer training vouchers provided	60	60	60	50	10
Credit card purchases	<sup>3</sup> 136	<sup>3</sup> 169	135	95	100
Debt instruments administered	17	18	18	18	19
*False alarm invoices issued	375	334	217	250	250
*False alarm phone calls			820	930	1,000
*False alarm reports processed	3,932	3,872	2,650	2,200	2,200
*False alarm warning letters issued	1,300	1,281	1,255	1,230	1,300
Financial and compliance reports prepared	87	94	92	89	91
Formal bids	21	22	13	12	12
Incoming mail	318,888	290,000	293,000	290,000	290,000
Invoices paid	18,852	17,901	16,188	17,000	17,000
Journal entries prepared	1,293	1,204	1,396	1,400	1,400
Mobile food vendor permit				6	6
Offset printing	908,038	<sup>1</sup> 710,000	717,000	650,000	600,000
Outgoing mail	171,848	98,000	99,000	98,000	94,000
*Pager added or replaced			189	<sup>7</sup> 18	6
Paid parking pay stations managed				6	6
Personal computers, monitors, printers, network devices, power systems and servers maintained	775	785	800	800	800
PO change orders issued	356	321	320	343	300
Purchase orders issued	<sup>3</sup> 1109	<sup>3</sup> 1,261	949	850	825
*Telephone line changes/setups/maint.				165	150
Wire transfers disbursed	25,500	25,525	28,954	<sup>5</sup> 600	<sup>5</sup> 600
Xerox printing	2,267,613	<sup>2</sup> 1,154,000	1,165,000	1,280,000	1,239,398

<sup>1</sup> Decreased from two presses to one

<sup>2</sup> Increase in in-department printing vs. print shop due to more efficient department copiers

<sup>3</sup> Increased due to Big League Dreams (BLD) procurements

<sup>4</sup> Most pagers eliminated city-wide

<sup>5</sup> FY 2006-2007 and FY 2007-2008 included both check disbursements and wire transfers

<sup>6</sup> Pending cell towers: Friendship Park, Palmview Park, Nogales Park, Del Norte Park, and Fire Station 5

<sup>7</sup> Most pagers eliminated city-wide

<sup>8</sup> Expected to decrease due to online payment of parking citations

\*Absorbed from the dissolved communications department per City Council direction June 17, 2008

## APPROVED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b>Full -Time Positions</b>				
Finance Director <sup>1)</sup>	1.00	0.00	<sup>2)</sup> 0.00	0.00
City Controller <sup>1)</sup>	1.00	1.00	1.00	1.00
Accounting Manager <sup>1)</sup>	1.00	1.00	1.00	1.00
Computer Systems Administrator	1.00	1.00	1.00	1.00
Management Analyst II <sup>1)</sup>	1.00	1.00	1.00	1.00
Purchasing Manager	1.00	1.00	1.00	0.00 <sup>7)</sup>
Telecommunications Coordinator	n/a	1.00	<sup>3)</sup> 1.00	1.00
Accountant <sup>1)</sup>	1.00	1.00	1.00	1.00
Accounting Technician	1.00	2.00	<sup>5)</sup> 2.00	2.00
Sr Administrative Assistant	1.00	1.00	1.00	1.00
Reprographics Supervisor	1.00	0.00	<sup>4)</sup> 0.00	0.00
Revenue Services Supervisor	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00
Business License Inspector	1.00	1.00	1.00	1.00
Computer Services Technician	2.00	2.00	2.00	2.00
Reprographics Technician	1.00	1.00	1.00	1.00
Senior Account Clerk <sup>6)</sup>	5.00	4.00	<sup>5)</sup> 4.00	4.00
<b>Full-Time Total</b>	<b>21.00</b>	<b>20.00</b>	<b>20.00</b>	<b>19.00</b>
<b>Full-time Equivalent (FTE)</b>				
Purchasing Manager	0.00	0.00	0.00	0.46 <sup>7)</sup>
Offset Eqpt Operator	0.95	1.54	1.30	1.30
<b>FTE Total</b>	<b>0.95</b>	<b>1.54</b>	<b>1.30</b>	<b>1.76</b>
<b>Department Total</b>	<b>21.95</b>	<b>21.54</b>	<b>21.30</b>	<b>20.76</b>

1) Partially funded by CDC.

2) Funding of this position has been suspended; responsibilities assumed by assistant city manager.

3) Position was absorbed by finance department from the dissolved communications department.

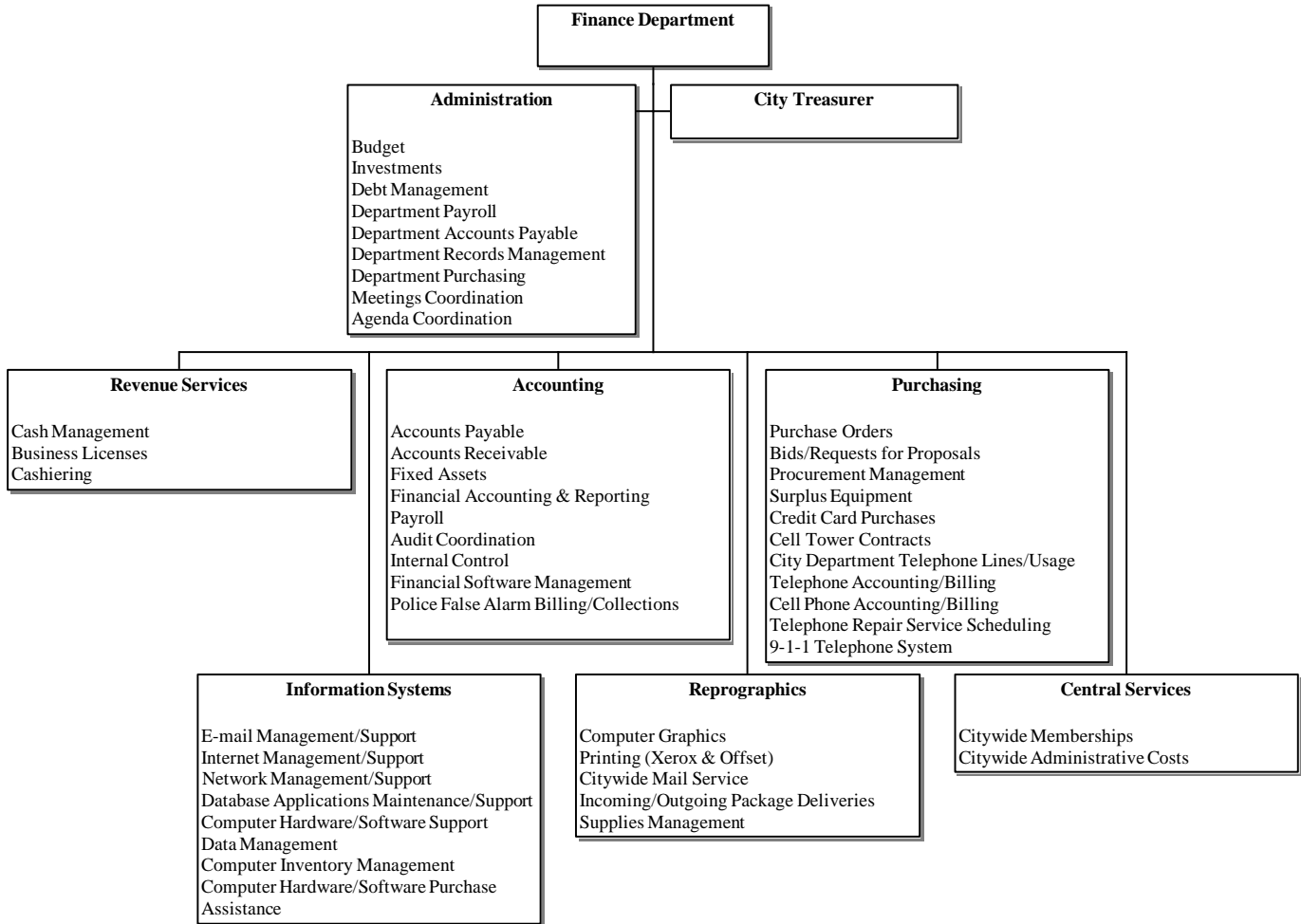
4) Eliminated the reprographics supervisor position.

5) Reclassified one senior account clerk to accounting technician.

6) One senior account clerk is partially funded by CDC

7) The full-time purchasing manager was eliminated and replaced with a part-time purchasing manager.

# ACTIVITY TREE



## BUDGET SUMMARY

		Actual Expenditures 2007-2008	Actual Expenditures 2008-2009	Adjusted Budget 2009-2010	Estimated Expenditures 2009-2010	Adopted Budget 2010-2011
<b><u>Expenditure Type:</u></b>						
5000	Personnel	1,751,359	1,759,371	1,786,362	1,747,952	1,646,340
6000	Supplies and Services	4,981,307	4,810,108	5,594,850	4,619,356	5,535,063
7000	Capital Outlay	18,970	1,112	36,000	36,000	-
8000	Allocated Costs	(316,983)	(349,618)	(326,935)	(326,935)	(327,294)
	<b>Total Department</b>	<b>6,434,653</b>	<b>6,220,973</b>	<b>7,090,277</b>	<b>6,076,373</b>	<b>6,854,109</b>
<b><u>Expenditure By Fund:</u></b>						
110	General Fund	2,278,564	2,334,955	2,528,161	2,489,501	2,379,213
300	Debt Service	4,037,290	3,865,943	4,461,716	3,486,472	4,436,296
368	Retiree Lump Sum Benefit	118,799	20,075	100,400	100,400	38,600
	<b>Total Funding</b>	<b>6,434,653</b>	<b>6,220,973</b>	<b>7,090,277</b>	<b>6,076,373</b>	<b>6,854,109</b>
		Actual Revenue 2007-2008	Actual Revenue 2008-2009	Adjusted Budget 2009-2010	Estimated Revenue 2009-2010	Adopted Revenue 2010-2011
<b><u>Revenue:</u></b>						
110	42xx-Licenses & Permits	9,475	6,575	10,000	6,950	9,500
	46xx - Charges for Services	44,247	80,570	77,500	78,000	86,500
	48xx - Other revenues	3,407	5,480	5,100	5,000	5,100
		57,129	92,625	92,600	89,950	101,100
160	Capital Projects-Debt proceeds	4,319,279	-	-	-	-
205	Charter PEG Fund	150,000	(8,889)	-	-	-
	<b>Total Dept Revenue</b>	<b>4,526,408</b>	<b>83,736</b>	<b>92,600</b>	<b>89,950</b>	<b>101,100</b>

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# HUMAN RESOURCES DEPARTMENT

**MISSION STATEMENT:** To hire quality employees who meet the needs of the City, and to enhance the workplace for all employees through creative and cost-effective personnel services

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The department serves 385 full-time and approximately 175 part-time staff. The department provides consultation and management services in the areas of training, recruitment and selection, benefits management, employee and labor relations, organizational development, management of the employee rideshare program, classification and compensation, employee evaluation, grievance and discipline, compliance with state and federal laws, equal employment opportunity, collective bargaining and contract management, comprehensive employee records management, employee verification of employment, and support to the Human Resources Commission.

Under the direction of the assistant city manager, regular full-time staff includes the, two management analyst II's and two human resources technicians. The part-time staff includes one human resources analyst I.

## HUMAN RESOURCES COMMISSION

The Human Resources Commission was created by the City Council to perform the following duties:

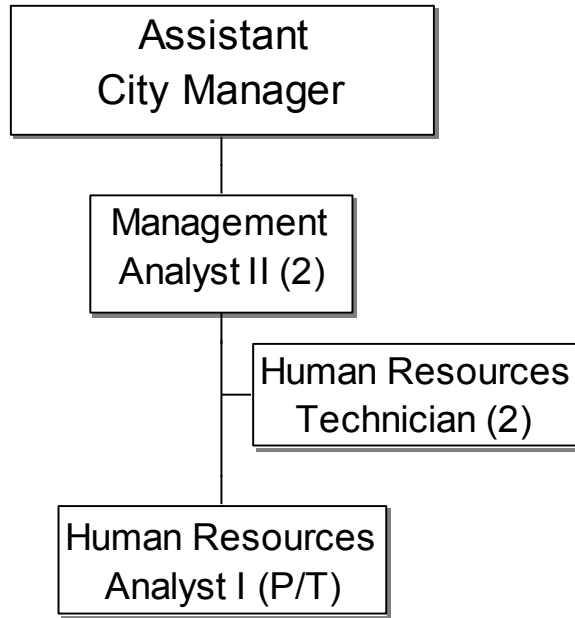
- Act in an advisory capacity to the City Council and the Human Resources Officer on personnel matters not specifically delegated by law to other parties in the City service.

- Review the recruitment and selection process for the classified service, including the publishing/posting of test notices and the preparation/scoring of tests, and the certification of eligible candidates for appointment; review the City's Position Classification System, and make comments and recommendations regarding such processes to the Human Resources Officer of the Council.
- When requested by the City Council or the Human Resources Officer, hold hearings and make other recommendations on any matters of personnel administration within the limits of the request by the City Council or the city manager.
- Receive and hear appeals submitted by any person in the city service relative to any dismissal, demotion, reduction in pay or alleged violation of the classification and salary resolution or the personnel rules; and to certify its findings and recommendations as provided in this chapter.
- In any investigation or hearing conducted by the commission, it shall have the power to examine witnesses under oath and compel attendance or the production of evidence before it by subpoenas, issued in the name of the City and attested by the city clerk. It shall be the duty of the Chief of Police to cause all such subpoenas to be served. Refusal of a person to attend or testify in answer to such subpoena shall subject such person to prosecution, in the

same manner set forth by law for failure to appear before the City Council in response to a subpoena issued by the City

Council. Each member of the Human Resources Commission shall have the power to administer oaths to witnesses.

## HUMAN RESOURCES DEPARTMENT ORGANIZATIONAL CHART





## **FY 2009-2010 ACCOMPLISHMENTS**

- Conducted 22 full and part-time recruitments in fiscal year 09-10
- Negotiated contract amendments with the City's four (4) public safety bargaining units (Police Officers, Police Management, Firefighters Association and Fire Management Association)
- Completed negotiations and implemented the provisions of the Memorandum of Understanding (MOU's) for five (5) miscellaneous bargaining units (Confidential, General, Maintenance & Crafts, Mid-Management, and Non-Sworn Public Safety)
- Updated the administrative procedures related to the Family Medical Leave Act in order to streamline the process for City employees
- Updated various City Administrative Policies, including Computer Use, Layoff procedures, and the City's Policy Against Discrimination, Harassment and Retaliation in order to be in compliance with current law
- Organized two (2) employee activities with the Employee Activities Committee (EAC)
- Coordinated staff participation in the Local Government Leadership Academy (LGLA) training program, organized by the College of Extended University at Cal Poly Pomona and consisting of eight (8) courses designed to educate and develop supervisory and leadership skills
- Coordinated staff participation in 10 training workshops, conducted by outside firms, on topics such as discipline, labor negotiations, leaves of absence, the Fair Labor Standards Act, performance management, and other current legal employment issues
- Coordinated the City's sexual harassment training in compliance with AB 1825
- Assisted approximately 20 full-time and 54 part-time employees who separated from City service
- Administered the City's Employee Rideshare Program in an effort to support the City's air quality improvement initiative
- Completed the Air Quality Investment Program Annual Report and citywide employee rideshare survey as required by the South Coast Air Quality Management District (SCAQMD)
- Continue to improve our processing of employee benefit enrollments and changes by participating in an online process of managing employee medical dental, and vision insurance
- Continue our efforts to enhance and streamline our recruitment process by posting all open and competitive recruitments on the web-based job board and applicant tracking system, CALOPPS
- Posted all job announcements, class specs, memorandums of understanding (MOU's), and salary ranges on the City's website to provide a cost savings on print advertising, and to present a more effective (green) way of providing public information

**FY 2010-2011  
GOALS AND OBJECTIVES**

- Continue to meet the needs of the organization by creatively managing recruitments
  - Complete negotiations and implement the provisions of the Memorandums of Understanding (MOU's) for the five (5) miscellaneous bargaining units: Confidential, General, Maintenance & Crafts, Mid-Management, and Non-Sworn Public Safety
  - Continue discussions with four (4) public safety bargaining units: Police Officers, Police Management, Firefighters Association and Fire Management Association
  - Continue to implement the Career Academy training and development program for City of West Covina employees
- Continue to assist departments with employee investigations, grievances, and discipline.
  - Continue to implement the City's Employee Rideshare Program
  - Complete the Air Quality Investment Program Annual Report and citywide employee rideshare survey as required by the South Coast Air Quality Management District (SCAQMD)
  - Continue to post all open and competitive recruitments on CALOPPS
  - Look for opportunities to utilize automation to improve our recruitment process
  - Continue to work with Departments to revise the recruitment process to meet their needs

## PERFORMANCE MEASURES

Performance Measures	2006-2007 Actual	2007-2008 Actual	2008-2009 Actual	2009-2010 Estimated	2010-2011 Adopted
New Hires – full-time	62	37	4	5	4
part-time	43	27	32	25	25
Promotions – full-time	21	16	16	20	16
part-time	6	0	1	3	1
Separations – full-time	43	40	24	20	20
part-time	47	34	24	54	25
Recruitments	46	76	31	22	20
Employee training sessions	23	19	18	19	15

## AUTHORIZED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b>Full -Time Positions</b>				
Human Resources Director	1.00	0.00 <sup>1)</sup>	0.00 <sup>2)</sup>	0.00 <sup>2)</sup>
Human Resources Manager	n/a	0.00 <sup>1)</sup>	0.00 <sup>1)</sup>	0.00 <sup>1)</sup>
Management Analyst II	2.00	2.00	2.00	2.00
Human Resources Technician	2.00	2.00	2.00	2.00
<b>Full-Time Total</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Full-time Equivalent (FTE)</b>				
Human Resources Analyst I	0.00	0.77	0.62	0.62
Office Assistant II	0.19	0.00	0.00	0.00
<b>FTE Total</b>	<b>0.19</b>	<b>0.77</b>	<b>0.62</b>	<b>0.62</b>
<b>Department Total</b>	<b>5.19</b>	<b>4.77</b>	<b>4.62</b>	<b>4.62</b>
<sup>1)</sup> Funding for this position has been suspended.				
<sup>2)</sup> This position has been eliminated.				

## BUDGET COMMENTS

Several areas of routine activities have increased in cost, such as pre-employment background checks, bilingual exams, tuition reimbursement, and medical and psychological testing.

In addition, the department is now responsible for implementing the City's Employee Rideshare Program, which has added additional responsibilities to existing staff.

Several areas of the human resources budget have been cut that may affect the services we will be able to provide to the public and City employees.

- Human Resources Commission- this budget was significantly reduced, thus limiting the Commission's participation in training and in attending community events
- Citywide Training - Due to budget cuts in the Career Academy, which is the City's training and development program, the number of employees participating in the training courses offered will be reduced.
- Tuition Reimbursement - All nine of the employee bargaining unit MOU's provide for tuition reimbursement. The City's current administrative policy provides for reimbursement based on the availability of funds. Due to budget reductions, employees will now be reimbursed for tuition on a first-come-first-serve basis.
- Recruitment Advertising and Pre-Employment Screening Process - the City has either eliminated or frozen several vacant positions. As such, funding for recruitment advertising and pre-employment screening has been reduced. However, at such time the City begins to

fill the current vacancies, funding for recruitment advertising and pre-employment processing such as medical exams, and background checks will need to be restored.

- Employee Activities Committee - Due to the elimination of the budget for Employee Activities, there are no quarterly or special events planned.

## BUDGET ISSUES

**Part-time Staff:** With the elimination of the human resources director position and the hiring freeze on the human resources manager, the department has utilized the services of a part-time human resources analyst I. The tasks performed by this part-time position include the following:

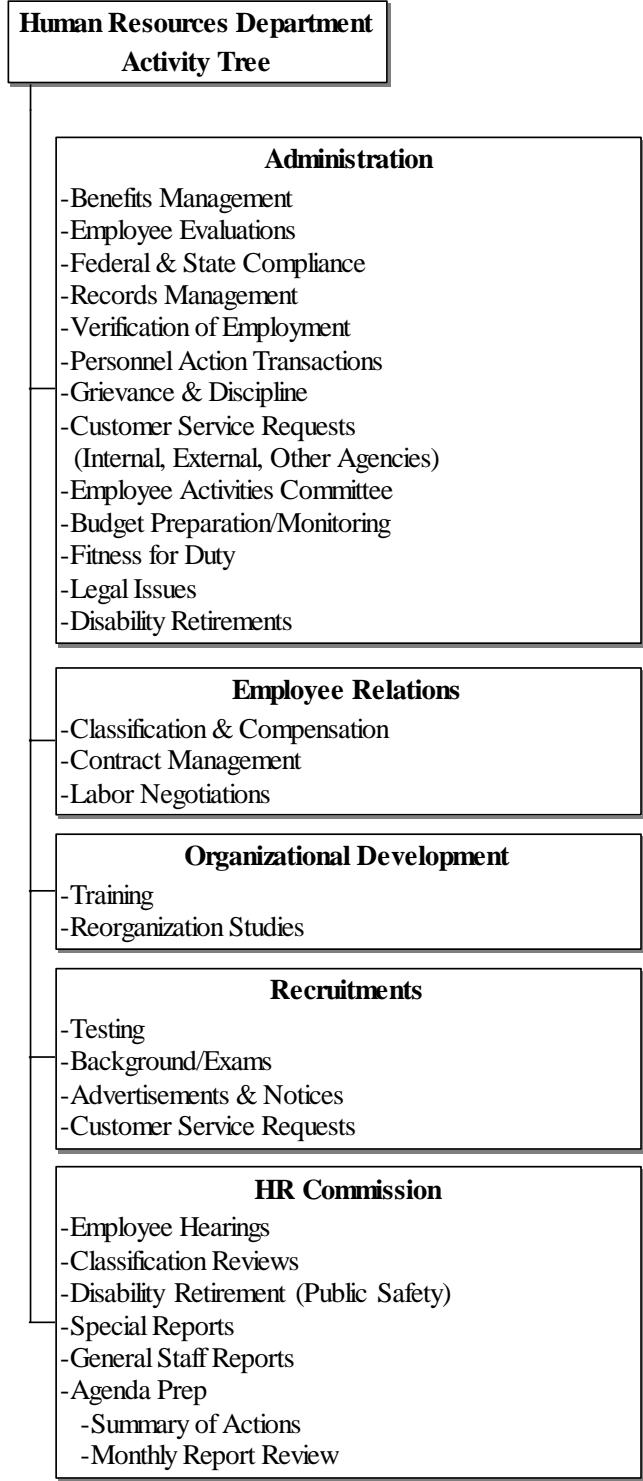
- Assist the department with recruitments, special studies, the Rideshare Program, various employment issues, and other administrative functions. This position also prepares salary and benefit surveys related to the negotiation process with the eight employee bargaining units, as well as the unrepresented employee groups.
- As the department begins the negotiation process with the five (5) miscellaneous bargaining units, this process will take a considerable amount of staff time. As such, the part-time HR analyst I will be needed to assist the management analysts in completing projects and assignments they may not be able to complete due to their participation in negotiations.
- The HR department has a very high volume of phone calls for service and from citizens who come to our public counter in search of employment and related services. We also service the human resources needs of all full-time

and part-time employees. As such the HR analyst I will need to assist with phone and front office coverage

Human Resources Programs & Projects: The human resources director position has been eliminated. As such, there has been a significant shift in workload. One of the two management analysts has taken the responsibility of overseeing the day-to-day operations of the department as well as maintaining the regular management analyst functions. In addition, there has been a significant shift in workload to the other management analyst in the department. Although the assistant city manager has incurred the overall responsibility of the human resources department, additional funding will be needed to continue to hire consultants to assist with the non-routine or special projects as follows:

- Update the City's Personnel Rules, as the last comprehensive revision was completed in 1992
- Provide employee training as part of the City's Career Academy curriculum, and other city-wide employee training and development to be updated on current laws and regulations related to City government
- Develop personnel policies in needed areas and identify policies that have unclear processes, procedures or guidelines.
- Assist departments with conducting organizational efficiency studies, by reviewing position functions and department objectives.
- Update the City's classification specifications (class specs). The last comprehensive review/revisions were conducted in 1994.

# ACTIVITY TREE



## BUDGET SUMMARY

		Actual Expenditures 2007-2008	Actual Expenditures 2008-2009	Adjusted Budget 2009-2010	Estimated Expenditures 2009-2010	Adopted Budget 2010-2011
<b><u>Expenditure By Type:</u></b>						
5000	Personnel	450,542	457,704	436,198	430,508	436,747
6000	Supplies and Services	180,377	124,969	152,674	152,674	121,865
7000	Capital Outlay	22,062	1,980	-	-	-
	<b>Total Department</b>	<b>652,981</b>	<b>584,653</b>	<b>588,872</b>	<b>583,182</b>	<b>558,612</b>
<b><u>Expenditure By Fund:</u></b>						
110	General Fund	652,981	584,653	588,872	583,182	558,612
	<b>Total Funding</b>	<b>652,981</b>	<b>584,653</b>	<b>588,872</b>	<b>583,182</b>	<b>558,612</b>

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# RISK MANAGEMENT DEPARTMENT

**MISSION STATEMENT:** To protect the City's assets through the provision of creative and cost-effective risk management services

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This department encompasses three staff positions. The department's purpose is to identify and to minimize exposures that could result in financial loss to the City. The department is responsible for the administration of comprehensive loss prevention programs that incorporate current practices and philosophies most effective in preventing injuries, vehicular collisions,

liabilities, and damage to equipment and materials. The department provides consultation and management services in the areas of workers' compensation; general and auto liability; insurance procurement; employee insurance benefits, including life, long term disability, and state disability; employee safety; uninsured losses; and public loss prevention.

## RISK MANAGEMENT DEPARTMENT ORGANIZATIONAL CHART



**FY 2009-2010  
ACCOMPLISHMENTS**

- Continue to weigh organizational needs and liabilities against the ever-changing insurance market while managing approximately 50 active liability claims, 130 workers' compensation cases, and 60 new uninsured losses each year

**FY 2010 - 2011  
GOALS AND OBJECTIVES**

- To protect public and employee safety
- To recommend changes to all departments to remove City from any possible liability
- To stay current in knowledge of principles, practices, and methods of safety and loss prevention, also state and federal laws relating to health and safety, including CAL/OSHA
- To continue with Safety Committee to communicate safe work practices throughout the organization
- To provide the City insurance coverage without interruption throughout the upcoming fiscal year

## PERFORMANCE MEASURES

Performance Measure	2005-2006 Actual	2006-2007 Actual	2007-2008 Actual	2008-2009 Estimated	2009-2010 Adopted
New workers' compensation claims	82	48	48	48	48
Total open workers' compensation claims	130	136	130	130	130
New general liability claims	60	60	60	60	60
Total open general liability claims	48	50	50	50	50

## AUTHORIZED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b>Full -Time Positions</b>				
Risk Management Director	1.00	1.00	1.00	1.00
Safety & Claims Manager	1.00	1.00	1.00	1.00
Administrative Asst II	1.00	1.00	1.00	1.00
<b>Department Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

### BUDGET COMMENTS

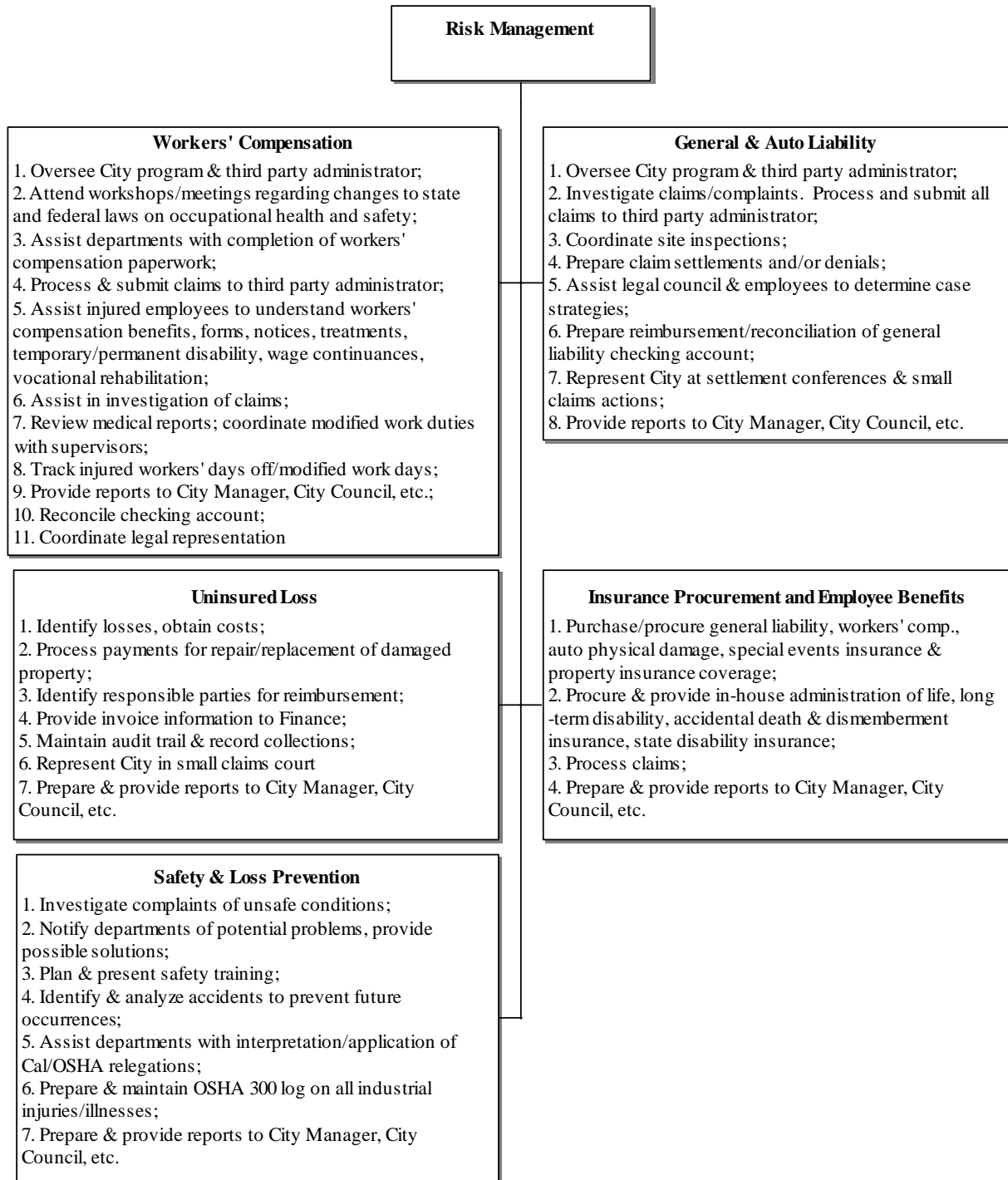
The General Liability – Insurance fund (361-1530) covers insurance premiums for general and auto liability, fire, vandalism, etc.

Costs related to general liability claims and litigations are tracked in the General Liability – Self-Insurance fund (361-1520). Future costs are subject to variation from year to year and are shown as a budget estimate. A transfer from reserves covers expenditures.

The amount of \$25,000 is the Third-Party Administrator services fee.

Costs related to workers' compensation claims and litigation are tracked in the Workers' Comp – Self-Insurance fund (363-1520). Future costs are subject to variation from year to year and are shown as a budget estimate. A transfer from reserves covers expenditures. The amount of \$93,000 is the Third Party Administrator services fee.

# ACTIVITY TREE



## BUDGET SUMMARY

		Actual Expenditures 2007-2008	Actual Expenditures 2008-2009	Adjusted Budget 2009-2010	Estimated Expenditures 2009-2010	Adopted Budget 2010-2011
<b><u>Expenditure By Type:</u></b>						
5000	Personnel	333,392	341,897	338,660	332,882	338,652
6000	Supplies and Services	2,916,212	4,122,929	2,144,033	2,156,967	2,107,058
7000	Capital Outlay	-	1,980	-	-	-
	<b>Total Department</b>	3,249,604	4,466,806	2,482,693	2,489,849	2,445,710
<b><u>Expenditure By Fund:</u></b>						
360	Self Ins - Uninsured Loss	109,841	204,797	115,064	115,064	100,000
361	Self Ins - Genrl/Auto Liab	2,057,040	1,036,980	980,829	993,028	979,714
363	Self Ins - Worker's comp	1,082,723	3,225,029	1,386,800	1,381,757	1,365,996
	<b>Total Funding</b>	3,249,604	4,466,806	2,482,693	2,489,849	2,445,710
		Actual Revenue 2007-2008	Actual Revenue 2008-2009	Adjusted Budget 2009-2010	Estimated Revenue 2009-2010	Adopted Revenue 2010-2011
<b><u>Revenue:</u></b>						
360	4825 - Prop Damage Recover	74,150	(88,531)	-	185,000	-
361	4647 - Misc Reimbursement	240,410	770	-	270,000	-
361	4684 - Special Event Insuranc	1,754	4,613	-	1,000	-
361	4760 - Interfund Chgs	1,280,730	995,085	995,093	994,495	981,006
		1,522,894	1,000,468	995,093	1,265,495	981,006
363	46xx - Charges for Services	964	72,791	-	4,900	-
363	4760 - Interfund Chgs	1,505,271	1,251,308	1,298,273	1,286,333	1,247,910
363	4822 - Contractual Reimburse	9,391	19,031	-	1,400	-
		1,515,626	1,343,130	1,298,273	1,292,633	1,247,910
	<b>Total Dept Revenue</b>	3,112,670	2,255,067	2,293,366	2,743,128	2,228,916

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# PLANNING DEPARTMENT

**MISSION STATEMENT:** To make West Covina a positive, interesting, and enjoyable place in which to live and work by stressing the maintenance and development of stable neighborhoods and a strong business community, while providing professional customer service to residents and business operators

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This department administers the long-range planning projects, such as the Housing Element update as well as the processing of land development applications. Its central focus is to implement the General Plan and other adopted City Council policies through the review of the various development applications. The current planning function is implemented through the application of the City's zoning code. All zoning and land use permit approvals in the City require an environmental clearance under the City's Environmental Review Guidelines and under the California Environmental Quality Act (CEQA).

Planning for the future of the City of West Covina involves the coordination of different agencies. One of these activities is congestion management to assure compliance with applicable regional, state, and federal transportation, and air quality mandates. The planning department's staff also coordinates with other City departments to ensure that all activities support the

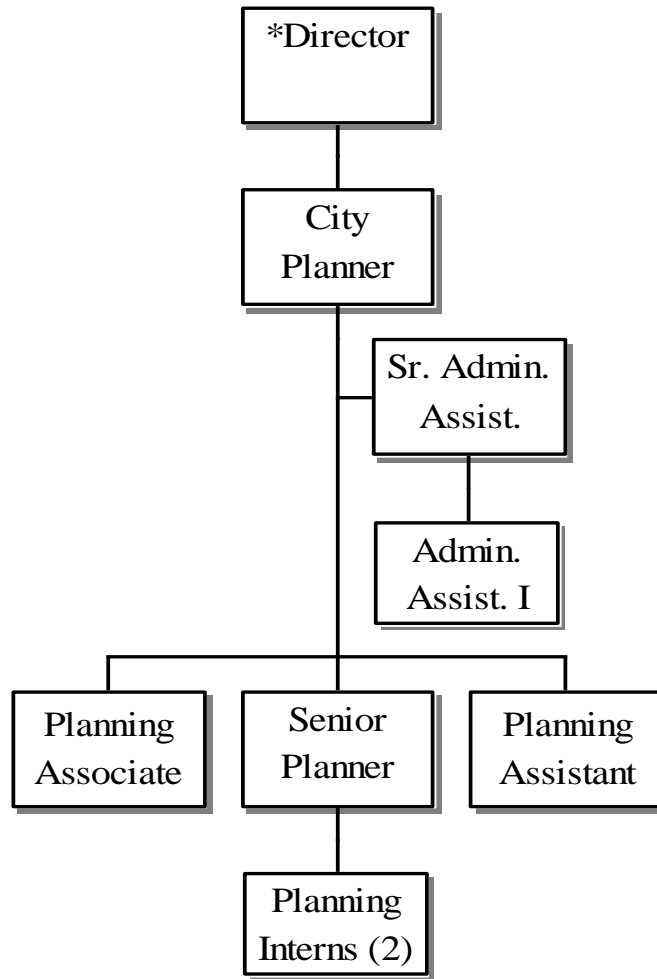
overall goals of the Redevelopment Area planning and parks planning.

This department provides professional assistance to the Planning Commission and City Council in decision-making efforts involving physical development in the city. The department strives to improve the city's environment for all segments of the community, both residential and commercial, by adherence to the principles of good design, and applicable codes and regulations.

The department is currently staffed by six full-time positions and two part-time positions (interns), and maintains liaisons with other cities and planning agencies to address problems of mutual concern consistent with reasonable and sound planning practices.

In addition, the department administers the Art in Public Places program as well as the preservation program for historic resources.

## PLANNING DEPARTMENT ORGANIZATIONAL CHART



**\*Funding for this position has been suspended**



## **FY 2009-2010 ACCOMPLISHMENTS**

- Prepared and processed ten municipal code amendments and zone changes
- Processed 28 development applications through the Planning Commission, including conditional use permits, general plan amendments, planned community developments, precise plans, variances, zone changes, and tentative tract and parcel maps
- Processed 230 administrative applications, including temporary use permits, special event permits, administrative modifications, planning director's modifications, slight modifications, and film permits
- Completed 180 building, grading, and landscape plan checks
- Completed 160 counter reviews for improvements such as patio covers, air conditioners, swimming pools, and small room additions
- Completed review of 316 business license applications
- Processed 34 single-family house improvements for review by the Planning Commission Subcommittee for Design Review
- Completed processing and approval of residential and commercial development projects including a 65-unit senior housing project at 1838 E. Workman Ave, a major commercial renovation/addition and parking lot reconfiguration on the northwest section of the Westfield West Covina Mall, an Environmental Impact Report for a

precise plan application to construct two multi-story office buildings at 2120 and 2140 S. Azusa Avenue on the former BKK site, a six-story parking structure for park-and-ride patrons by Foothill Transit, a 14,000-square foot commercial building at 501 S. Vincent, a 2,000-square foot retail building on the northeast corner of Glendora Avenue and Vine Avenue, and a new service station at the northeast corner of Azusa Avenue and Giambi Lane

- Processed an amendment to Del Norte Park master plan, and a new park master plan for Maverick/Ridgeriders Park
- Code amendments processed include an update to the Nonresidential Zone standards, mobile food vendors, senior citizen and affordable housing density bonuses, water efficient landscaping, temporary sign standards, churches in M-1 zone, recycling centers and revocation procedures, and automobile repair businesses in residential zones
- Processing of the General Plan Housing Element update for planning period of 2008 through 2014

## **FY 2010-2011 GOALS AND OBJECTIVES**

- Provide excellent customer service
  - Respond to all questions and inquiries in a polite, courteous manner
  - Provide options to allow applicants to achieve their needs
- Provide prompt, thorough, and objective processing of all permits, entitlements, and projects

- Identify issues, concerns, and corrections early in the review process
- Critically evaluate and review projects to obtain good project design
- Without lowering standards of quality, streamline processes that

impede business investment and economic prosperity

- Provide quality, professional support and assistance to other departments
- Prepare long-range plans and programs to enhance the city's quality of life by preparing for the future

### PERFORMANCE MEASURES

Performance Measures	2006-2007 Actual	2007-2008 Actual	2008-2009 Actual	2009-2010 Estimated	2010-2011 Adopted
Development applications processed	53	41	49	28	32
Administrative applications processed	296	292	236	230	235
Zoning code studies/amendments	10	10	5	10	7
Plan check reviews	282	216	177	180	180
Counter Reviews	482	285	154	190	190
Business License Reviews	437	407	394	316	325
Subcommittee Review	128	118	49	34	45
Assisted at Counter	-	-	-	1,750	2,000

## APPROVED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b>Full -Time Positions</b>				
Planning Director	1.00	1.00	0.00 <sup>2)</sup>	0.00
Principal Planner	1.00	1.00	1.00	1.00
Senior Planner <sup>1)</sup>	1.00	1.00	1.00	1.00
Sr Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Asst I	0.00	1.00	1.00	1.00
Office Assistant	1.00	0.00	0.00	0.00
Planning Aide	1.00	0.00 <sup>3)</sup>	0.00	0.00
Planning Assistant	0.00	1.00 <sup>3)</sup>	1.00	1.00
Planning Associate	2.00	1.00 <sup>3)</sup>	1.00	1.00
<b>Full-Time Total</b>	<b>8.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>
<b>Full-time Equivalent (FTE)</b>				
Planning Intern	0.63	0.63	1.50	1.50
Office Assistant I	0.40	0.40	0.40	0.00 <sup>4)</sup>
<b>FTE Total</b>	<b>1.03</b>	<b>1.03</b>	<b>1.90</b>	<b>1.50</b>
<b>Department Total</b>	<b>9.03</b>	<b>8.03</b>	<b>7.90</b>	<b>7.50</b>

<sup>1)</sup> Funded by CDC

<sup>2)</sup> Funding for this position has been suspended.

<sup>3)</sup> FY 08-09 5% budget cut measures -- planning aide position was eliminated;  
office assistant was reclassified to administrative assistant I;  
one planning associate position was replaced with planning assistant position.

<sup>4)</sup> FY 10-11 5% budget cut measures -- part-time office assistant position was eliminated

## BUDGET ISSUES

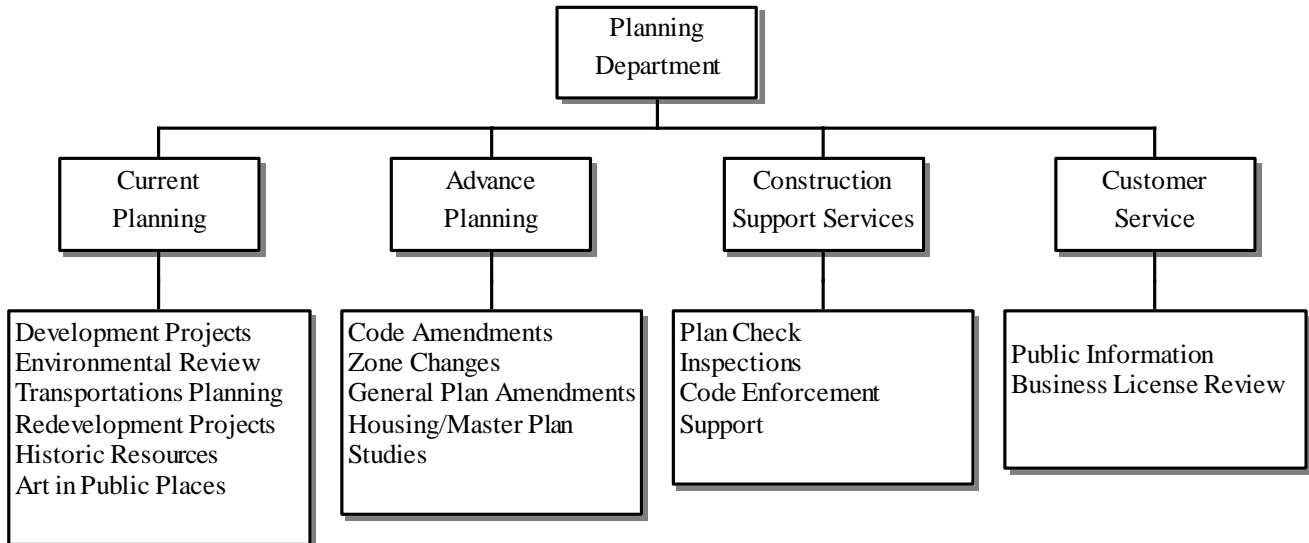
The State of California requires that the City update the Housing Element of the General Plan to ensure that West Covina provides for additional population growth. The state is requiring that the Housing Element Update be completed for the period from 2008 to 2014. The cost of the preparation of the Housing Element update is estimated at \$70,000.

The state does not mandate how often the General Plan must be updated. State law, however, does require that a General Plan be updated periodically so that it remains a true reflection of a community's values and goals. Since adoption of the General Plan in 1985, there has been no comprehensive assessment of the goals, policies, and

programs in the General Plan except for those in the Housing Element. The General Plan provides a long-term vision for development for the City considering potential development for the next 20 years. The cost of the preparation of a comprehensive General Plan by an outside consultant is estimated to be \$800,000 to \$850,000.

In terms of facilities, the department is in need of maintenance. The ceiling tiles and window blinds need replacing, with a given priority to the areas that are visible to the public. The public counter needs refinishing and a new Formica cover. The kitchen cabinet needs refinishing along with a new top counter, sink, and faucet. Some of the office chairs used by staff are also in need of replacement.

## ACTIVITY TREE



## BUDGET SUMMARY

		Actual Expenditures 2007-2008	Actual Expenditures 2008-2009	Adjusted Budget 2009-2010	Estimated Expenditures 2009-2010	Adopted Budget 2010-2011
<b><u>Expenditure By Type:</u></b>						
5000	Personnel	621,994	545,173	512,509	502,997	498,823
6000	Supplies and Services	105,417	100,434	129,717	113,457	96,747
7000	Capital Outlay	40,377	2,511	-	-	-
	<b>Total Department</b>	<b>767,788</b>	<b>648,118</b>	<b>642,226</b>	<b>616,454</b>	<b>595,570</b>
<b><u>Expenditure By Fund:</u></b>						
110	General Fund	616,901	499,571	473,507	464,121	449,534
122	Prop C	129,487	145,570	137,107	132,831	129,937
212	Art in Public Places	21,400	2,977	31,612	19,502	16,099
	<b>Total Funding</b>	<b>767,788</b>	<b>648,118</b>	<b>642,226</b>	<b>616,454</b>	<b>595,570</b>
<b><u>Revenue:</u></b>						
		Actual Revenue 2007-2008	Actual Revenue 2008-2009	Amended Budget 2009-2010	Estimated Revenue 2009-2010	Preliminary Revenue 2010-2011
110	4611-Planning Filing fees	210,235	213,190	230,000	225,000	237,500
110	4813- Sale maps/plans etc	225	54	-	-	-
		210,460	213,244	230,000	225,000	237,500
212	4859 Art in Public Places	65,000	53,096	-	-	-
	<b>Total Dept Revenue</b>	<b>275,460</b>	<b>266,340</b>	<b>230,000</b>	<b>225,000</b>	<b>237,500</b>

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# POLICE DEPARTMENT

**MISSION STATEMENT:** To provide the highest level of service and protection to the community and to cooperatively enhance public safety as the department progresses into the future

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The police department has a proud history of integrity and service. The largest division within the City, the police department has an authorized 2010 full-time workforce of 112 sworn officers and 70 civilians, now including 18 dispatchers. In addition, there are about 55 part-time positions including reserve officers, crossing guards, and clerical staff. The department also utilizes volunteer programs, which are a very important part of the overall public safety effort.

Although focused on front-line law enforcement, the department is also engaged in important community partnerships with schools, businesses, and citizen organizations. The department has garnered outside awards honoring many sworn officers, our SHOP senior volunteer program, our domestic violence victim advocate, and our overall excellence in community policing.

The men and women of the department strive to provide the highest level of service, focusing on our four core values of community responsiveness, integrity, teamwork, and effort. To that end, the department is divided into the following divisions:

## Patrol Division

About two-thirds of all sworn officers work in this division, which focuses on patrolling city streets, answering calls for service, and identifying potential crime problems. This division includes the Graffiti Abatement Team (GAT), reserve officers, and award-winning Seniors Helping Our Police (SHOP) volunteers who perform non-hazardous duties to free up sworn officers. Under the Community Service Area Policing program, four dedicated lieutenants and their crews are assigned a specific quadrant of the city and tasked with resolving public safety concerns for residents, neighborhoods, and businesses. This division also incorporates several subdivisions:

- Traffic Unit – This unit provides enforcement of traffic laws, targeted enforcement at schools and other sites, parking enforcement, crossing guard services, and traffic investigations.
- Communications – Formerly a separate City department, the police and fire emergency dispatch unit was absorbed into the police department in fiscal year 2008-09, and handles all emergency dispatch operations.
- Jail Operations - This unit processes all arrests, oversees all prisoners, and coordinates all jail operations.

- Simulator & Hands-on Driving Program - This provides West Covina police officers (and outside agency clients) with cost-efficient Driving and Use-of-Force training.

**Investigative & Administrative Division**

In fiscal year 2010-2011, two divisions were combined into one. This division is responsible for providing investigation and follow-up services associated with all major crimes and, as well overseeing the centralized administrative functions of the police department.

**Investigations and Support Services:** For almost any crime victim to obtain justice in our courts (i.e., for a suspect to be convicted), the detectives have to conduct intensive follow-up and prepare cases for the district attorney. Certain officers are involved in specialized interagency task forces, and the department’s award-winning domestic violence victim advocate is assigned here. Investigations incorporates a subdivision:

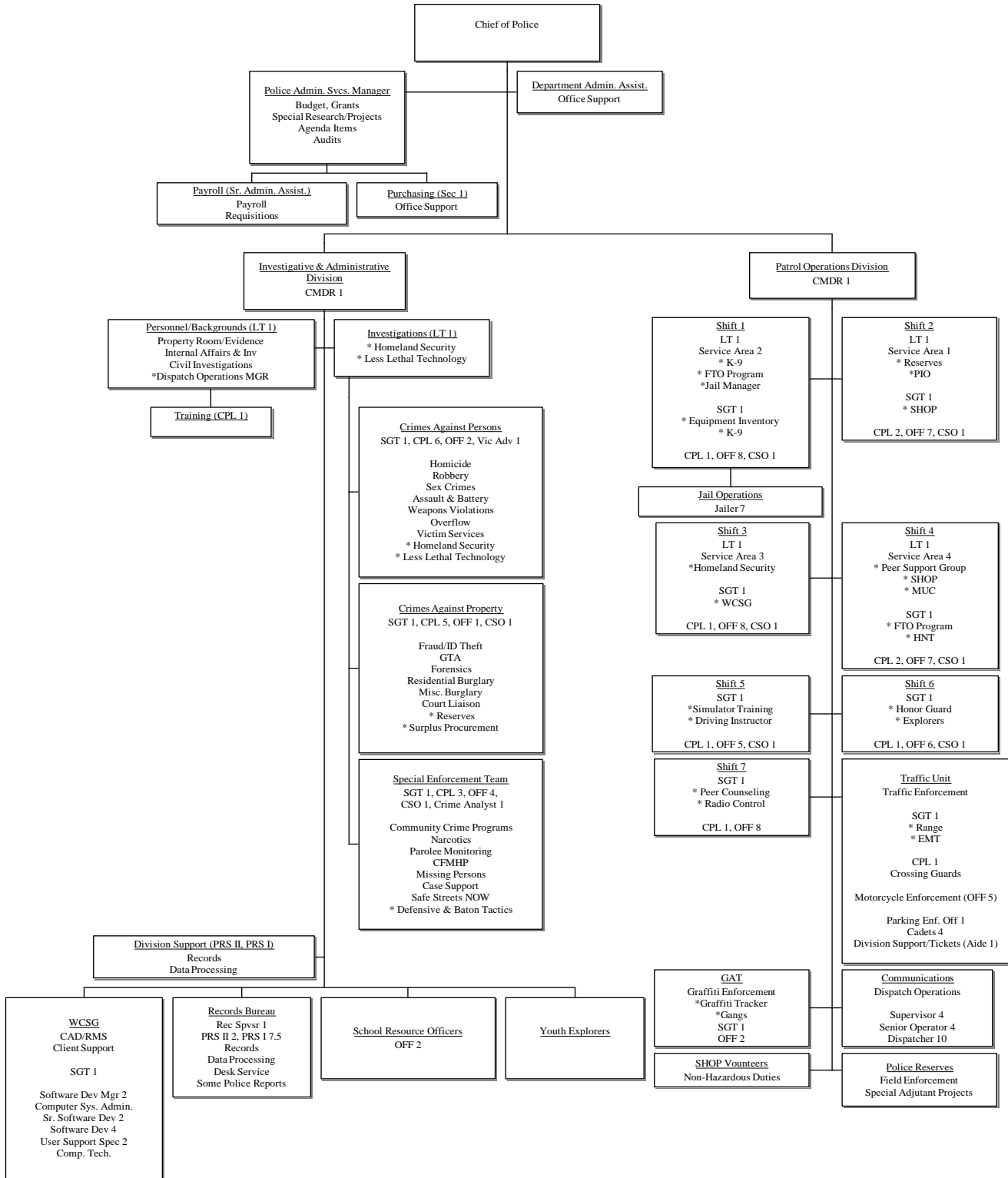
- Special Enforcement Team (SET) - Comprised of personnel who focus on narcotics, intelligence, parolee monitoring, and the Crime Free Multi Housing Program. They work an irregular schedule to quickly mobilize and tackle neighborhood crime problems raised by community members or police officer observation. SET is the street enforcement arm of the investigative division.

**Administration:** Focusing on the centralized administrative functions of the police department, Administration includes the Records department, the Professional Standards and Training (PS&T) section, the Property and Evidence unit, all School Resource Officers (SRO’s). Administration incorporates one subdivision:

- West Covina Service Group (WCSG) - This group supplies Computer Aided Dispatch and Records Management System (CAD/RMS) service to West Covina and client agencies, as a revenue generating enterprise.



# POLICE DEPARTMENT ORGANIZATIONAL CHART



\* = Denotes a collateral duty

## **FY 2009-2010 ACCOMPLISHMENTS**

- Continued to focus on front-line law enforcement and crime prevention activities to improve public safety. Crime in West Covina was down to a 17-year low.
- West Covina police officers work extraordinarily efficiently and effectively. They actively respond to over 200 calls a day, ranking among the busiest in Los Angeles County. The department's per capita cost of providing police services is among the lowest in Los Angeles County, among similar sized departments.
- West Covina police officers also tailored operations to meet the needs of the city. The department continued aggressively targeting graffiti enforcement through its successful Graffiti Abatement Team (GAT), previously created using existing personnel. In fiscal year 2009-2010, the GAT team made its 1,000<sup>th</sup> arrest. Officers utilized a new graffiti administrative citation to swiftly penalize offenders. The department also continued its successful community based graffiti rewards program.
- Police personnel continued to focus on assertive law enforcement. Police officers implemented special patrol and traffic services at key shopping locations during holidays, and also continued successful parolee monitoring efforts designed to reduce crimes committed by repeat offenders. As traffic issues were of special concern, the department increased parking enforcement and conducted special grant-funded traffic operations, targeting intersections with disproportionate numbers of traffic

problems, drivers' license violations, seatbelt violations, and alcohol-impaired drivers. Officers also cracked down on noise violators using a new administrative citation.

- The community enjoyed improved ability to connect to the police department. The West Covina Police Department was the first agency in Los Angeles County to offer a direct cell phone text messaging service (by texting TIPWCPD and your tip to TIP411). Additionally, the department offered online access to traffic accident reports, giving flexibility to residents and saving staff time.
- The department's award-winning SHOP program, which has saved the City over \$3.6 million to date, continued to keep costs down by channeling the efforts of dedicated senior volunteers to perform non-hazardous public safety duties that would otherwise burden field officers. The department's award winning Victim Advocate continued to assist victims and their families. The department also continued its excellent record of obtaining grants, which helped by furthering traffic enforcement efforts, domestic preparedness, and meeting a range of safety equipment needs, as well as retaining two previously eliminated civilian positions using federal Recovery Act funds.

## **FY 2010-2011 GOALS AND OBJECTIVES**

The department's operational goals and the specific objectives they encompass are all geared toward the City Council's goal of maintaining public safety.

- Work to reduce crime by a percentage greater than the state and regional average for similar sized communities
  - Focus on front-line police programs and required skills/training
  - Avoid fads and trendy programs unless their crime reduction or public safety value has been clearly demonstrated
- Continue to focus on the core mission of providing front-line law enforcement services to the community, while minimizing the impact of local and state budget reductions
  - Utilize part-time and volunteer positions to aid officers and civilian personnel
  - Utilize non-General Fund sources to the highest possible degree
- Reduce the likelihood of violent crimes through narcotics enforcements, surveillance, and asset seizure efforts
  - Continue aggressive enforcement and monitoring efforts led by the Special Enforcement Team (SET)
  - Quickly resolve neighborhood crime problems with tailored responses as they arise
- Wisely use limited funds to maintain standards of training excellence
  - Prioritize training needs through the chain of command, determining what is mandatory, vital, and cost-effective
- Continue to maximize training reimbursements from Peace Officer Standards and Training (POST)
- Maintain traffic enforcement citywide in light of budget reductions
  - Achieve a measurable reduction in collisions at problematic intersections
  - Maintain hazardous traffic citations and parking citations despite staff reductions
- Pursue grant opportunities to address department needs
  - Continue the department's excellent record and expertise in the area of obtaining grants from multiple sources
  - Continue to fully leverage multiple funding sources
- Work to improve the effectiveness and efficiency of the department's performance, focusing on factors including staffing levels versus the high number of calls for service
  - Implement features of the strategic plan, concentrating on improvements in organizational efficiency and effectiveness at the operational level
  - Refine timely deployment of police resources to address neighborhood crime trends utilizing CompStat
  - Develop and implement computerized Department policy manual

## PERFORMANCE MEASURES

Performance Measure	2006-2007 Actual	2007-2008 Actual	2008-2009 Actual	2009-2010 Estimated	2010-2011 Adopted
<b>Administrative Division</b>					
Backgrounds completed for police department	85	77	65	24	20
Backgrounds completed for City departments	0	5	2	3	2
Use of Force reports Written/investigated/reviewed	107	102	110	85	80
Internal Affairs investigations	5	12	9	6	5
Pursuit reports written/investigated/reviewed	23	31	52	18	21
Items formally booked into evidence	8,931	9,498	10,954	11,000	12,100
Found property items booked	318	313	312	320	319
Recovered property items booked	3,611	926	950	980	970
Safekeeping items booked	561	502	540	575	555
Total items formally booked	13,421	11,239	12,343	12,500	12,100
Property items sent to auction	80	226	153	150	150
Property processed for destruction	958	1,404	1,929	2,000	2,000
Total items released	3,895	6,420	4,281	4,000	4,000
Arson registrants processed	2	1	1	1	1
Gang registrants processed	0	1	3	2	3
Narcotics registrants processed	180	129	135	140	146
Sex offender registrants processed (assisted by detectives)	106	114	134	140	147
Total registrants processed	286	243	269	280	293
Hours of school resource officer instruction	900	900	1,050	1,050	1,150
Hours of SRO enforcement	800	800	1,890	1,890	1,790
SRO community/school program hours	700	700	540	425	425
Existing grants managed	10	8	8	9	10
Grant revenue received	\$1,025,709	\$650,123	\$782,503	\$309,000	\$350,000
New grants received	4 (totaling \$993,118)	5 (totaling \$410,925)	5 (totaling \$752,045)	7	4
Open session reports to City Council	20	15	20	18	18
Persons assisted at front desk (approximate)	41,150	43,680	44,600	44,900	45,300
Police records entered into CAD/RMS	13,400	15,433	15,530	15,480	15,490
Phone calls handled by records personnel	43,451	33,195	38,009	38,200	38,200
Phone calls handled by desk officer	39,581	35,334	37,050	37,200	37,200
Stolen/lost property reports taken	1,100	1,095	1,046	1,200	1,300
State/federal mandated records verification reports	12	12	12	12	12
Towing franchise revenue	\$100,833	\$110,000	\$110,000	\$200,000	\$200,000
Firing range usage reimbursement	\$7,500	\$7,500	\$6,000	\$7,500	\$7,500
Police reimbursements including Forensic Services and School Resource Officer (General Fund)	\$103,030	\$136,765	\$171,183	\$140,000	\$140,000

<b>Performance Measure</b>	<b>2006-2007 Actual</b>	<b>2007-2008 Actual</b>	<b>2008-2009 Actual</b>	<b>2009-2010 Estimated</b>	<b>2010-2011 Adopted</b>
<b>Jail Unit</b>					
Prisoners booked (includes booking paperwork, fingerprinting, administering phone calls, photographing prisoner, advising prisoner of rights and obtaining signatures, prisoner property inventory and storage)	3,487	3,806	3,661	3,600	3,550
Prisoner checks (per state mandate)	18,500	18,500	18,500	18,500	18,500
Prisoner meals served (complying with state regulations)	9,000	9,000	9,000	9,000	9,000
Inspections (complying with multiple mandates)	5	5	5	5	5
Jail telephone revenue (Inmate Welfare Fund)	\$16,163	\$15,198	\$8,040	\$13,960	\$14,000
Jail booking revenue (General Fund)	\$42,090	\$38,097	\$38,471	\$49,500	\$39,000
<b>West Covina Service Group Measures</b>					
Client agencies receiving comprehensive CAD/RMS services	23	24	24	24	25
Revenue	\$1,765,224	\$1,755,717	\$1,885,070	\$2,150,650	2,000,000
<b>Patrol Division</b>					
Total calls for service (generating incident number)	79,762	85,684	83,009	83,000	83,000
Number of above requiring 2 or more units	17,319	17,807	18,180	18,000	18,000
911 calls responded to	5,829	9,606	15,938	16,000	17,000
Number of self-initiated reports (includes actions by special enforcement team)	33,354	37,160	40,934	42,000	45,000
Traffic accidents responded to	1,352	1,159	1,157	1,200	1,200
Hit and run accidents responded to	558	592	356	300	300
Citations	13,653	8,540	7,138	6,000	6,000
Average priority 1 response time (minutes)	5:55	5:27	5:16	<i>unknown</i>	<i>unknown</i>
Priority 2 response time (minutes)	18:51	16:86	15:58	<i>unknown</i>	<i>unknown</i>
Priority 3 response time (minutes)	31:15	27:71	27:23	<i>unknown</i>	<i>unknown</i>
Mental illness calls requiring transport by police to mental health facility	109	23	71	75	75
Hours worked by reserve officers	6,780	7,108	7,062	7,200	7,200
Hours works by shop volunteers	6,454	6,935	7,186	7,200	7,200
Citations revenue generated by Patrol Officers (Traffic Safety Fund)	\$469,700	\$550,748	\$539,036	\$346,500	\$400,000
<b>Traffic Unit</b>					
Traffic citations	5,846	5,692	8,910	8,000	7,000

<b>Performance Measure</b>	<b>2006-2007 Actual</b>	<b>2007-2008 Actual</b>	<b>2008-2009 Actual</b>	<b>2009-2010 Estimated</b>	<b>2010-2011 Adopted</b>
Parking citations	6,935	6,279	6,830	10,500	12,000
Traffic cases investigated and/or resulting in criminal filings (court liaison CSO assistance)	1,660	1,579	1,420	1,400	1,400
County crossing guard reimbursement (General Fund)	\$5,546	\$4,827	\$6,155	\$4,500	5,500
DUI accident response/investigation revenue (General Fund—assisted by patrol)	\$22,936	\$45,474	--	\$23,778	\$23,000
Citations revenue generated by Traffic Officers (Traffic Safety Fund)	\$156,567	\$183,582	\$179,678	\$115,500	\$150,000
Parking enforcement revenue (Traffic Safety Fund—assisted by patrol)	\$325,789	\$325,385	\$315,811	\$530,000	\$530,000
<b>Simulator Program</b>					
Driving & Force Options Training Classes provided to outside agencies	15	18	24	18	9
Revenue received	\$16,895	\$35,735	\$49,725	\$40,000	\$20,000
<b>Investigative &amp; Support Services Division</b>					
Cases assigned to detectives	9,153	9,615	9,978	10,594	10,600
Average number of cases assigned to each detective	416	401	370	400	440
Arrests by detectives	125	254	430	440	440
Criminal cases presented to District Attorney's Office (includes traffic/juvenile cases)	4,555	4,952	5,036	4,600	4,900
Criminal cases resulting in filings	4,363	4,716	4,876	4,526	4,600
Cases cleared	4,386	4,083	4,190	4,185	4,500
Detective bureau clearance rate	26%	30%	30%	26%	23%
Identity theft cases	299	293	337	230	300
Domestic violence cases	295	305	340	300	300
Service contacts with Domestic Violence Victims	1,588	1,636	1,600	1,400	1,400
Individual Victim Advocate Counseling sessions	253	137	180	185	185
Domestic violence classes/groups	91	86	85	85	95
Victim Advocate court accompaniments	25	34	35	35	35
After-hours detective call-outs	195	195	250	250	195
Search warrants served by detectives	75	78	80	80	70
Sex offenders interviewed by detectives	130	128	130	130	130
Evidence items processed by forensics	1,200	1,250	1,200	1,400	1,400
Latent print cards of named suspects examined	600	575	900	700	600
Latent print cards obtained at crime scene and entered into automated system	1,250	1,170	1,800	1,200	1,200

<b>Performance Measure</b>	<b>2006-2007 Actual</b>	<b>2007-2008 Actual</b>	<b>2008-2009 Actual</b>	<b>2009-2010 Estimated</b>	<b>2010-2011 Adopted</b>
Fingerprint identifications made	150	200	160	200	200
<b>Special Enforcement Team (SET)</b>					
Search warrants served by SET	14	16	20	42	35
Arrests by SET	132	125	130	180	130
Field interviews by SET	20	25	40	60	25
Gang members contacted	2,000	1,475	1,200	1,100	100
Narcotics investigations	34	35	65	92	90
Surveillance hours	2,000	2,300	2,500	2,500	2,400
Estimated street value of drugs seized	\$1,000,000	\$2,000,000	\$3,000,000	\$3,000,000	\$4,000,000
Probationers tracked in City (assistance by patrol/investigations)	650	625	550	500	250
Parolees contacted in City (assistance by patrol/investigations)	163	165	160	150	95
Parolees having parole revoked by WCPD (assistance by patrol/investigations)	127	120	120	100	90
Discharged parolees (assistance by patrol/investigations)	110	95	97	98	130
Number of "Knock and Talks" (assistance by patrol/investigations)	3	10	21	20	25
Cumulative reduction in calls for service from CFMHP apartment complexes	58%	60%	60%	60%	60%
Cumulative reduction in criminal complaints from CFMHP apartment complexes	50%	50%	50%	50%	50%
LA IMPACT Task Force reimbursements/revenues	\$18,172	\$10,215	\$109,474	\$59,000	\$0
<b>Police Department-Wide Measures</b>					
Crimes against persons	392	391	318	350	375
Crimes against property	3,866	3,765	3,285	3,400	3,600
Total part 1 crimes	4,258	4,156	3,603	3,800	4,000
Adult arrests	2,708	3,023	2,889	3,000	3,100
Juvenile arrests	702	854	615	650	700
Total arrests	3,410	3,877	3,504	3,650	3,800
In-Service training days	43	32	38	32	30
Outside source training days	107	182	221	176	170
Total training events	150	214	259	208	200
Total training hours	13,845	16,158	15,360	12,179	13,000
Adult arrests by Graffiti Abatement Team	87	98	101	110	90
Juvenile arrests by Graffiti Abatement Team	122	220	248	260	200
Extra K-9 Call-out Deployments	25 (estimated)	54	58	60	60
Federal asset forfeiture revenue	\$20,037	\$29,849	\$464,764	\$290,000	\$7,000
State asset forfeiture revenue	\$6,413	\$26,235	\$26,815	\$13,355	\$7,000

<b>Performance Measure</b>	<b>2006-2007 Actual</b>	<b>2007-2008 Actual</b>	<b>2008-2009 Actual</b>	<b>2009-2010 Estimated</b>	<b>2010-2011 Adopted</b>
Community donations for police programs	\$10,567	\$5,321	\$3,257	\$700	\$700
Public Safety Augmentation Revenue	\$633,560	\$624,965	\$558,424	\$500,000	\$525,000
Miscellaneous General Fund revenue (includes court fines, vehicle impound fees, administrative citations, state mandated revenue, POST training reimbursements, clearance letter processing, search fees, graffiti restitution, and civil subpoenas)	\$248,044	\$252,389	\$370,929	\$255,700	\$255,700



## APPROVED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b>Full -Time Positions</b>				
Police Chief	1.00	1.00	1.00	1.00
Police Commander	3.00	3.00	3.00	2.00 <sup>10)</sup>
Police Lieutenant	7.00	7.00	7.00	7.00
Police Sergeant	13.00	13.00	13.00	13.00
Police Corporal	28.00 <sup>1)</sup>	26.00 <sup>2)</sup>	26.00	26.00 <sup>10)</sup>
Police Officer	75.00 <sup>1)</sup>	69.00 <sup>2)</sup>	69.00	63.00 <sup>10)</sup>
Police Administrative Services Manager	1.00	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Criminal Justice Research Analyst	0.00	1.00 <sup>3)</sup>	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00
Victim Advocate	1.00	1.00	1.00	1.00
Community Services Officer	15.00	14.00 <sup>3)</sup>	15.00 <sup>9)</sup>	13.00 <sup>10)</sup>
Jailer	7.00	7.00	7.00	7.00
Police Records Specialist I	8.00	8.00	8.00	7.00 <sup>11)</sup>
Police Records Specialist II	4.00	4.00	4.00	4.00
Software Development Manager	2.00	2.00	2.00	2.00
Senior Software Developer	2.00	2.00	2.00	2.00
Software Developer	6.00	6.00	6.00	6.00
User Support Specialist	2.00	2.00	2.00	2.00
Computer Systems Administrator	1.00	1.00	1.00	1.00
Computer Services Technician	1.00	1.00	1.00	1.00
Communications Supervisor	n/a	4.00 <sup>4)</sup>	4.00	4.00
Public Safety Dispatcher	n/a	9.00 <sup>4) 5)</sup>	10.00 <sup>9)</sup>	10.00
Senior Communications Operator	n/a	4.00 <sup>4)</sup>	4.00	4.00
<b>Full-Time Total</b>	181.00	190.00 <sup>7)</sup>	192.00	182.00

<b>Full-time Equivalent (FTE)</b>						
Police Records Specialist I	0.00	0.00		0.00	0.50	<sup>11)</sup>
Reserve Police Officers	10.00	10.00		10.00	10.00	
Crossing Guards	7.00	7.00		7.00	7.00	
Office / Administrative Aides	2.10	2.10		2.10	1.00	
Parking Enforcement Officers	1.90	0.70	<sup>6)</sup>	0.70	0.70	
Cadets	0.00	1.30	<sup>6)</sup>	1.30	1.30	
<b>FTE Total</b>	21.00	21.10	<sup>8)</sup>	21.10	20.50	
<b>Department Total</b>	<b>202.00</b>	<b>211.10</b>		<b>213.10</b>	<b>202.50</b>	

1. On November 7, 2006, the City Council authorized one grant-funded police officer position to teach the GREAT anti-gang education program, pending continuing grant funding. On February 6, 2007, the City Council approved the creation of the Park and Commercial Team (PACT), authorizing four additional sworn positions for three years.
2. The adopted FY 2008-2009 budget eliminated the Park and Commercial Team (one corporal, three officers), and froze one additional corporal and two additional officer positions. During FY 2008-2009, the grant-funded GREAT officer position was eliminated due to the termination of grant funding.
3. In the FY 2008-09 budget, one community service officer position was reclassified to a criminal justice research analyst.
4. These existing dispatch operation positions were merged into the police department in FY 2008-09.
5. The adopted FY 2008-09 budget froze one dispatcher position (from ten to nine).
6. During FY 2008-09, newly authorized Cadet positions began work in parking enforcement operations.
7. Full-time vacancies at the middle of this fiscal year were four civilian positions (zero sworn positions).
8. There was one FTE vacancy at the middle of this fiscal year.
9. One Dispatcher and one Community Services Officer were authorized on 10/6/2009, Item D-7a through the competitive Byrne Recovery Civilian Grant.
10. In FY 10-11, full-time Police Department position eliminations included the following: 1 Commander, 1 graffiti abatement officer, 2 detectives in the Special Enforcement Team, 1 detective in the Detective bureau, 1 L.A. Impact officer, 1 patrol officer, and 2 community service officers.
11. In FY 10-11, one police records specialist I position was reduced from full-time to part-time status as part of the budget reductions.

## BUDGET COMMENTS

Several duties and functions previously assigned to other City departments have been absorbed into the police department with no additional sworn or supervisory staffing. These functions include emergency dispatch operations and the management of the City's graffiti removal contract.

Historically, overtime has been under-budgeted relative to actual expenditures. However, knowing that vacancies generate unspent savings, budgeting for the entire full-time authorized strength of the department should balance this.

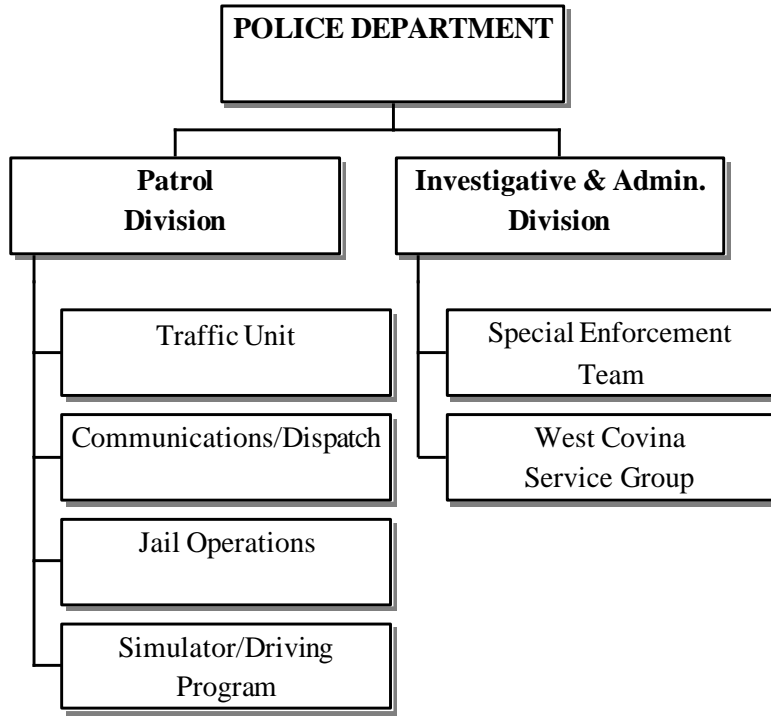
The department has many unmet or deferred equipment needs. Due to spending restrictions, these cannot all be met using grant funds or asset forfeiture. Foremost among these needs is the regular replacement of the police patrol fleet. Although feasible as a short-term money saving tactic, the City cannot indefinitely defer the purchase of patrol vehicles while running patrol operations. Patrol vehicles are run round the clock in very hard conditions, often in strenuous pursuits, and have a limited lifespan before they must be rotated to other divisions while they are still functionally sound.

## BUDGET ISSUES

Police department staffing is a serious issue. Several years ago, West Covina was already ranked in the lowest 4% nationally in its police officer to citizen population standing (based on city crime figures collected in 2006 and published in 2008 by the *Congressional Quarterly Press*), and was over 25 officers below the state average for similar sized cities, and over 55 officers behind the LA County average. Our civilian ranking was similar. Additionally, a 2009 survey of 17 cities revealed that West Covina was tied for the second lowest ranking of supervisory police staff to sworn officers. In the past several fiscal years, West Covina has lost 15 sworn officer positions and 2 supervisors. This understaffing is both a public safety and customer service issue, as residents have to wait longer for responses, and the remaining officers can be spread too thin responding to the many calls for service. Adding vitally needed front-line operational policing positions and supervisors to move West Covina closer to regional service level standards should be considered a top priority in the future.

Installing digital video cameras in patrol cars would benefit West Covina. As utilized by many police departments across the nation, these cameras capture true accounts of what actually occurs during traffic stops, pursuits, etc., to counter any allegations of misconduct. Additionally, cameras would witness and record actions of specific interest to the courts, as well as any officer-involved uses of force.

# ACTIVITY TREE



## BUDGET SUMMARY

In FY 08-09, Police Dept. absorbed the Dispatch division when the Communications Dept was eliminated.						
		Actual	Actual	Adjusted	Estimated	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget
		2007-2008	2008-2009	2009-2010	2009-2010	2010-2011
<b>Expenditure By Type:</b>						
5000	Personnel	24,703,851	26,903,334	27,592,923	27,027,234	25,895,951
6000	Supplies and Services	2,873,719	2,883,943	3,645,908	3,321,314	2,787,943
7000	Capital Outlay	496,326	196,882	438,170	267,800	77,500
8500	WCSG Pass Thru	172,906	149,396	-	-	-
	<b>Total Department</b>	<b>28,246,802</b>	<b>30,133,555</b>	<b>31,677,001</b>	<b>30,616,348</b>	<b>28,761,394</b>
<b>Expenditure By Fund:</b>						
110	General Fund	25,168,409	27,168,386	27,655,228	27,115,869	26,540,583
117	Drug Enforcement Rebate	-	140,640	586,282	210,344	-
121	Prop A	11,845	-	-	-	-
127	Police Donations	9,282	966	8,476	5,726	-
131	CDBG	20,678	14,170	5,805	4,160	20,140
141	G.R.E.A.T.	161,812	-	-	-	-
150	Inmate Welfare	18,106	12,980	13,356	13,356	13,356
155	COPS/SLESF	149,598	94,777	257,882	157,882	-
195	Bullet Proof Vest Grant	-	-	4,575	4,575	-
198	OTS Grants	27,139	27,146	45,737	45,737	-
208	Justice Assistance Gr	39,131	17,854	208,171	205,676	-
221	Police Private Grants	8,164	12,905	13,307	6,807	-
222	2007 Homeland Security Grant	-	9,821	-	-	-
225	CDBG-R	-	347	28,967	29,245	-
227	Homeland Security Grant	-	-	47,510	47,510	-
228	Recovery Byrne Grant	-	-	255,831	255,831	-
367	Vehicle Replacement	25,168	-	-	-	-
375	Police Enterprise	2,607,470	2,633,563	2,545,874	2,513,630	2,187,315
	<b>Total Funding</b>	<b>28,246,802</b>	<b>30,133,555</b>	<b>31,677,001</b>	<b>30,616,348</b>	<b>28,761,394</b>

		<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
		<b>Revenue</b>	<b>Revenue</b>	<b>Budget</b>	<b>Revenue</b>	<b>Revenue</b>
		<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2009-2010</b>	<b>2010-2011</b>
<b>Revenue:</b>						
110	43XX-- Fines & Forfeitures	150,914	185,500	167,500	198,500	152,500
110	45XX- POST, rev from other	46,526	64,026	56,000	56,000	56,000
110	4602-Towing Franchise	110,000	110,000	200,000	200,000	210,000
110	4603 - DUI accident response	45,474	(27,290)	25,000	25,000	25,000
110	4605-Jail booking	38,098	38,471	38,000	60,000	45,000
110	4607-Training seminars	35,735	49,725	40,000	40,000	40,000
110	4645-Police reimbursement	136,765	171,183	100,000	115,000	120,000
110	4646 - Graffiti Restitution	875	100	500	500	500
110	46xx -Other chgs for services	7,587	3,900	4,400	4,400	6,350
110	48xx-Other Revenues	59,687	47,729	38,900	47,400	38,400
<b>110</b>	<b>General Fund Revenue</b>	<b>631,661</b>	<b>643,344</b>	<b>670,300</b>	<b>746,800</b>	<b>693,750</b>
<b>116</b>	4559-State Asset Forfeiture	26,235	26,815	7,000	13,355	7,000
<b>117</b>	45xx-Drug Enforcement Rebate	35,943	471,764	7,000	288,227	7,000
<b>123</b>	4310-Vehicle Code Fines	734,330	718,717	725,000	600,000	600,000
<b>123</b>	4315-Parking Code Fines	325,385	315,811	325,000	550,000	575,000
<b>127</b>	48xx-Police Donations	5,321	3,257	1,300	-	-
<b>130</b>	Bureau of Justica Assistance	-	(1,667)	-	-	-
<b>134</b>	COPS/School-Based Partnership	-	89	-	-	-
<b>141</b>	G.R.E.A.T. Grant	236,243	46,738	-	-	-
<b>150</b>	Inmate Welfare	15,198	8,040	15,000	13,451	15,000
<b>153</b>	Public Safety Augmentation	624,965	558,724	575,000	500,000	525,000
<b>155</b>	COPS/SLESF	217,198	100,000	200,000	100,000	100,000
<b>195</b>	Bullet Proof Vest Grants	-	195	-	4,545	-
<b>198</b>	OTS Grants	57,615	(11,003)	45,737	45,737	-
<b>204</b>	COPS Technology Grant	20,430	514,447	-	-	-
<b>206</b>	2004 St Homeland Security	133,566	-	-	-	-
<b>208</b>	Justice Assistance Grant	-	53,123	207,628	208,171	-
<b>213</b>	2005 St Homeland Security	96,027	-	-	-	-
<b>217</b>	Buffer Zone Prot Program	13,114	-	-	-	-
<b>218</b>	2006 Homeland Security Grant	2,497	-	-	-	-
<b>220</b>	WC Community Svcs Foundation	290	39,431	70,381	-	-
<b>221</b>	Police Private Grants	7,000	14,000	6,500	3,500	-
<b>225</b>	CDBG-R	-	-	29,314	-	-
<b>227</b>	Homeland Security Grant	-	-	171,348	171,348	-
<b>228</b>	Recovery Byrne Grant	-	-	255,831	255,831	-
<b>xxx</b>	Other Grants	-	10,960	-	9,821	-
<b>375</b>	Police Enterprise	1,755,718	1,885,071	2,176,500	2,151,964	2,080,000
	<b>Total Dept Revenue</b>	<b>4,938,736</b>	<b>5,397,856</b>	<b>5,488,839</b>	<b>5,662,750</b>	<b>4,602,750</b>

# FIRE DEPARTMENT

**MISSION STATEMENT:** To provide the highest level of life and property safety in a caring and cost effective manner, and to continually strive to provide quality customer service for the community, the City, and to one another.

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The department is comprised of a combination of dedicated firefighters and civilian staff. The members of the department take extreme pride in serving the citizens and visitors with the utmost respect and compassion. The City's firefighters are busy and active on emergency responses, and therefore, highly competent in performing firefighting, rescue, and emergency medical services.

Utilizing resources provided by the city, firefighters make every last effort to:

- respond quickly,
- treat people with respect and dignity,
- utilize experience and training to assist in the "most appropriate" manner, and
- look for additional opportunities to make the community "safer."

From the period of January 1, 2009 to December 31, 2009, the fire department had 16,684 unit responses. These responses were for 7,350 reported emergency incidents. These responses included 5,535 medical emergencies, 1,624 public assistance/hazardous conditions/mutual aid calls, and 168 hostile fires, including 50 involving structures. The total fire loss for the 12-month period amounted to \$1,464,855.

The department serves the community by responding from the following five strategically located fire stations:

- Station No. 1 (819 S. Sunset Avenue)
- Station No. 2 (2441 E. Cortez Avenue)
- Station No. 3 (1433 W. Puente Avenue)
- Station No. 4 (1815 S. Azusa Avenue)
- Station No. 5 (2650 E. Shadow Oak Drive)

Disaster Preparedness - Fiscal challenges have reduced the dedication of resources for emergency planning. This program is now an ancillary function for fire administration staff only when required. All firefighters receive specialized first-responder training for response to natural disasters and terrorism incidents.

## Operational Services

This functional area is responsible for overseeing fleet, facility, and equipment maintenance for the fire department. In addition, staff provides oversight for purchasing, and acts as a liaison for communication and mutual aid operations. Through support and deployment, operations personnel are committed to maintaining the functional capabilities of the department.

- Emergency Operations – This is the core of the department's fire and life safety protection services. Emergency operations are delivered 24 hours a day, 365 days a year, by five paramedic-

assessment fire engine companies, one paramedic assessment ladder truck company, three paramedic ambulances, and one assistant fire chief. These professional and highly skilled firefighters are all cross-trained to respond to medical emergencies, fires of all types and sizes, transportation accidents, hazardous materials spills, and other emergency service calls. Emergency personnel respond quickly and are able to mitigate and solve the problem effectively regardless of the nature of the emergency. West Covina's firefighters consistently provide high quality customer service.

The City's firefighters pride themselves on aggressive interior-attack firefighting that controls fires quickly and increases the life safety of trapped occupants. Through the proper balance and deployment of firefighting resources, the community experiences a relatively low annual fire loss. In addition to medical emergencies and fires, the department annually responds to approximately 1,100 additional calls for service ranging from infants locked in vehicles, chemical and product spills, inadvertent fire alarm activations, and responses to assist other agencies through automatic and mutual aid agreements.

The operational services assistant chief also has responsibility for all of the fire department facilities as well as the management of the entire fleet of apparatus.

### **Management Services**

In an effort to provide appropriate leadership, management, and standard operating procedures, an assistant fire chief is responsible for overseeing all

management related functions. This functional area assists with the budget preparation and administration and coordinates budget requests from the operations level personnel.

Management services works closely with the departments identified public information officers to disseminate relevant information about incidents, prevention, and public safety.

A major responsibility is the periodic review of the department standard operating procedures and administrative policies. Revisions and additions are prepared on a routine basis and additional training and preparation for supervisors is implemented.

- Quality Improvement and Quality Assurance for all department activities are supervised by the management services assistant chief. Staff oversees ambulance billing and EMS training for the City's firefighters. EMS quality assurance is ensured through periodic quality control audits. A nurse educator is provided on contract from UCLA, and provides continuing education training to all emergency medical technicians and paramedic personnel. City paramedics are trained to the highest standards and are participating in several new cutting-edge life saving skills that the County of Los Angeles EMS Agency has implemented.

### **Administrative Services**

Included in these functions are the department's labor relations, staffing, recruiting, public education, and promotional exams.

This division is responsible for the management and enforcement of all City of



West Covina municipal fire codes, and provides these services in as timely of a manner as is possible. Fire prevention uses consultants to review building plans to ensure proposed designs meet contemporary fire codes. Inspecting occupancies during the various stages of construction is a critical component of ensuring that fire and life safety systems are adequate. Specially trained fire prevention specialists inspect fire sprinkler systems, fire alarm systems, hazardous storage, and ensure that fire exits, emergency lighting, means of egress and extinguishing equipment are provided and maintained. Fire prevention personnel spend a great deal of time assisting private developers with various fire code compliance options in the design and construction of fire safe buildings.

Administrative services are managed by an assistant fire chief with responsibility as fire marshal. The assistant chief supervises one full-time fire protection specialist and manages the annual inspections of all existing business and commercial occupancies within the city. Fire prevention personnel coordinate with the City's building, planning, and community development departments to ensure all planned developments meet fire code standards and that all educational occupancies are designed with life safety as the primary concern.

Training is also a major focus of the administrative services division. Frequent quality training allows the City's firefighters to remain prepared to respond to various emergencies. Department members receive all mandated training through in-house manipulative and classroom drills, formalized workshops and seminars, and train-the-trainer academies. City firefighters pride themselves on building realistic props for training, and conducting pre-fire

planning on city buildings and target hazards.

Other functional areas contained within administrative services are:

- Public Education – The department works with the community to provide fire and life safety education. Firefighters provide demonstrations and offers tours to local schools and groups. The department encourages community participation and involvement, and uses events like fire prevention week and the red ribbon rally to educate the residents about fire, life safety, and drowning prevention.
- Fire Investigators – The assistant fire chief of administration is also responsible for overseeing the department's fire investigation unit. Trained fire investigators work diligently to identify the cause and origin of fires in the city. They work closely with detectives from the police department to identify, arrest, and prosecute arson suspects.

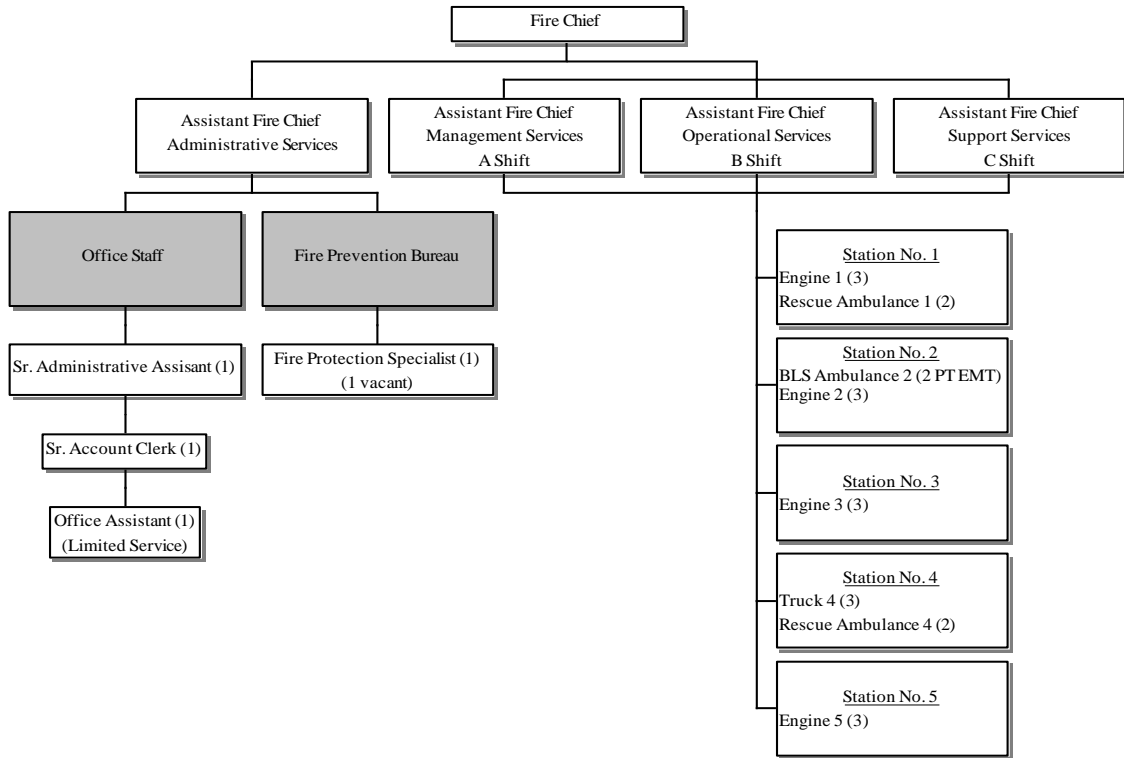
### **Support Services**

The department remains committed to providing support for first responders that are in-line with the delivery of state-of-the-art fire suppression, rescue, and property conservation services. In accordance with modern practices, the department also pursues the ongoing development and implementation of a department wide safety program. The review of accidents and injuries are a critical component of this program. This division works closely with the risk management department on duty related injuries, treatment, and return to work provisions.

Also provided is oversight of California Department of Motor Vehicle requirements, including driver training and certification.

A critical factor in providing emergency service is the wellness and fitness of the firefighters providing those services. The support services assistant chief routinely reviews the fitness program and progress, and ensures that personnel share the department goal of overall fitness and wellness.

# FIRE DEPARTMENT ORGANIZATIONAL CHART



## **FY 2009-2010 ACCOMPLISHMENTS**

- In concert with the City's Core Values, provided "exceptional" customer service by responding to citizen's requests for assistance rapidly and with appropriate resources
- Responded to five mutual aid responses to assist other jurisdictions with fire suppression and generated additional reimbursement revenue for the City
- In response to staffing reductions, adapted modern deployment standards to ensure that firefighters responded with adequate force to keep the majority of fires to the area they originated
- Aggressively investigated fire origins and causes, and assisted with the prosecution of arson cases, including successful felony convictions
- Implemented a new radio system for increased reliability and improved communications
- Secured and utilized a federal grant from FEMA to assess and improve the health and wellness of fire department employees
- Placed new equipment in service to formalize the delivery of a continuous positive airway pressure (CPAP) machine

## **FY 2010-2011 GOALS AND OBJECTIVES**

- Ensure that all emergency response personnel receive mandated training opportunities to maintain continued technical competency and professional development
- Attempt to respond as quickly as possible to save life and property, to minimize fire loss, and react to severe staffing reductions
- Improve emergency response and communications by increasing the capabilities of mobile computers in fire department vehicles
- Evaluate and monitor the ambulance delivery system through continued education, quality assurance, and effective cost recovery
- In the spirit of enhancing "development and revitalization," provide for the timely, fair, and consistent application of inspection services and code enforcement
- Improve data collection and reporting through new computer hardware and software
- Continue to promote public education opportunities within the city by providing life safety programs to local schools and residents
- Actively investigate fire causes to determine whether the crime of arson has occurred

## PERFORMANCE MEASURES

Performance Measures	2006-2007 Actual	2007-2008 Actual	2008-2009 Actual	2009-2010 Estimated	2010-2011 Adopted
Emergency responses	7,187	7,106	7,181	7,504	7,879
Response time average*	5:03	5:04	4:53	4:53	5:15
Patients treated	5,692	5,760	5,451	5,696	5,981
Patients transported in City ambulances	3,562	3,465	3,449	3,604	3,784
Trauma patients treated**	106	76	170	178	187
Fire inspections	3,900	4,150	3,303	3,336	3,503
Permits	436	457	415	434	456
Plan checks	1,175	1,198	732	739	776
Public education programs	72	65	70	73	73
Federal grants obtained	1	1	1	1	1
Emergency preparedness exercises	2	2	2	1	1
CERT training programs completed	1	2	1	1	1

\*Response time 90<sup>th</sup> percentile (6:51)

\*\*LA County Trauma Criteria

## APPROVED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b>Full -Time Positions</b>				
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00	3.00
Assistant Fire Chief / Fire Marshal	1.00	1.00	1.00	1.00
Fire Captain	18.00	18.00	18.00	15.00 <sup>4)</sup>
Fire Engineer	18.00	18.00	18.00	15.00 <sup>4)</sup>
Firefighter / Paramedic	39.00	36.00 <sup>1)</sup>	36.00	27.00 <sup>4) 5)</sup>
Management Analyst II	1.00	0.00 <sup>2)</sup>	0.00	0.00
Sr. Administrative Assistant	1.00	1.00	1.00	1.00
Fire Protection Specialist	2.00	2.00 <sup>3)</sup>	2.00	2.00
Senior Account Clerk	1.00	1.00	1.00	1.00
<b>Full-Time Total</b>	<b>85.00</b>	<b>81.00</b>	<b>81.00</b>	<b>66.00</b>
<b>Full-time Equivalent (FTE)</b>				
Ambulance Operators	0.00	0.00	0.00	6.00 <sup>5)</sup>
Office Assistant I	0.80	0.80	0.80	0.80
<b>FTE Total</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>6.80</b>
<b>Department Total</b>	<b>85.80</b>	<b>81.80</b>	<b>81.80</b>	<b>72.80</b>

<sup>1)</sup> Starting FY 08-09, 3 out of 39 positions are not funded.

<sup>2)</sup> Starting FY 08-09, this position is not funded.

<sup>3)</sup> Starting FY 08-09, one position is underfilled by a limited service fire protection specialist.

<sup>4)</sup> FY 10-11 budget cut -- eliminate one fire engine. This eliminates the following vacant positions: 3 fire captains, 3 fire engineers and 3 firefighter/paramedics

<sup>5)</sup> FY 10-11 budget cut -- transition 1 rescue ambulance to Basic Life Support service. Six vacant full-time firefighter/paramedic positions will be replaced with part-time ambulance operators at mid-year.

# ACTIVITY TREE



## BUDGET SUMMARY

		Actual	Actual	Adjusted	Estimated	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget
		2007-2008	2008-2009	2009-2010	2009-2010	2010-2011
<b>Expenditure By Type:</b>						
5000	Personnel	14,508,711	14,429,994	14,761,149	14,884,027	13,139,695
6000	Supplies and Services	990,959	1,116,722	1,229,269	1,220,345	1,296,443
7000	Capital Outlay	68,017	297,553	351,047	204,693	-
	<b>Total Department</b>	<b>15,567,687</b>	<b>15,844,269</b>	<b>16,341,465</b>	<b>16,309,065</b>	<b>14,436,138</b>
<b>Expenditure By Fund:</b>						
110	General Fund	15,556,620	15,685,618	15,979,295	16,094,126	14,421,138
214	USDOJ COPS Grant	1,996	3,610	73,720	72,843	-
218	2006 Homeland Security	-	146,351	146,354	-	-
219	Fire Training	9,071	8,690	18,258	18,258	15,000
227	Homeland Security Grant	-	-	123,838	123,838	-
	<b>Total Funding</b>	<b>15,567,687</b>	<b>15,844,269</b>	<b>16,341,465</b>	<b>16,309,065</b>	<b>14,436,138</b>
<b>Revenue:</b>						
		Actual	Actual	Adjusted	Estimated	Adopted
		Revenue	Revenue	Budget	Revenue	Revenue
		2007-2008	2008-2009	2009-2010	2009-2010	2010-2011
110	4250- Fire Permit Fees	50,250	50,212	50,000	10,000	30,000
	45XX- Revenue from Other Agencies	222,232	206,341	12,000	159,000	37,000
	4609-Ambulance Services	1,651,055	1,824,116	1,700,000	1,775,000	1,850,000
	4630-Plan Check/Inspection	141,820	138,827	140,000	140,000	140,000
	4631-Fire Incident Report	780	933	500	500	500
	4640-False Alarms	11,830	37,315	25,000	45,000	40,000
	4647-Misc reimbursements	-	37,851	50,000	20,000	50,000
	4648-Fire Safety Inspection	1,294	4,268	2,000	7,000	2,000
	4657-Ambulance Subscription	-	672	50,000	10,000	60,000
	4862- Other revenues	500	3,881	-	-	-
	<b>Gen Fund Revenue</b>	<b>2,079,761</b>	<b>2,304,416</b>	<b>2,029,500</b>	<b>2,166,500</b>	<b>2,209,500</b>
196	OJP St Domestice Prep Grant	7,404	-	-	-	-
206	2004 State Homeland Sec Gr	45,484	-	-	-	-
214	USDOJ COPS Grant	79,950	-	-	73,720	-
218	2006 Homeland Security Grant	-	-	146,354	147,177	-
219	Fire Training	17,895	22,675	15,000	51,410	15,000
	<b>Other Revenue</b>	<b>150,733</b>	<b>22,675</b>	<b>161,354</b>	<b>272,307</b>	<b>15,000</b>
	<b>Total Dept Revenue</b>	<b>2,230,494</b>	<b>2,327,091</b>	<b>2,190,854</b>	<b>2,438,807</b>	<b>2,224,500</b>



# PUBLIC WORKS DEPARTMENT

**MISSION STATEMENT:** To provide the public with the highest level of service in the construction and maintenance of City infrastructure and construction development services to the community

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This department consists of three functional divisions: building, engineering, and maintenance. Together, the divisions provide coordinated community enhancement, development services, and City infrastructure maintenance including contract maintenance and construction oversight.

The director provides oversight to the three divisions and serves as the city engineer, traffic engineer, and building official. Supporting the director, a deputy building official, deputy city engineer, and maintenance operations manager provide administration of the day-to-day operations for their respective divisions.

The department is staffed by a total of 71 full-time positions. They include five employees within administration, 11 employees within the building division, six employees within the engineering division, and 49 employees within the maintenance division.

## **Administration**

The administrative personnel are responsible for assisting, planning, coordinating, and supervising the activities of the department's three divisions. They monitor budget activity, oversee the City's Capital Improvement Program (CIP), and manage grant funding/activities. They also oversee service contracts and are now administering the franchise waste collection and the waste management enforcement contracts.

## **Building Division**

This division enforces safety, health, welfare, and property maintenance standards for both public and private development. It also provides construction management oversight for public construction. It is divided into three sections: building, community enhancement, and city building construction.

Utilizing the California Building Codes, this section is responsible for insuring that all private developments within the City conform to construction and safety standards through comprehensive plan review, permit, and inspection. Proper compliance with approved plans is obtained through field inspections associated with this work.

The community enhancement section enforces the City's municipal codes. They monitor the maintenance of all residential and commercial properties through field inspections and by responding to citizens' complaints. This section also ensures that hazards associated with unsafe conditions, such as un-maintained swimming pools, are abated. If warranted, legal cases are initiated to obtain compliance for violations of the West Covina Municipal Code.

The building construction section administers and oversees the application of California Public Contract Law and Standard Specifications for Public Works Construction to construct, remodel, and renovate City-owned buildings and

structures. They also provide supervision and back-up for building inspectors.

### **Engineering Division**

The engineering division is divided into two sections: engineering services, and traffic and lighting services.

The engineering services section prepares plans and specifications. It provides field inspections for all engineering CIP projects and processes all related documents. This section also ensures that private developments conform to Conditions of Approval imposed by the Planning Commission and City Council, and adopted City standards through comprehensive plan review. They conduct field inspections and provide assessment district engineering. This section maintains city mapping and processes assessment districts renewals for street lighting, landscaping, and sewers. It also performs data collection, analysis, and evaluation of the street system, maintenance, and rehabilitation needs, National Pollution Discharge Elimination System (NPDES) compliance, and Sewer System Management Plan (SSMP) as well as contract administration of street projects.

In an effort to maintain optimal traffic flow and safety throughout the City, the traffic and lighting section performs traffic safety studies, designs traffic signals, and reviews street lighting designs by private developers. It also maintains and enhances computer operations for both engineering activities and the City's computerized traffic signal network system. Additional activities include subdivision regulation and right-of-way acquisition, review of lot line adjustments and easements, and annual budget preparation.

### **Maintenance Division**

This division is responsible for maintaining the infrastructure of the City. The division is divided into five sections: streets/wastewater, parks, equipment maintenance, environmental services, and electronics maintenance.

The street section repairs and maintains streets, sidewalks, traffic signals, and lighting. It provides street sign fabrication and installation, and contract administration for the street sweeping program. It is responsible for the maintenance of the sewer and storm drain systems. It also assists other City departments with various projects, such as moving furniture and equipment for civic events.

The parks section provides contract administration for the maintenance of parks, landscaped and natural open spaces, and landscaped portions of rights-of-way, medians, street trees, and the Civic Center open areas. It also provides water conservation services and janitorial/building maintenance for all City buildings, including park restrooms and recreation facilities.

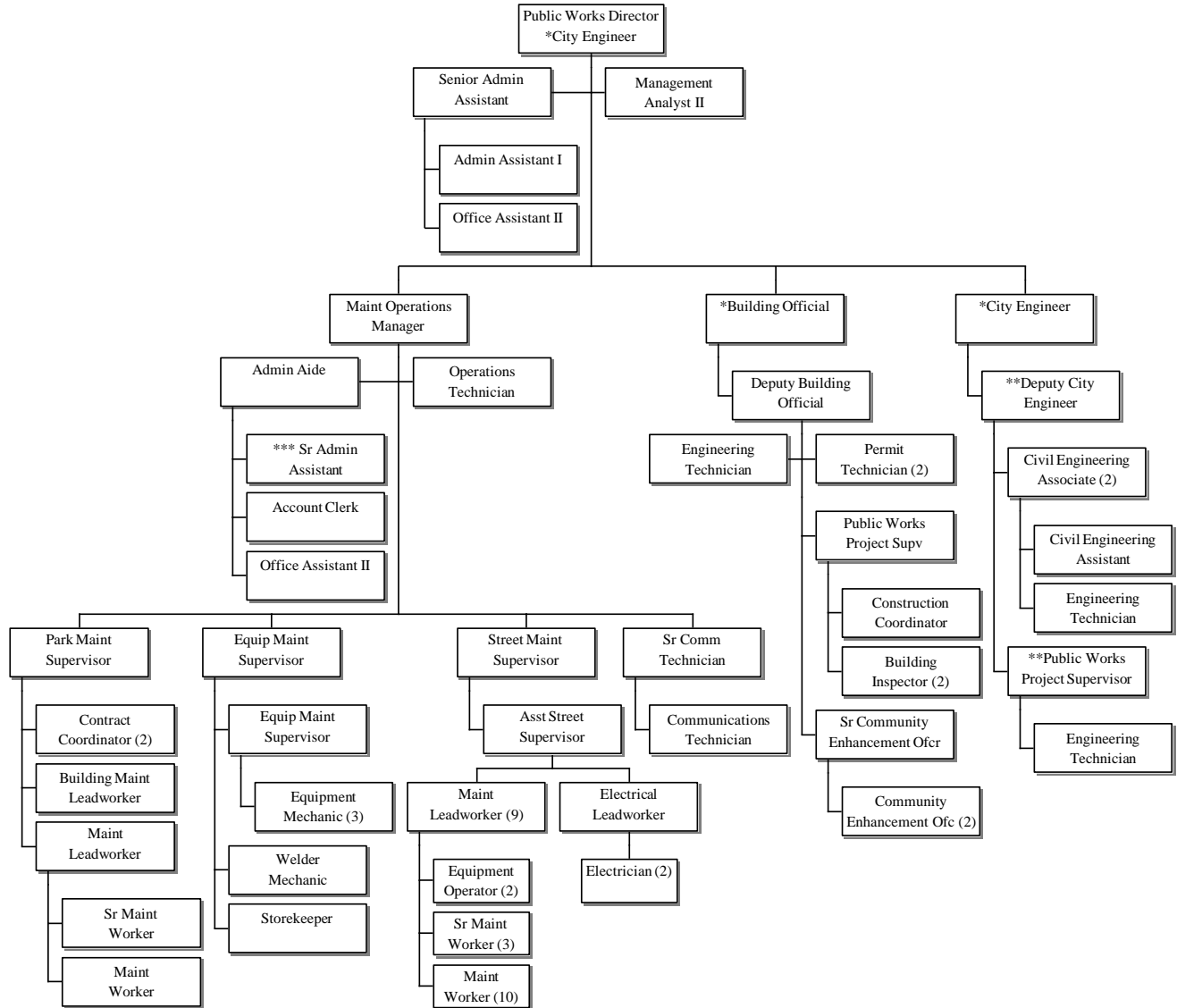
The equipment maintenance section oversees purchasing and maintenance of all City vehicles and equipment, and manages storage and disposal of hazardous material. It also includes a welding and fabrication shop, the City warehouse, and a facility for compressed fuels.

The electronics maintenance section is responsible for the maintenance of all City-owned electronic communications equipment and telephone systems. This includes radios, public address systems, closed circuit TV's alarms, safety vehicle emergency lighting, sirens, and other electron-mechanical systems.

The environmental services section provides assistance to residents and businesses regarding waste collection and the low-income senior citizen discount program. They also coordinate and promote waste reduction, reuse, and recycling events such as Christmas tree recycling, Earth Day,

America Recycles Day, beverage container recycling/litter reduction, used oil/oil filter recycling, bi-monthly electronic waste collections, “sharps” container collection and annual household hazardous waste roundups.

# PUBLIC WORKS ORGANIZATIONAL CHART



- \* The director performs building official and city engineer duties
- \*\* A public works project supervisor position is under-filling deputy city engineer position to help offset vacancy
- \*\*\*An administrative assistant I is under-filling senior administrative assistant

## FY 2009-2010 ACCOMPLISHMENTS

### Administration

- Handled over 30,900 outside calls.
- Applied for and received “Tree City USA” recertification for the 27<sup>th</sup> consecutive year.
- Coordinated the annual Arbor Day celebration with the assistance of West Covina Beautiful held at Gingrich Park.
- AQMD awarded the department a “Tree Partnership” grant in the amount of \$26,500 to plant trees that provide a buffer from the BKK landfill adjacent to the Loraine slope and along Valley Boulevard adjacent to the railway.
- Received a one year grant of two zero emission Mini E Coopers from the BMV Group through a random selection of cities and other entities across the country. This grant is part of a study to determine whether electric vehicles are a viable option to meet transportation needs in urban communities.
- Out of the Top 100 Government Green Fleets in the Country, West Covina was named No. 21 by the Government Green Fleet. According to Government Green Fleet, this was out of a possible 38,000 fleets and 9,000 applications.
- *Government Fleet Magazine* awarded West Covina an Environmental Leadership Award for 2009 for having one of the top 20 green fleets in the nation.

### Building Division

- Provided plan review and inspection services for construction activity in the City of over \$80,000,000 valuation (includes construction at the Westfield Mall, (major expansion project with the completion of Best Buy, ongoing construction of a future Forever XXI and many new restaurants) completion of the 34 unit Temple Way Town Homes, and additions to several other businesses).
- Commenced construction on Fairfield-Marriott, a 5-story hotel.
- Provided in-house plans review service to save approximately \$225,000 in fees for the City that would have gone to an outside consultant.
- An expedited plan check process is ongoing and has been very successful in providing developers an opportunity to have their plans reviewed and returned within seven to ten business days in most cases.
- Applied and received over \$800,000 in Federal American Recovery and Reinvestment Act (ARRA) monies for energy and efficiency projects that will include solar film installation at City Hall, air conditioning/heating (HVAC) retrofits on City buildings, and energy efficiency lighting around City facilities saving up to 1,206,830 kWh annually.
- Managed and completed numerous City construction projects such as: roller hockey and daycare center improvements; senior center classroom and restroom rehabilitation; palmview park community center rehabilitation; City-wide directional signs

refurbishment; and numerous park and numerous park and ADA improvements.

- Community enhancement received over 6,200 calls and assisted in resolving over 2,400 property and zoning violations. The administrative citation process and voluntary compliance statistics are resulting in only 4 percent of the cases being sent to the city prosecutor. Initiated violation process for unlicensed rubbish haulers. Due to staffing, and the load of property complaints, very little proactive code enforcement can be conducted.

### **Engineering Division**

- Completed the design and inspection of 14 capital improvement projects at a combined cost of about seven million dollars, including three million dollars in American Recovery and Reinvestment Act of 2009 Stimulus grants and 1.6 million dollars in Proposition 1B bond measure. The projects consisted of rehabilitating over 15 miles of major and residential roadways, including sidewalk and curb and gutter replacement and repair, installation of wheelchair ramps, striping and modification of traffic signals.
- Provided plan review and inspection services for construction activity in the City to include M & A Gabae project, M.S. Walker Companies (Marriott Hotel), and twenty-five minor private residential and commercial grading projects.
- Implements and manage all ongoing National Pollutant Discharge Elimination System (NPDES) and Sanitary Sewer Management Plan (SSMP) requirements.

- Completed final design and federal grant requirements for the Azusa Avenue and Amar Road intersection widening. Project consists of adding left and right turn lanes and traffic signal modification.
- Completed final design and federal grant requirements of Plaza Drive widening project. Project includes adding an exclusive eastbound right turn lane, new traffic signal at Plaza Drive and California Avenue intersection.
- The traffic section has completed several traffic volume and speed studies, needed to complete the evaluation of vehicular and pedestrian safety issues, and several surveys to establish restricted parking zones as requested by residents.
- Traffic studies for various developments were reviewed to determine the impact from vehicular traffic generated by the new developments on existing facilities.
- Completed design and installation of traffic signal modifications at the intersections of Puente Avenue and Lark Ellen Avenue, Puente Avenue and Sunset Avenue, and Nogales Street and Amanda Street.
- Applied and received two Highway Safety Improvement Program (HSIP) grants: 1) New traffic signal installation at the intersection of Cameron Avenue and Garvey Avenue North (\$247,000) and 2) School crosswalk improvement on Workman Avenue at Phillips Avenue (\$72,800).
- Coordinated with consultant to prepare Safe Route to School Study involving 28 public and private school.

- Coordinate with Los Angeles County on the San Gabriel Valley Traffic Signal Synchronization Project (TSSP) for several identified locations.
- Coordinate with Los Angeles County on the Traffic System Management program to implement MTA's Intelligent Transportation Systems for regional arterials to improve traffic flow and enhance arterial capacity in a cost effective way.

### **Maintenance Division**

- Handled over 19,500 residential calls.
- Received over 2,500 residential service requests for issues such as potholes, tree maintenance, raised sidewalks, graffiti and trash service.
- Started a sewer repair crew, to repair the main sewer lines throughout the City. In-house crew is repairing approximately six main lines per month.
- Upgraded the work Management System.
- Rebuilt (2) sewer lift station pumps at 2700 South Azusa.
- Regraded and replanted the Cortez Football Field.
- Using the new Sewer System Management Plan to clean, camera, and repair sewers and identify problem areas.
- Repaired storm damage from the heavy rains.
- Completed all emission inspections on the City owned vehicles.

- Installed new 3-way stop intersection at Mesa and Vanderhoof.
- Upgraded two diesel trucks to meet new regulations: Unit #119, Vactor, and Unit #115, Jetter (CARB, California Air Resources Board).
- Installed new 3-way stop intersection at Virginia and Mesa.
- Installed new signage for Sunset and Robert O. Young.
- Installed new signage and parking numbers for City Hall/Court Parking.
- Weed abated streets, medians, and right-of-ways.
- Obtained California Beverage Container Recycling and Litter Reduction Grants, totaling over \$28,900, from the Department of Conservation for promotion of bottle/can recycling and litter reduction.
- Obtained EA 20 Local Enforcement Agency Grant, totaling \$15,770, from the California Integrated Waste Management Board for the solid waste permit and inspection program for the BKK Landfill.
- Obtained Used Oil Recycling Block Grants (15<sup>th</sup> cycle), totaling \$15,200, from the California Integrated Waste Management Board for promotion and operation of the used oil and used oil filter recycling program.
- Hosted the City's Earth Day in coordination with YMCA, with over 500 attendees, to promote community awareness of the importance of recycling

and purchasing recycled-content products.

- Serviced a total of 1,850 households (vehicles) at the annual Los Angeles County Household Hazardous Waste Round-Up events hosted by the City.
- Approved, renewed, and processed over 537 low-income senior citizen waste collection discount applications.

## **FY 2010-2011 GOALS AND OBJECTIVES**

### **Administration**

- Capital Improvement Projects:
  - Maintain monthly status of hours charged to capital improvement projects
  - Review project and budget status on monthly basis with CIP committee
- Review public works operating budget on a monthly basis and make mid-year adjustments when warranted
- Research grant opportunities to fund street, park, landscape, safety, conservation, and environmental programs/projects as well as alternative fuel vehicles

### **Building Division**

- Provide support in design for proposed police department expansion
- Develop Energy Efficient program objectives for City facilities utilizing federal grants
- Implement telecommunications upgrades

- Maintain two-week plan check turnaround and next-day building inspection schedule, and monitor plan check log
- Continue In-House plan review to curbe department expenses
- Develop and launch revised Web Page layout
- Develop new handouts and policies to assist the public in understanding code requirements and the permitting process
- Maintain standard (45 per week) for weekly field inspections per community enhancement officer
- Maintain standard for follow-up inspections on code enforcement complaints and administrative fines within two days of due date
- Reduce total city prosecutor referrals for code enforcement cases - less than 5% of total caseload per month

### **Engineering Division**

- Curb and gutter program
  - Identify location for improvements – July 2010
  - Field survey of some locations – October 2010
  - Prepare plans and specification – December 2010
  - Advertise for bids, review bids award contract – February 2011
  - Complete installation of improvements – April 2011
- Sidewalk installation
  - Obtain budget approval – July 2010
  - Field survey – September 2010
  - Prepare plans and specification – November 2010



- Advertise for bids, review bids, award contract – December 2010
- Complete installation of improvements – March 2011
- Residential streets rehabilitation and barrier removal
  - Identify location for improvements – July 2010
  - Prepare plans and specification – October 2010
  - Advertise for bids, review bids, award contract – November 2010
  - Complete installation of improvements – March 2011
- Proposition 1B Street Rehabilitation of Major Streets
  - Prepare plans and specification – July 2009
  - Advertise for bids, review bids, award contract – August 2009
  - Complete installation of improvements – October 2009
- Street widening and traffic signal installation at Plaza Drive and California Avenue
  - Obtain approval and funding for construction from Caltrans –April 2010
  - Advertise for bids, review bids, award contract – April 2010
  - Complete installation of Improvements – October 2010
- Street widening and traffic signal modification at Azusa Avenue and Amar Road.
  - Complete acquisition – May 2010
  - Obtain approval for construction – July 2010
  - Advertise for bids, review bids, award contract –August 2010
  - Complete installation of improvements – November 2011

- Maintain two-week plan check turnaround and next-day inspection schedule, and monitor plan check log
- Continue In-House plan review to curv department expenses

### **Maintenance Division**

- Install new overhead street name signs for major intersections citywide
- Implemented new Sanitary Sewer Management Plan Guidelines
- Repair 30 sewer manholes
- Repair 48 sewer mainline locations
- Re-stripe streets citywide
- Clean 90 miles of sewer main lines
- Camera 45-miles of sewer main lines
- Repair damaged asphalt at major intersections
- Grind lifted sidewalks in 3 grids
- Remove and replace sidewalks that cannot be fixed with concrete grinder
- New contract for median and right-of-ways
- Increase the number of used oil recycling education events and public participation by 10% through attendance at community events and collection center promotions
- Begin “sharps” collection program to fulfill community need after fire department discontinued program

- Develop a pilot food waste collection program targeted at the larger restaurants together with the City's refuse disposal company Athens Services
- Assist 10% more low-income seniors through promotion and use of the Low-Income Senior Citizen Waste Collection Discount and Dog License Discount programs
- Increase participation in the CRV program by three youth teams and two

community groups in fiscal year 2010-2011

- Place one dozen new recycling bins and collection programs in locations such as parks, schools, and high-traffic areas
- Attend civic organization meetings to promote the program and recruit new participants

## PERFORMANCE MEASURES

Performance Measures	2006-2007 Actual	2007-2008 Actual	2008-2009 Actual	2009-2010 Estimated	2010-2011 Adopted
<b>Building Division</b>					
Building permits issued	4,742	3,924	3186	3,000	2800
Building plans checked	1,040	1,070	822	800	700
Building inspections conducted	12,000	12,000	12,063	11,800	11,000
Community enhancement cases	2,175	2,853	2,414	2,500	2,500
Construction valuation (permits)	\$103,307,200	\$75,000,000	\$79,106,379	\$80,000,000	\$60,000,000
Capital projects administered	28	26	22	18	20
<b>Engineering Division</b>					
Engineering permits issued	476	443	438	450	520
Capital projects administered	22	18	21	14	20
<b>Maintenance Division</b>					
Minor street repairs	1,827	1,950	1,850	1,780	1,700
Feet of pavement striping installed	55,000	47,000	45,000	42,000	40,000
Sidewalks replaced (linear foot)	2,550	2,900	2,400	2,000	2,000
Sidewalks repaired	80	95	78	80	80
Signs replaced/repared	3,000	2,650	2,200	1,900	1,900
School crossing safety markers	520	480	470	500	500
Traffic signal repairs	470	470	470	470	470
Storm drains cleaned	600	600	600	600	600
Miles of sewer cleaned	200	220	130	130	130
Miles of sewer inspected	30	50	70	80	90
Acres of parks and slopes maintained	525	525	525	525	525
Trees trimmed	7,500	6,100	7,500	7,500	7,500
Trees removed	150	120	140	150	150
Trees planted	220	220	220	220	220
Vehicle and equipment inspections	1,450	1,450	1,450	1,600	1,600
Stamped concrete in parkways	30	20	50	20	20
Sewer lateral repairs	12	10	15	15	15
Electronic equipment maintained	*	2,125	2,125	2,125	2,125
Electronic equipment system projects	*	1	3	5	4
Electronic equipment system installs	*	1	7	17	10
Telephone moves, adds, changes	*	125	136	150	130
Low-income senior citizen waste collection discounts	*	537	512	500	500
AB 939 waste diversion tonnage	*	2007 data: 96,573	2008 data: 91,709	2009 data: 86,759	2010 est: 80,000
Clean-up Saturdays tonnage	*	872	1011	1000	1000
Household hazardous round-up (households served)	*	2007 data: 2,175	2008 data: 1,850	2009 est: 2,000	2010 est: 2,000

E-waste collection at household hazardous waste round-up	*	19,207 lbs	60,258 lbs	40,000 lbs	25,000 lbs
Sharps collection	*	639 lbs	997 lbs	**64.8 lbs	500 lbs
Christmas trees recycled	*	5,170	3,874	5,891	6,000
Do-it-yourself used oil collection: Motor oil (gallons) Oil filters (lbs)	*	8,790 gals. 600 lbs	8,546 gals. 600 lbs	9,000 gals. 600 lbs	9000 gals. 600 lbs

\*Previously performed in other departments

## APPROVED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b><u>Administrative Division</u></b>				
<b>Full -Time Positions</b>				
Public Works Director/City Engineer <sup>(1)</sup>	1.00	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00	1.00
Sr Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Asst I	1.00	1.00	1.00	1.00
Office Assistant II	1.00	1.00	1.00	1.00
<b>Full-Time Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b><u>Building Division</u></b>				
<b>Full -Time Positions</b>				
Building Official <sup>1)</sup>	0.00	0.00	0.00	0.00
Deputy Building Official	1.00	1.00	1.00	1.00
Plan Check Engineer	0.00	0.00	0.00	0.00
Public Works Project Supervisor	2.00	1.00	1.00	1.00
Senior Community Enhancement Officer	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Building Permit Technician	2.00	2.00	2.00	2.00
Community Enhancement Officer	2.00	2.00	2.00	2.00
Construction Coordinator	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
<b>Full-Time Total</b>	<b>12.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Full-time Equivalent (FTE)</b>				
Office Aide III	0.75	0.75	0.75	0.75
<b>FTE Total</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>
<b>Building Division Total</b>	<b>12.75</b>	<b>11.75</b>	<b>11.75</b>	<b>11.75</b>

<b><u>Engineering Division</u></b>				
<b>Full -Time Positions</b>				
Deputy City Engineer	1.00	0.00	0.00	0.00
Public Works Project Supervisor	0.00	1.00 <sup>2)</sup>	1.00 <sup>2)</sup>	1.00
Principal Engineer	0.00	0.00	0.00	0.00
Civil Engineering Associate	2.00	2.00	2.00	2.00
Civil Engineering Assistant	1.00	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00	2.00
Office Assistant II	0.00	0.00	0.00	0.00
<b>Full-Time Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>Full-time Equivalent (FTE)</b>				
Engineering Trainee	2.25	2.25	2.25	1.75 <sup>6)</sup>
<b>FTE Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>1.75</b>
<b>Engineering Division Total</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>7.75</b>
<b><u>Maintenance Division</u></b>				
Maintenance Operations Manager	1.00	1.00	0.00 <sup>3)</sup>	0.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
Building Maintenance Leadworker	1.00	1.00	1.00	1.00
Electrician Leadworker	1.00	1.00	1.00	1.00
Electrician II	2.00	2.00	2.00	2.00
Equipment Mechanic Leadworker	1.00	1.00	1.00	1.00
Equipment Mechanic II	3.00	3.00	3.00	3.00
Equipment Operator	2.00	2.00	2.00	2.00
Maintenance Leadworker	10.00	10.00	8.00 <sup>4)</sup>	8.00
Senior Maintenance Worker	5.00	5.00	5.00	5.00
Maintenance Worker I / II / III	13.00	13.00	12.00 <sup>4)</sup>	12.00
Welder Mechanic	1.00	1.00	1.00	0.00 <sup>6)</sup>
Sr Administrative Assistant <sup>5)</sup>	1.00	1.00	1.00	1.00
Administrative Aide	n/a	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00
Contract Coordinator	2.00	2.00	2.00	2.00
Office Assistant II	1.00	1.00	1.00	1.00
Operations Technician	1.00	1.00	1.00	1.00
Storekeeper	1.00	1.00	1.00	1.00
Street Section Coordinator	1.00	1.00	1.00	1.00
Senior Communications Technician	n/a	1.00	1.00	1.00
Communications Technician	n/a	1.00	1.00	1.00
<b>Full-Time Total</b>	<b>51.00</b>	<b>54.00</b>	<b>50.00</b>	<b>49.00</b>

<b>Full-time Equivalent (FTE)</b>				
Maintenance Assistants	3.00	3.00	3.00	2.25 <sup>6)</sup>
<b>FTE Total</b>	3.00	3.00	3.00	2.25
<b>Maintenance Division Total</b>	<b>54.00</b>	<b>57.00</b>	<b>53.00</b>	<b>51.25</b>
<b>Department Summary</b>				
<b>Full-Time Total</b>	74.00	76.00	72.00	71.00
<b>FTE Total</b>	6.00	6.00	6.00	4.75
<b>Department Total</b>	<b>80.00</b>	<b>82.00</b>	<b>78.00</b>	<b>75.75</b>

<sup>1)</sup> The public works director is performing the building official and city engineer duties.

<sup>2)</sup> The public works project supervisor is under-filling the deputy city engineer position to help offset vacancy.

<sup>3)</sup> These positions are frozen.

<sup>4)</sup> Decreased because funding has been suspended.

<sup>5)</sup> Being underfilled by administrative assistant I.

<sup>6)</sup> FY 10-11 budget cuts -- eliminate vacant full-time welder position; partially reduce full-time equivalent of engineering trainee and maintenance assistants.

## BUDGET COMMENTS

The department budget reallocates the funding sources of a number of staff positions according to each person's revised responsibilities. For additional budget cost-saving purposes, the department is also under-filling several positions.

The line item Special Assignment Pay (object 5126) is composed of personnel costs associated with CIP projects. The various line items are as follows:

110-4120 (building)	\$55,000
110-4130 (engineering)	\$117,460
123-4131 (traffic engineering)*	\$34,440
110-4144 (city buildings)	<u>\$43,000</u>
 Total Cost	 <u>\$249,900</u>

\*The Special Assignment Pay was increased by \$20,800 to more accurately reflect the amount of time charged to CIP projects.

The reduction in general funding, gas tax and other funding for fiscal year 2009-2010 resulted in the "freezing" of four vacant positions in the street maintenance section and the reallocation of positions and job tasks to other areas of the department. It also eliminated overtime except for emergencies, eliminated special/non-vital purchases, increased in-house plan checks, deferred maintenance of sports facilities, eliminated non-vital purchases, and eliminated holiday lighting.

Additional budget reductions for the fiscal year 2010-2011 will include "freezing" the welder mechanic position, elimination of limited service engineering trainee and maintenance assistant positions. Other reductions will include the elimination of numerous cell phones, reduction of park/median maintenance, reduction in janitorial services, and the elimination of extra maintenance work for sports leagues.

## BUDGET ISSUES

The department continues to undergo significant changes with the elimination of funding and staffing. Job duties have been combined and workloads have been increased significantly.

City's Sewer System Management Plan (SSMP) as required by the State Water Resources Control Board has been approved and certified. The SSMP set goals and actions to be followed by the City that include evaluation, documentation, and evaluation of the sewer system. The evaluation of the sewer system identified eight segment of mainline that at their capacity and require upgrading. Those mainline segments equal about 19,000 linear feet with an estimated cost to upgrade at \$7.25 million.

With the additional staffing required for the new Water Quality Board mandates and the shortfall of Gas Tax funds available, several personnel were reallocated from Gas Tax funded to Sewer funded. Subsequently, with the reduction in Gas Tax funding for personnel and street maintenance activities, there is a correlated reduction in street repairs and maintenance work.

Traffic safety funding has also been consistently reduced over the years. One limited service engineering trainee assigned to traffic related duties has been eliminated. The amount of time to review and investigation of residential requests for traffic related issues has increased.

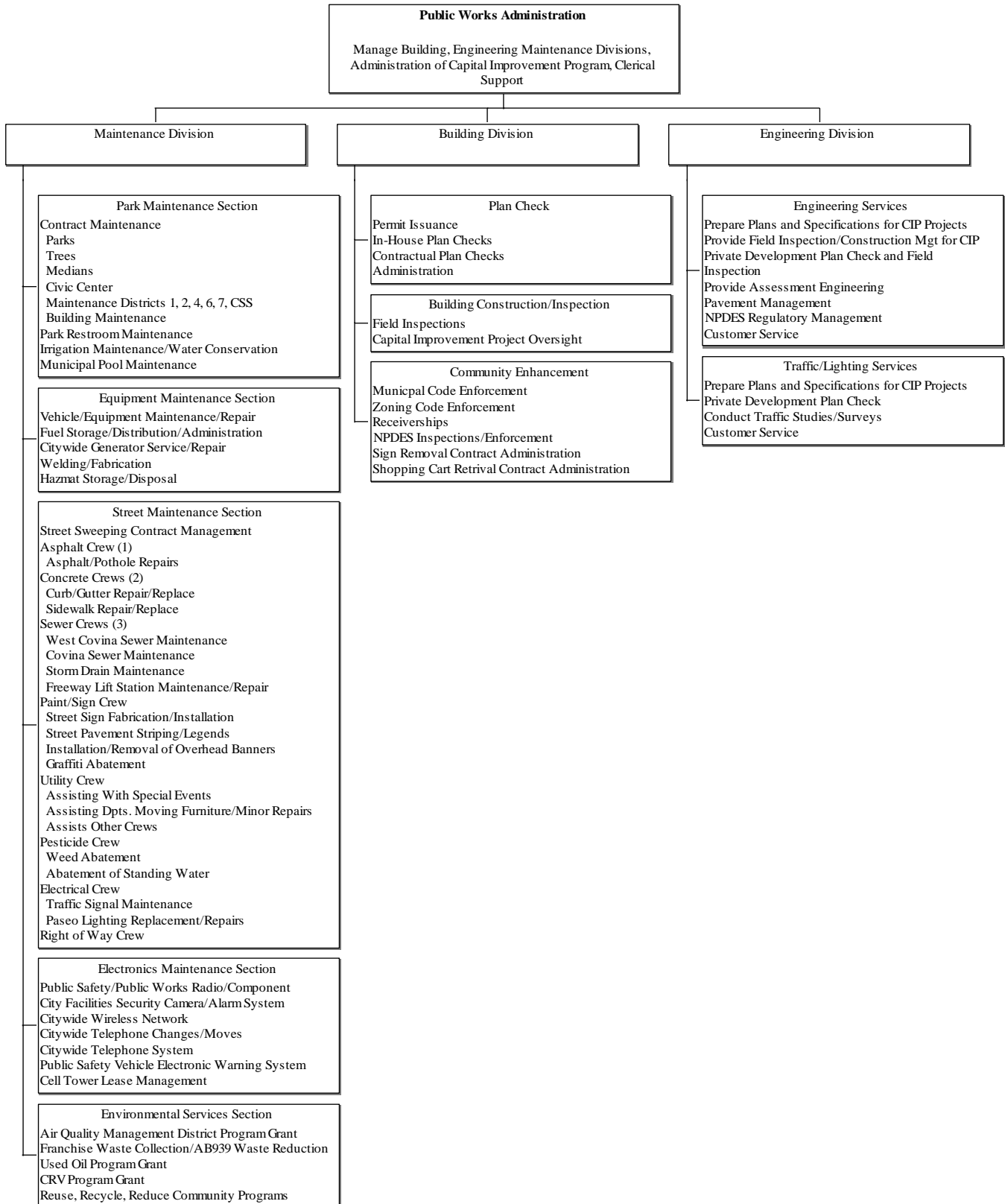
Base maps need to be continually updated. This work is labor intensive and has been delayed due to the elimination of numerous full-time and limited service positions.

Citywide electrical costs have exceeded the amount being assessed. This has caused a reduction in the amount of Citywide funds available for tree maintenance services. This reduction in funds has caused an increase in the tree grid trimming scheduled from one every seven years to every nine years.

Due to the Sharps collection program being dropped from the fire department, the environmental services section has had to absorb additional cost in the Waste Reduction Fund (129) to continue this service for residents. The collection container is now located at the maintenance yard for residents convenience.



# ACTIVITY TREE



## BUDGET SUMMARY

		In FY 08-09, PW absorbed Electronics Maintenance division & Environmental Mgmt Dept.				
		Actual	Actual	Adjusted	Estimated	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget
		2007-2008	2008-2009	2009-2010	2009-2010	2010-2011
<b>Expenditure By Type:</b>						
5000	Personnel	5,468,623	5,935,915	6,126,218	5,794,761	6,028,282
6000	Supplies and Services	8,866,367	9,051,354	8,884,125	8,772,345	8,644,005
7000	Capital Outlay	18,839	-	-	-	-
<b>Total Department</b>		<b>14,353,829</b>	<b>14,987,269</b>	<b>15,010,343</b>	<b>14,567,106</b>	<b>14,672,287</b>
<b>Expenditure By Fund:</b>						
110	General Fund	5,098,238	5,229,318	4,992,311	4,957,614	4,674,410
119	Air Quality Improvement Trust	8	54,895	69,951	69,901	65,673
120	Integrated Waste Mgmt	-	101,718	67,874	67,873	66,840
122	Prop C	149,611	161,728	223,283	167,679	208,698
123	Traffic Safety	289,745	208,920	268,173	199,874	241,647
124	Gasoline Tax	2,195,347	1,715,038	1,725,371	1,657,142	1,737,789
129	AB 939	(232)	118,631	139,328	138,487	145,349
131	CDBG	92,901	93,601	116,190	103,298	129,940
145	Waste Mgmt Enforcement Gr	-	15,804	15,800	15,800	15,800
149	Used Oil Block Grant	43	15,866	28,702	24,838	28,152
158	C.R.V. Recycling Grant	64	11,394	31,311	27,636	28,185
161	Construction Tax	4,569	4,563	5,000	5,000	5,000
181	Maint Dist #1	242,389	239,415	323,649	324,864	323,696
182	Maint Dist #2	68,478	96,268	96,359	98,385	99,441
183	WC CSS CFD	12,884	76,572	140,758	139,486	123,385
184	Maint Dist #4	1,124,277	1,096,354	1,060,819	1,061,863	1,059,178
186	Maint Dist #6	122,800	136,086	161,690	160,110	160,612
187	Maint Dist #7	114,393	114,666	147,748	146,205	146,672
188	Citywide MD	1,595,073	1,633,883	1,469,783	1,369,781	1,393,000
189	Sewer Maintenance	1,435,508	2,078,628	2,254,304	2,183,802	2,360,618
365	Fleet Management	1,707,621	1,628,251	1,579,078	1,554,624	1,549,047
367	Vehicle Replacement	-	63,607	-	-	-
862	Housing Set Aside	100,112	92,063	92,861	92,844	109,155
<b>Total Funding</b>		<b>14,353,829</b>	<b>14,987,269</b>	<b>15,010,343</b>	<b>14,567,106</b>	<b>14,672,287</b>

		<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
		<b>Revenues</b>	<b>Revenues</b>	<b>Budget</b>	<b>Revenues</b>	<b>Revenues</b>
		<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2009-2010</b>	<b>2010-2011</b>
<b>Revenue:</b>						
110	4220 - Building permits	574,692	482,272	515,000	350,000	400,000
110	4221 - Electrical permits	74,425	58,490	62,000	35,000	50,000
110	4222 - Plumbing permits	54,962	42,803	48,000	35,000	40,000
110	4251 - Street Improvements	11,009	55,846	30,000	10,000	25,000
110	4252 - Storm drain systems	120	7,075	10,000	5,000	10,000
110	4253 - Mainline, laterals & plan	6,007	6,490	7,000	5,000	7,000
110	4254 - Water systems	236	-	-	-	-
110	4255 - Walls (retaining, overh	22,691	14,620	20,000	30,000	22,000
110	4256 - Landscaping irrigation	1,730	10,307	12,000	5,000	12,000
110	4257 - Onsite improvements	37,671	15,675	25,000	20,000	28,000
110	4259 - Grading	16,438	10,631	15,000	40,000	15,000
110	4261 - Curb & gutter	60	120	-	-	-
110	4262- Driveway approach	2,574	2,781	3,000	2,000	3,000
110	4263 - Sidewalk	7,945	13,617	7,000	10,000	8,000
110	4264 - Curb drains, all other	309	917	800	800	800
110	4265 - A.C & P.C.C. paving	18,018	43,783	20,000	45,000	22,000
110	4266 - Excavation	19,850	24,947	22,000	30,000	24,000
110	4267 - Misc Sewer Facilities	6,068	3,913	6,000	4,000	7,000
110	4272 - Street Obstruction	2,092	1,900	1,500	4,000	1,500
110	4273 - Encroachment	1,183	711	1,000	1,000	1,500
110	4281 - Sewer Maintenance	1,419	455	1,200	1,000	1,200
110	4290 - Other licenses/permits	4,744	7,716	6,200	7,000	6,400
110	Sub-Total -Licenses / permits	864,243	805,069	812,700	639,800	684,400
110	43xx - Fines/forfeitures	5,999	9,825	3,500	12,000	3,500
110	45xx - revenue from other agen	-	83,135	42,000	42,000	42,000
110	4601 - Recycling revenue	-	1,359	-	-	30,000
110	4614 - Plan check fees	132,064	138,552	175,000	120,000	175,000
110	4615 - Contract plan check	180,311	104,665	130,000	75,000	100,000
110	4617 - After hours plan check	26	1,216	-	-	-
110	4619 - Expedited plan chk	64,108	142,634	90,000	1,000	100,000
110	4624 - Weed assessments	(2)	-	300	1,000	300
110	4625 - Tree removals	1,814	8,308	-	-	500
110	4647 - Misc reimbursement	1,700	1,708	5,000	-	5,000
110	Sub-total - Charges for Service	380,021	398,442	400,300	197,000	410,800
110	4813 - Sale maps/ documents	15,093	3,020	5,000	5,000	5,000
110	4816 - Final map, lot adjustmer	8,219	7,195	10,000	5,000	10,000
110	4818 - Miscellaneous	-	-	-	-	120
110	4820 - Landscaping-County	23,960	38,047	31,000	25,000	31,000
110	4821 - Pool maint-school dist	54,453	60,439	54,000	54,000	-
110	4822 - Contractual reimburse	1,596	2,232	500	1,000	1,000
110	Sub-Total - Other Revenues	103,321	110,933	100,500	90,000	47,120
110	Total - General Fund Revenue	1,353,584	1,407,404	1,359,000	980,800	1,187,820

		<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
		<b>Revenues</b>	<b>Revenues</b>	<b>Budget</b>	<b>Revenues</b>	<b>Revenues</b>
		<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2009-2010</b>	<b>2010-2011</b>
119	Air Quality Impr Trust	-	131,696	130,000	127,000	122,000
120	Integrated Waste Mgmt		69,166	65,000	69,000	70,000
124	Gasoline Tax	1,967,689	1,792,815	1,750,000	1,779,974	1,762,100
125	Prop 42 Traffic Congestion	-	953,255	850,000	1,017,031	1,124,826
126	Prop 1B	1,816,772	1,679,198	-	-	-
128	Transportation Devt Act	68,861	-	53,247	118,404	53,247
129	AB 939	45,950	177,350	174,000	178,815	179,000
140	ISTEA/T-21	-	(194,552)	-	331,080	-
145	Waste Mgmt Enforcement Gra	-	(34,661)	15,800	15,800	15,800
149	Used Oil Block Grant	-	86,704	29,000	35,194	43,606
158	C.R.V. Recycling Grant	-	24,637	29,000	13,984	25,425
160	Capital Projects	209,512	-	-	-	-
161	Construction Tax	204,483	151,293	100,000	40,000	40,000
172	PDF C Orangewood	25,000	25,000	25,000	9,980	-
181	Maint District #1	319,471	368,794	360,000	349,000	339,000
182	Maint District #2	140,069	153,591	150,000	147,500	143,500
183	WC Coastal Sage & Scrub CFD	-	11,776	-	-	-
184	Maint District #4	1,015,492	1,031,077	1,026,000	1,026,000	1,030,000
186	Maint District #6	124,035	139,908	144,542	140,000	145,000
187	Maint District #7	102,816	101,006	126,394	110,000	110,000
188	Cirywide Maintenance	1,392,083	1,407,357	1,434,131	1,433,987	1,463,322
189	Sewer Maintenance	1,498,285	1,737,445	2,126,772	2,363,890	2,557,385
199	MTA Grant	829,764	-	-	-	-
206	2004 State Homeland Sec Gran	13,356	-	-	-	-
223	Hazard Elimination Safety	-	-	-	72,720	-
226	ARRA Stimulus Projects	-	-	4,248,687	4,248,687	-
229	Rubberized Asphalt Concrete	-	-	250,000	-	-
365	Fleet Interfd Chg & other rev	1,320,918	1,643,240	1,633,683	1,554,624	1,603,117
	Non Gen Fund Total	11,094,556	11,456,095	14,721,256	15,182,670	10,827,328
	<b>Total Dept Revenue</b>	<b>12,448,140</b>	<b>12,863,499</b>	<b>16,080,256</b>	<b>16,163,470</b>	<b>12,015,148</b>

# COMMUNITY SERVICES DEPARTMENT

**MISSION STATEMENT:** To create community and enhance the quality of life in West Covina through people, facilities, programs and partnerships

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This department offers social and recreational programming, advocacy, child-care, special events, and transportation. In addition, the department serves as a City liaison to numerous youth sport groups and community organizations, while helping mediate activities such as community planning, collaboration, and coordination for many capital projects and senior services. Grant management programs are also assigned to the department and include the administration of the Community Development Block Grant (CDBG) and Community Development Block Grant-Recovery (CDBG-R) Program, the Area Agency on Aging Grant for senior meals, Summer Food Service Program, County Park Bond grant program, Proposition A and C as well as Measure R Local Return funds, and the department pursues competitive grants in community service areas. In an effort to raise funds for the community's benefit, the department also provides a 501(c)3 non profit called the Community Services Foundation

In fiscal year 2010-2011, the department will use federal and local monies, fees, grants, and General Fund resources to provide a variety of services.

The department has 44.41 full-time equivalents, of which 12 are full time to provide the many programs and services offered to the community, and to manage the appropriate expenditures of the budget. The majority of the positions are part-time and seasonal, providing comprehensive job training and career development opportunities for diverse ethnic and

economic groups throughout the community.

A continuing emphasis for the department is to advocate for the importance of community services and quality of life in West Covina; and to maximize services by partnering with school districts, other government agencies, community-based organizations, volunteers, and the business community. The department operates one nature center, one senior center, five licensed day cares, three community centers, one aquatic center, one equestrian center, one skate park, one roller hockey center, and 10 athletic facilities, as well as a Big League Dreams complex via contract. Department staff strives to involve the whole community in their programs and activities to enrich people's lives at all ages.

In order to further integrate services for all residents, the department addresses the social and recreational needs of youth, families, adults, seniors, and the disabled. The department also handles issues related to homelessness, housing, transportation, and low-income assistance.

The department is divided into two divisions: recreation services and community services. General administration oversees and supports both divisions.

## **Recreation Services Division**

The purpose of this division is to create community through people, parks, and programs. Division staff is responsible for planning, developing, coordinating, and implementing a variety of leisure activities, such as youth and adult sports, aquatic programs, equestrian activities, fitness, cultural, dance and art classes, nature programs, tiny tot programs, and the youth assistance program. Division staff also manages the CDBG program and coordinates the facility use rental program for Shadow Oak Park Community Center, Cameron Park Community Center, a Public Equestrian Center, athletic fields, picnic shelters, and the Municipal Pool.

Division staff is responsible for the operations and administration of the Galster Nature Center, the Public Equestrian Center, Municipal Pool, Shadow Oak Community Center, and Cameron Park Community Center. This includes the training and scheduling of staff, supervision of participants, programming, marketing, maintenance and upkeep of the facilities. Staff also works in cooperation with West Covina High School and Cameron Elementary in regard to the Parking Master Plan and the annual calendar of events, as well as hosting certain school events.

The division works cooperatively with other departments on special projects such as: park master plans; administration of various grants as well as Regional Open Space District funding; manages contracts and agreements with community user groups, youth leagues, school districts, and public recreation operators; and provides support and scheduling to sport leagues. It also collaborates with the maintenance division and the building division of the public works department for the operations, improvement,

and maintenance of facilities, as well as the City's Capital Improvement Programs (CIP).

The division staff acts as a liaison to the Sports Council. The Sports Council meets monthly and is comprised of eleven (11) volunteer youth sports organizations including: Football/Cheer, Softball, Basketball, Soccer, and seven Baseball Leagues. Recreation division staff works closely with City/School District Maintenance Divisions regarding field safety, repair, and maintenance, on ten (10) City and eighteen (18) District properties (West Covina-11, Covina-6, and Rowland-1). Annual youth participation in sports programs is 4,500.

Division staff oversees the management of several program and service contracts including: Big League Dreams, California Street Hockey, San Gabriel Valley Mountains Regional Conservancy, and California Vending Service

## **Community Services Division**

This division provides a variety of family, cultural, and community oriented programs and events. Staff work to increase community participation through marketing, press relations, and collaboration with community organizations and non-profit groups which raise funds for various causes such as: the Muscular Dystrophy Association (MDA), and the National Association for the Advancement of Colored People (NAACP), as well as school groups.

The division oversees five licensed child-care programs throughout the city, serving an average of 200 children per week. The CDBG-funded Careship Program subsidizes the cost of childcare for eligible West Covina residents.

The division is responsible for the operation of the West Covina Senior Center. Programs promote independence by offering services and programs adapted to the specialized and changing needs and interests of senior citizens, including case management and daily nutrition.

Additionally, this division administers transportation services. Specific responsibilities include: oversight of Proposition A and C; Measure R Local Tax Return Funds for transportation, recreation, and education transit; Westco Dial-A-Ride; and West Covina Shuttle Services.

The division oversees the operation of the Summer Lunch program held at Orangewood Park and acts as a liaison to the Youth Council.

The community services division has recently added another area of programming to the department, called Commercial Recreation. Economic Development monies are used to fund programs and events at local retail centers which are intended to attract customers, generate sales, and draw non-residents into West Covina for their purchases. This area of the department is a progressive approach at increasing sales tax for the City while adding quality-of-life activities for residents.

### **General Administration**

The primary responsibility of general administration is to direct, oversee, and provide support to all operations of the department.

Specific responsibilities include:

- Development and monitoring of the department budget

- Accounts payable and payroll support
- Grant writing
- Administration of the West Covina Big League Dreams Maintenance and Operations Agreement
- Oversight and administration of AB 2404 (Gender Equity) compliance throughout department programs and affiliated athletic groups
- Production of the *Community Recreation Guide*
- Handling response to community concerns and inquiries
- Performance of research and data collection for departmental purposes
- Providing support to Community Services and Senior Citizens' Commissions
- Coordination of the Community Services Foundation, a 501(c)3 non-profit
- Involvement in localized and regional homeless services advocacy organizations
- Coordinating the lines of communication between internal departmental divisions and external City departments
- Managing the Commercial Transit Marketing Program

### **Community Services Commission**

The Community Services Commission (CSC) was created by the City Council. It is comprised of ten commissioners to aid and advise the City Council on matters that pertain to the community service needs of the citizens of West Covina relating to (a) public recreational services, (b) cultural activities and special events, (c) youth services, (d) public transportation, (e) neighborhood and human relations, and (f) human rights.

There are four Ad-Hoc Committees designed to provide in depth review of certain project areas:

1. CDBG
2. CIP
3. Sports Council
4. Special Events

During fiscal year 2009-2010, the CSC was instrumental in:

- Reviewing and recommending CIP Projects within the City of West Covina.
- Reviewing and recommending CDBG funding allocations.
- Selecting the Community Services Volunteers of the Year.

#### **Senior Citizens' Commission**

The Senior Citizens' Commission (SCC) was created by the City Council. It is comprised of five commissioners to aid and advise the City Council in the identification of the needs of the senior population of West Covina and recommend policies and

programs to meet those needs.

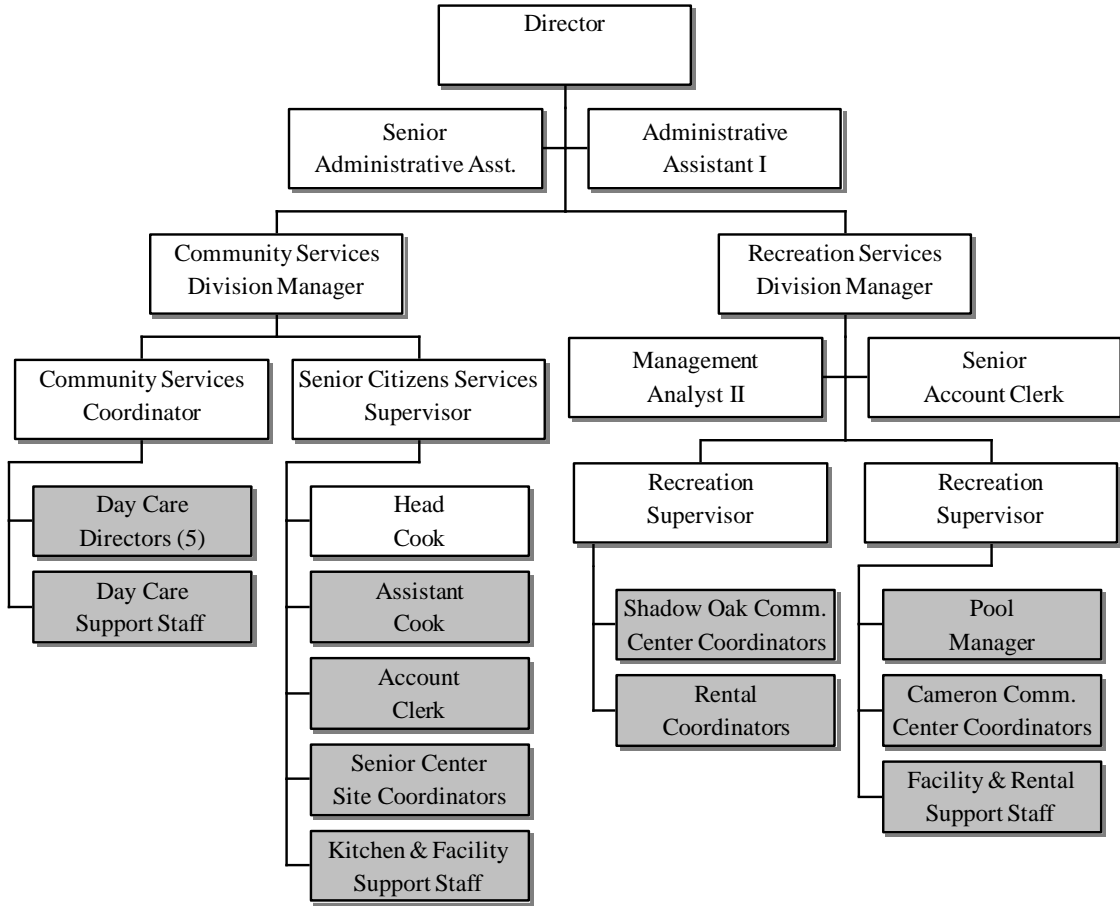
The SCC has a CDBG Ad-Hoc Committee designed to review and recommend the allocation of certain aspects of CDBG funding.

During fiscal year 2009-2010, the SCC was instrumental in:

- Recommending improvements to the senior center facility, including the quality of computers in the public computer lab
- Facilitating open communication with individuals and groups that utilize the senior center
- Selecting the Senior Citizen's Volunteer of the Year
- Reviewing and recommending CDBG funding allocations
- Gathering feedback and determining the need of West Covina Seniors in relationship to local transportation options



# COMMUNITY SERVICES ORGANIZATIONAL CHART



\* Shading denotes limited service staff

## **FY 2009-2010 ACCOMPLISHMENTS**

- Division sought and received several donations totaling more than \$20,500 for programming (such as the 2009 Haunted House event) through the City's 501(c)3 Community Services Foundation.
- The 2009 Independence Day event collected \$6,000 in new revenue with the introduction of a new gate admission fee.
- In an effort to offset the challenge of decreased staffing, the department has begun working with Title V workers, which is a county-funded program that provides skilled labor at no cost to the City. This has saved thousands of dollars in staffing costs annually.
- The department continued to work with volunteers who assist in the delivery of services at Community Centers, helping to reduce thousands of dollars in part time staffing costs.
- Due to the retirement of a full time Senior Coordinator, the Senior Center has entered into a new collaborative partnership with YWCA Intervale Senior Services of San Gabriel Valley to provide case management. This action resulted in a General Fund savings of approximately \$20K.
- Staff applied for and was awarded \$150,000 in grant funds from the Los Angeles County 2009 Antonovich Competitive Trails Grant Program for the completion of the Cortez Park Trails Extension Project – Phase II.
- Staff administered the process to secure \$320,000 in CDBG-R funds through the American Recovery and Reinvestment Act of 2009.
- Staff collaborated with the San Gabriel Valley NAACP on the eleventh annual Martin Luther King, Jr. Celebration in January. The event took place at the West Covina Civic Center and drew a diverse audience, including numerous key local and state legislators.
- The 2009 annual Independence Day Celebration, co-sponsored with the West Covina Elks, was hosted at Edgewood Middle School. The event included a carnival, game and food booths, entertainment, and a spectacular fireworks show. Proceeds from the event were donated to the Muscular Dystrophy Association.
- The annual tree lighting ceremony was held at Westfield West Covina.
- The annual Cherry Blossom Festival was held in conjunction with the East San Gabriel Valley Japanese Community Center. The event featured a traditional tea ceremony, demonstrations and entertainment celebrating the Japanese Culture. In addition, a variety of food, information, game and craft booths were available for the public to enjoy.
- Staff collaborated with a wide variety of community organizations throughout the year to provide other special events for the community; organizations include West Covina Beautiful, West Covina Council PTA, West Covina Library, Arbor Day, America Recycles Day, Relay For Life, Red Ribbon Rally, Parents' Place Event, and Earth Day.

- Numerous improvements have taken place at the five city-operated day care facilities. Improvements include: concrete pathways, leveling of portable classrooms, shelter structures, and kitchen improvements at Palmview Center.
- The Go West Shuttle provided service to over 120,000 passengers. The Westco Dial-A-Ride service provided over 20,000 rides to West Covina residents. The division continues to utilize transit vehicles for Public Service Announcements to promote City events and programs.
- Approximately 165 trips were offered financial assistance through the Recreation Transit program, which discounts transit fees for qualifying school field trips and resident excursions.
- The West Covina Senior Center's Senior Meals Program continued to reduce its impact on the environment with the placement of melamine coffee mugs. This move continued the department's efforts to significantly reduce the use of Styrofoam products.
- The Senior Center has undergone facility improvements, including:
  - The building interior was painted including the staff offices in the north wing along with all classrooms
  - The center received lavatory upgrades in the main hall
  - The installation of two BBQ grills, which are also used in the food preparation for the senior meals program
- In 2009-2010, the Senior Center became the new host site of the San Gabriel Valley Multi Disciplinary Team that

discusses the issues of elder abuse in the community.

- The Senior Center, Senior Meals Program was awarded the AAA Distinguished Site Award for exceptional customer service, environment and food quality for 2009-2010.
- Staff served as City liaisons to the East San Gabriel Valley Consortium on Homelessness, a group of regional service providers which meets monthly to share information and work collaboratively to address the needs of homelessness in the region.
- The recreation division created the following cost saving measures:
  - Revised Picnic Pavilion Program to create a new revenue stream
  - Renegotiated the Cameron Community Center (C<sup>3</sup>) janitorial contract and monitored facility energy efficiency to reduce expenditures
  - Installed arcade games at C<sup>3</sup> creating a new revenue stream
  - Managed accounts to meet or exceed all budget benchmarks
- Created new recreation programming through partnerships, donations and fees without incurring additional City funds:
  - Galster Park Hallow's Eve
  - Save the Beach Day
  - C<sup>3</sup> youth programming: Operation Drop Off, Homework Helper, Fun Zone, Basketball Cheerleading
  - C<sup>3</sup> teen programming: Style Your Shoe, FryDayz, Turn Table Corner
  - Skate Park Competition

- Monitored community partnerships and contracts:
  - San Gabriel Mountain Regional Conservancy (SGMRC)
  - Amigos de los Rios Emerald Necklace Accord
  - West Covina Big League Dreams
  - California Street Hockey
  - California Vending Service
- Increased adult drop-in basketball play at C<sup>3</sup> for the second year by offering the program during non-peak business hours.
- Increased adult basketball participation by 29% at C<sup>3</sup>.
- Maximized C<sup>3</sup> gym usage 100% during peak usage months on the weekends and increased overall community usage.
- Increased Division marketing through promotional program postcards, flyers, press releases, use of the Discover West Covina publication, and display case presentations.
- Revised division program & service information and updated City website.
- C<sup>3</sup> staff hosted the Southern California Municipal Athletic Federation (SCMAF) Boys “AA” Basketball Championship Tournament. The top ten teams from regions all across Southern California competed in the tournament.
- C<sup>3</sup> staff partnered with the City of La Verne staff to co-host the SCMAF-SGV Aquatics meet held in La Verne. Over 700 boys and girls competed in the one-day swim meet.
- Partnered with the West Covina Elk’s in conducting the Annual Hoop Shoot for boys & girls ages 8-13 at C<sup>3</sup>.
- A recreation division staff member maintains certification by the American Heart Association to teach CPR, First Aid and AED (Automatic External Defibrillator), which resulted in the certification of all recreation division staff.
- Expanded the defibrillator program to Palmview and Shadow Oak Community Centers.
- Continued to increase class participation at Shadow Oak Park.
- Completed the Orangewood Park Master Plan Soccer Field Expansion.
- Recreation division staff was recognized by their peers for outstanding leadership in the profession. A recreation supervisor holds an elected seat on the Southern California Municipal Athletic Federation Board of Directors, and was awarded the SCMAF Professional Citation Award and the SCMAF-SGV Merit Award.
- Staff took a leadership role on a working committee to facilitate the formalization and incorporation of the San Gabriel Valley Consortium on Homelessness, an advocacy group comprised of regional service providers.
- Staff represented the City as part of the San Gabriel Valley Council of Government’s (SGVCOG) Homeless Study and working group.

- Staff served as the City's liaison to the U.S. Department of Housing and Urban Development (HUD) to ensure the City's Community Development Block Grant (CDBG) program complies with federal requirements.
- Coordinated with other City departments to expend CDBG funds in a timely fashion as required by HUD.
- Staff attended HUD-hosted CDBG program trainings on: Federal Requirements Compliance, CDBG overview, and Managing Subrecipients to further enhance program knowledge.
- Staff administered agreements and provided technical assistance to the City's fifteen (15) FY 2009-2010 CDBG-funded subrecipients, which include services such as: food banks, meals on wheels, fair housing services, senior nutrition, senior case management, homeless services, and subsidies for child care and recreation.
- Staff conducted on-site monitorings of CDBG-funded subrecipients during FY 2009-2010 to ensure compliance with HUD requirements.
- Completed and submitted the CDBG Consolidated Plan, including the Five-Year Strategic Plan (2010-2015) and the One-Year Action Plan (2010-2011).
- In an effort to broaden and expand the opportunities for public participation in developing the CDBG Consolidated Plan, staff implemented the City's first online community survey for this purpose in addition to hosting a community meeting.
- Sought and received additional CDBG funding for Youth Assistance Program due to increased need.
- Staff successfully completed an on-site program audit of the 2009 Summer Food Service Program by the State Department of Education. The City's program was determined to be in compliance and the City was fully reimbursed for the costs associated with the program.
- Working with finance, public works, and planning departments, staff filed completion documents with the Los Angeles County Regional Park and Open Space District for reimbursement of costs associated with four grant-funded projects.
- Expanded and improved the selection of equestrian jumps at the City's Equestrian Center.
- Introduced the progressive Commercial Recreation Plan, intended to drive foot traffic into local businesses and improve the City's sales tax revenue.
- Attended the 2009 California Park and Recreation Society (CPRS) Conference for educational purposes and also served as key presenter for AB2404 Gender Equity Compliance.
- Invited as the Key Note Speaker at the Washington Recreation and Park Director's Conference, to speak on Gender Equity legislation and compliance.
- Invited as the Key Note Speaker to the Ventura County Director's Summit, to speak on AB 2404 Gender Equity Compliance.

- Created California’s first template-based starter-kit for cities to achieve Gender Equity compliance as mandated by AB 2404. This kit is now distributed through CPRS and is helping agencies streamline their efforts to meet legislative requirements.
- Began utilizing an internet-based survey to capture feedback from community services department patrons and residents regarding interests and program feedback.

**FY 2010-2011  
GOALS AND OBJECTIVES**

- Continue to provide the highest level of service while maintaining fiscal responsibility by adhering to expenses and achieving revenue projections. The department has made significant reductions in personnel, special events, materials, supplies, equipment, marketing, and transportation. In addition to this, staff has maximized the use of special funds (non-general fund sources) to further offset the costs of department operations.
- Apply for the State Prop 84 Nature Education Facilities Grant to create improved levels of nature education in the community without impacting General Fund resources.
- Complete the Maverick Ridge Rider Master Plan in order to solidify future usage and improvements at the park.
- Implement Social Media technology to expand free methods of marketing and advertising in light of the reductions to the department’s marketing budget.

- Continue to expand the department information on the City’s website, including a new page on equestrian opportunities in the community.
- Successfully carry forward the new Commercial Recreation Program, generating increased sales tax for the City and increasing foot traffic at local businesses.
- Successfully engage the Commercial Transit Wrap Program, generating interest from local businesses that want to advertise their services utilizing bus wraps on the City’s transit fleet. The intention of the program is to encourage a “Shop West Covina” theme throughout the City.
- Strengthen Community Image and Sense of Place
  - Maintain and improve public facilities through periodic reviews, appropriate maintenance, and timely rehabilitation.
  - Program community-based family activities.
- Protect Environmental Resources
  - Continue to protect natural habitat areas such as Galster Park.
  - Teach youth to be environmental stewards through exciting nature programs.
  - Provide opportunities for families to discover outdoor wonders together.
  - Collaborate with internal departments to implement aspects of the Green Linkages Plan to create non- motorized pathways through the city for connectivity to regional open space areas.

- Foster Human Development
    - Provide recreation services that foster social, intellectual, physical and emotional development of children, youth, and adults.
    - Improve the array of recreation services by identifying and meeting the needs of special interests.
    - Offer high quality tiny tot and preschool age programs.
    - Continue to administer the Youth Assistance Program (YAP).
  
  - Strengthen Safety and Security
    - Provide safe environments in parks and facilities for youth and adults to play.
    - Work closely with the police department to troubleshoot resident safety concerns in City parks.
  
  - Support Economic Development
    - Continue to provide recreation programs and facilities that attract and retain businesses and residents.
    - Provide entry-level jobs and training to young adults to generate income for the community and local businesses.
    - Maintain community facilities to protect public investments.
  
  - Provide Recreational Experiences
    - Offer a balanced community recreation program including life-long learning classes, youth and adult sports, aquatics, nature activities, events and facility rentals.
    - Provide staff support to the community based youth sports leagues comprising the West Covina Sports Council.
- 
- Continue to focus on the well being of youth by expanding and enhancing programs and services.
- Increase Cultural Unity
    - Create recreation experiences that promote cultural understanding and celebrate the community's growing diversity.
    - Improve cultural awareness by offering special interest classes.
  
  - Promote Health and Wellness
    - Provide recreation programs and services that improve physical and emotional health.
    - Promote safe non-motorized pathways linking neighborhoods to parks and open spaces, thereby increasing equestrian, biking and walking experiences.
    - Expand youth programs that encourage healthy life style choices.
  
  - Facilitate Community Problem-Solving
    - Continue staff's role as community liaisons to a variety of community organizations, including: youth sport leagues, local school districts, American Red Cross, and community service groups.
    - Provide staffing support to the work of the Community Services and Senior Citizens' Commissions and their respective Adhoc committees.
    - Encourage staff to develop leadership and facilitation skills that can be applied to resolve community problems and resident concerns.
    - Continue to work with other City departments to resolve community issues.

## PERFORMANCE MEASURES

Performance Measures	2005-2006 Actual	2006-2007 Actual	2007-2008 Actual	2008-2009 Estimated	2009-2010 Adopted
Adult drop-in basketball & volleyball	3,399	4,812	4,412	5000	5,000
Adult sports participants served	600	740	840	930	1080
Aquatics participants served	4,272	5,013	4,987	5000	5,000
Athletic facility applications (school district & city)	36	36	36	36	12
Child care programs (5 sites)	8,936	9,024	9,000	10,200	8,400
City youth sports participants served	545	488	400	300	NA
Dial-a-ride	21,488	18,834	18,877	22,000	20,000
Facility rental contracts processed	190	218	226	250	265
Foothill transit bus passes sold	472	236	197	173	0
Go west shuttle	226,312	177,205	174,203	190,000	165,000
Internet registrations processed	323	376	490	500	700
Nature Center Drop-In	NA	NA	850	2,500	2,500
Nature Center Events	NA	NA	1,180	1,800	1,900
Park reservations	52	40	78	85	370
Recreation class registrations	4,687	5,231	6,186	6,500	6,500
Regular sports council meetings	10	10	8	9	10
Senior center meals	36,000	36,273	36,449	36,750	36,563
Senior center rentals	11	30	27	30	28
Sports council participants served	4,530	4,200	4,450	4,498	4,500
Summer lunch meals served (youth)	8,161	8,240	7,920	8,200	8,946
Tiny tot participants served	1,274	1,296	1,146	900	1,100
Youth assistance program participants served	88	71	80	100	100
Youth drop-in game room	10,580	11,250	11,500	11,750	12,000
Youth drop-in gym	5,775	5,800	6,200	5,000	5,000



## APPROVED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11	
<b>Full -Time Positions</b>					
Community Services Director	1.00	1.00	1.00	1.00	
Community Services Manager	2.00	2.00	2.00	2.00	
Management Analyst II	2.00	2.00	2.00	1.00	2)
Recreation Services Supervisor <sup>1)</sup>	3.00	2.00	2.00	2.00	
Senior Citizens Services Supervisor	1.00	1.00	1.00	1.00	
Sr Administrative Assistant	1.00	1.00	1.00	1.00	
Account Clerk	0.00	0.00	0.00	0.00	
Administrative Asst I	1.00	1.00	1.00	1.00	
Community Services Coordinator	1.00	1.00	1.00	1.00	
Cook	1.00	1.00	1.00	1.00	
Senior Account Clerk	1.00	1.00	1.00	1.00	
Senior Citizens Program Coordinator	1.00	1.00	1.00	0.00	2)
<b>Full-Time Total</b>	<b>15.00</b>	<b>14.00</b>	<b>14.00</b>	<b>12.00</b>	
<b>Full-time Equivalent (FTE)</b>					
Account Clerk	0.75	0.75	0.75	0.75	
Administrative Aide	0.50	0.00	0.00	0.00	
Assistant Cook	0.75	0.75	0.75	0.75	
Cashier	0.22	0.00	0.15	0.15	
Food Service Worker	0.75	1.25	1.50	0.75	3)
Lifeguard	0.43	0.16	0.16	0.16	
Lifeguard/Instructor	1.32	1.92	1.92	1.97	4)
Pool - Assistant Manager	0.20	0.23	0.00	0.00	
Pool Manager	0.38	0.30	0.47	0.96	4)
Recreation Assistant	2.57	3.37	1.15	1.15	
Recreation Leader	18.23	14.71	10.60	10.60	
Site Coordinator	8.87	8.93	7.76	7.76	
Site Director	3.84	3.78	3.70	3.70	
Social Services Specialist	0.38	0.33	0.10	0.10	
Teacher	3.84	3.84	3.61	3.61	
<b>FTE Total</b>	<b>43.03</b>	<b>40.32</b>	<b>32.62</b>	<b>32.41</b>	
<b>Department Total</b>	<b>58.03</b>	<b>54.32</b>	<b>46.62</b>	<b>44.41</b>	

- 1) One vacant recreation supervisor position was frozen starting FY 2008-09.
  - 2) These vacant positions have been eliminated.
  - 3) One vacant food service worker position is eliminated.
  - 4) The Community Services Department is taking over the maintenance / operations of the Municipal pool.
- There is a net decrease of 10.41 FTEs, including the three frozen positions. This is also attributable to various limited services cost-saving measures including: Recreation Administration (0.41), Recreation Classes (1.98), Special Events (0.72), California Daycare (0.76), Wescove Daycare (0.83), Oranewood Daycare (0.68), Vine Daycare (1.38), and Palmview Daycare (0.97).

## BUDGET ISSUES

- The department has prepared a budget with significant reductions in general fund spending for fiscal year 2010-2011, including: reductions in full and part time personnel, special events, materials, supplies, equipment, marketing, and transportation. In addition to this, staff has maximized the use of special funds (non-general fund sources) to further offset the costs of department operations. The department has withstood these changes and will move forward into the new year with an intent to deliver high quality service and programs to residents.
  - For fiscal year 2010-2011 the department has decreased its full time staff allocation by two positions; this has required existing staff to stretch their realm of responsibilities while maintaining the same level of public service prior to the reduction.
  - Full time staff has been reduced by 25 percent over the past four years.
  - In an effort to offset the challenge of decreased staffing, the department has begun working with Title V workers, which is a county-funded program that provides skilled labor at no cost to the City. While this is helpful, the arrangement does present additional challenges specifically related to ongoing training and retention.
- During fiscal year 2009-2010 the department met budget reductions (in part) by moving several staff from their previously assigned duties into blended positions that required flexibility both in their job functions and their new job locations. Fiscal year 2010-2011 will continue to require employee flexibility because the responsibilities of two full time positions, (which have been removed from the department), will be absorbed by existing full time staff.
  - CDBG Program Income (PI) is derived from the repayment of CDBG-funded Home Improvement Loans and augments the available resources for public services. Due to the change in the economy, the number of loan repayments has fallen. The City now funds the loan program with Housing Set-Aside monies. Consequently, diminished receipts of PI are anticipated in fiscal year 2009-2010 and will likely continue to decline in the future. This will impact the City's CDBG resources and its ability to fund eligible projects.
  - The department manages the City's transportation program; during fiscal 2009-2010 these services were reduced by \$500K in order to sell Proposition-A funding, which generated unrestricted General Fund income. Due to the strain on City revenue sources, staff is prepared for an additional reduction in the coming year. It should be noted that

reducing transit services is a staff-intensive project that incorporates: data collection; fiscal forecasting; changes to the transit contract and city-wide signage; printing of new route maps; adjusting the transit webpage; re-location of bus stops; coordination of fixed-routes with Foothill Transit; creating marketing materials; and distributing press releases for public notification.

- Successful efforts were made by the Cameron Community Center staff to reduce the electrical usage throughout the facility in fiscal year 2009-2010. While reports confirmed that kilowatt usage had decreased, unfortunately the electrical rates had increased which caused an unanticipated spike of nearly \$15K in electricity costs. Unless rates are reduced in the coming year, this issue will continue to affect fiscal year 2010-2011.
- The department's five Day Care programs, located primarily at school sites, saw a tremendous impact after the school district allowed the grant-funded ACES program to enter campuses throughout West Covina. While the program has benefits for local residents, the Day Cares are unable to compete with ACES rate of \$25/month. Day Cares have built a modest reserve after years of successful operations, which kept the deficit from affecting the City's General Fund in fiscal year 2009-2010. Staff will continue to work through this challenge into the new fiscal year, however with the presence of the ACES program it will be necessary to offset operations with the remainder of the Day Care reserve.

- With a reduction in green space due to school district modernization and construction projects, it is a challenge to provide space for youth participating in sports. As a result, Sports Council member leagues are limited to the amount of athletic facilities available for use. In addition to the Sports Council member leagues, there are an increasing number of travel ball teams requesting facilities.
- In the event that an increased level of service is requested and implemented outside of the approved community services department budget, an appropriation of funds (or an alternate financial source) would need to be determined in order for community services to bear the additional costs associated to such items.
- The City has had a strong relationship with a number of non-profit providers over the past decade. This relationship has afforded certain benefits to non-profits by way of facility and park fee waivers under special circumstances. The department manages over \$250,000 in fee waivers annually; while this has helped local non-profits it has also impacted the department's ability to generate needed revenue.

# ACTIVITY TREE

- Childcare Programs**
- 1) Day Care Programs
    - a) California Elementary
    - b) Wescove Elementary
    - c) Vine Elementary
    - d) Palmview Center
    - e) Orangewood Elementary
  - 2) Tiny Tots/Pre-K
    - a) Shadow Oak Community Center
    - b) Palmview Community Center (Pre-K)
  - 3) Careship (CDBG Childcare Subsidy)
  - 4) Summer Lunch Program
    - a) Orangewood Park

- Recreation Programs**
- 1) Aquatics
    - a) Swim Lessons
    - b) Open Swim
    - c) Swim Team
  - 2) Adult Sports
    - a) Basketball
    - b) Volleyball
  - 3) Recreation Classes
    - a) Sites
      - i) Cameron Park
      - ii) Del Norte Park
      - iii) Palmview Park
      - iv) Shadow Oak Park
      - v) Edgewood Middle School
      - vi) Galster Park

- Transportation Programs**
- 1) Fixed Route Shuttle
    - a) Red Line
    - b) Blue Line
    - c) Green Line
  - 2) Dial-A-Ride
  - 3) Recreation Transit
  - 4) Bus Shelter Maintenance

- Senior Programs**
- 1) Meals Program
  - 2) Senior Citizen Assistance Program
  - 3) Senior Classes
  - 4) Computer Lab
  - 5) Senior Excursions

- Community Services Administration**
- 1) Liaisons to Representative Bodies and Groups
    - a) City Council
    - b) Community Services Commission
    - c) Senior Citizens Commission
    - d) Sports & Youth Councils
    - e) SGV Consortium on Homelessness
    - f) Community Services Foundation 501(c) 3
  - 2) Financial and Operational
    - a) Department Budget
    - b) Accounts Payable
    - c) Employee & Program Evaluations
    - d) Recruitment and Hiring
    - e) Payroll
    - f) Capital Improvement Project Coordination
  - 3) Grant Administration
    - a) Community Development Block Grant
    - b) Prop A & C Local Returns
    - c) Measure R Local Returns
    - d) Metro Transit Authority NTD
    - e) State & County Park Bond
    - f) Competitive Grants
    - g) Area Agency on Aging & USDA
    - h) Summer Food Service Program
  - 4) Marketing/Promotion of Programs/Services
    - a) Press Releases & Flyers & Brochure
    - b) Website
    - c) Marquee & Reader Board
    - d) Sponsorships
    - e) Electronic Community Recreation Guide
    - f) Use of Discover West Covina
  - 5) On-Going Contracts
    - a) West Covina Big League Dreams
    - b) Southland Transit (Shuttle/DAR)
    - c) Clear Channel Outdoor
    - d) Moore & Associates
    - e) CDBG Public Service Project (17)
    - f) California Vending Services
    - g) San Gabriel Mountains Regional Conservancy (SGMRC)
    - h) Castaneda & Associates (CDBG)
    - i) Active Solutions
    - j) California Street Hockey Assoc.
    - k) Comeland Maintenance (Cameron CC)
    - l) El Monte Union High School District (Summer Lunch)
    - m) Med Assets (Senior Meals)
    - n) Durham (Recreation Transit)
    - o) Shalimar (Recreation Transit)
    - p) Valley Light
    - q) West Covina Unified School District
    - r) Rowland Unified School District
    - s) Covina Valley Unified School District
    - t) Amigos de los Rios (Emerald Necklace Accord)
    - u) Aztec Uniform Services
    - v) Driftwood Dairy
  - 6) Special Projects
    - a) Green Linkages Plan
    - b) Maverick – Ridge Rider Master Plan
  - 7) Program Administration
    - a) Careship
    - b) Youth Assistance Program
    - c) Summer Lunch & Senior Meals
    - d) AB2404 Gender Equity
    - e) Galster Park Nature Center

- Special Events**
- 1) City-Run
    - a) Independence Day Celebration
    - b) Tree lighting ceremony
  - 2) Senior Center
    - a) Baby Boomer Forum
    - b) Smarter Senior Forum
    - c) Scam Stoppers
    - d) Flu Clinic
    - e) Seniors on the Move
    - f) Senior Volunteer Recognition Breakfast
    - g) Medicare and HMO Fair

- Facility Use Rentals/Coordination**
- 1) Rentals
    - a) Cameron Center
    - b) Senior Center
    - c) Shadow Oak Center
    - d) Municipal Pool
  - 2) Athletic Field Coordination
    - a) City Fields
      - i) Shadow Oak Park
      - ii) Palmview Park
      - iii) Cameron Park
      - iv) Orangewood Park
      - v) Del Norte Park
      - vi) Friendship Park
      - vii) Cortez Park
      - viii) Sunset Field
      - ix) Maverick Ridge Rider Park
      - x) Walmerado Park
    - b) School District Fields
      - i) West Covina USD Sites (11)
      - ii) Covina Valley USD Sites (6)
      - iii) Rowland USD Sites (1)
  - 3) Park Reservation Program
    - a) Cortez Park
    - b) Galster Park
    - c) Cameron Park
    - d) Shadow Oak Park
    - e) Palmview Park
    - f) Del Norte Park
    - g) Orangewood Park
    - h) Friendship Park

## BUDGET SUMMARY

		Actual	Actual	Adjusted	Estimated	Adopted
		Expenditures	Expenditures	Budget	Expenditures	Budget
		2007-2008	2008-2009	2009-2010	2009-2010	2010-2011
<b><u>Expenditure By Type:</u></b>						
5000	Personnel	2,120,063	2,099,129	2,140,779	1,872,425	1,972,578
6000	Supplies and Services	3,049,916	4,026,343	3,680,096	3,411,324	3,953,151
7000	Capital Outlay	53,720	24,897	1,000	1,000	1,000
	<b>Total Department</b>	<b>5,223,699</b>	<b>6,150,369</b>	<b>5,821,875</b>	<b>5,284,749</b>	<b>5,926,729</b>
<b><u>Expenditure By Fund:</u></b>						
110	General Fund	992,760	906,579	817,445	815,630	739,492
111	Fee and Charge	1,295,184	1,262,453	1,352,119	1,255,363	1,498,869
118	Business Improvement Tax	-	7,175	13,000	1,132	4,500
121	Prop A	1,943,454	2,755,788	1,721,059	1,384,944	1,389,359
122	Prop C	249,060	569,268	1,100,485	682,424	924,520
131	CDBG	403,222	371,569	450,543	430,737	428,006
146	Senior Meals Program	244,719	206,593	219,345	207,514	208,795
159	Summer Meals Prog	23,141	26,117	29,699	19,621	29,699
203	Charter Settlement Fund	71,078	28,920	5,619	-	-
220	WC Comm Services Found.	1,081	7,344	70,331	45,954	-
224	Measure R	-	-	-	410,000	703,489
225	CDBG-R	-	8,563	42,230	31,430	-
	<b>Total Funding</b>	<b>5,223,699</b>	<b>6,150,369</b>	<b>5,821,875</b>	<b>5,284,749</b>	<b>5,926,729</b>
<b><u>Revenue:</u></b>						
		Actual	Actual	Adjusted	Estimated	Adopted
		Revenues	Revenues	Budget	Revenues	Revenues
		2007-2008	2008-2009	2009-2010	2009-2010	2010-2011
110	General Fund	37,333	26,012	27,000	34,000	35,000
111	Fee and Charge					
	4432- Park Reservation	6,877	9,339	-	-	-
	4650- California After School	134,140	101,663	146,137	93,120	137,747
	4651-Wescove	83,574	88,678	124,529	81,550	115,206
	4653-Vine	142,449	161,204	156,762	179,222	150,703
	4654-Orangewood	79,641	62,294	88,377	58,374	102,624
	4661- Rec classes CCC	143,636	142,435	177,550	130,000	167,050
	4662- Sports CCC	38,263	44,393	36,828	36,828	40,238
	4663- Facility rental CCC	57,784	80,397	59,886	96,000	90,000
	4664- Rec classes	75,640	43,582	97,883	140,000	166,556
	4675- Palmview	84,105	58,493	94,667	62,398	100,560
	4681-Rental Roller Hockey	70,706	64,912	55,000	55,000	60,000
	4682-Facility rentals	57,968	87,474	43,592	40,000	41,912

	4683- Sports	9,254	7,755	-	-	-
	4689-Senior donations	15,812	16,232	15,000	15,000	15,000
	4690- Sr Center rental	74,968	77,511	60,000	45,000	55,000
	4693/5 -Sr travel & classes	157	5	21,744	7,000	9,000
	4699- Municipal pool	84,612	99,112	82,075	82,075	88,075
	4818-Miscellaneous	-	221	-	-	60,979
		1,159,586	1,145,700	1,260,030	1,121,567	1,400,650
121	Prop A					
	4110-Sales and use taxes	1,796,315	1,629,259	1,592,308	1,400,000	1,430,000
	4530-Transportation grant	152,007	157,802	175,000	158,885	159,000
	4692- Bus pass	3,658	3,851	3,500	42	-
		1,951,980	1,790,912	1,770,808	1,558,927	1,589,000
122	Prop C					
	4110-Sales and use taxes	1,493,598	1,356,369	1,321,122	1,170,000	1,195,000
131	CDBG					
	4551-Federal grants	787,408	967,229	1,189,000	1,789,719	1,291,603
	4856-Repayment of loans	237,496	156,269	150,000	50,000	30,000
		1,024,904	1,123,498	1,339,000	1,839,719	1,321,603
143	L.A. County Park Bond	-	(31,113)	15,553	15,553	-
146	Senior Meals program					
	4551-Federal grants	165,109	163,896	105,000	164,000	164,000
	4691- Meals prog donations	57,733	53,022	59,500	59,500	59,500
		222,842	216,918	164,500	223,500	223,500
159	Summer Meals program	20,039	27,915	29,812	22,974	29,699
169	State Park Bond Funds	-	54,489	-	-	-
170	PDF A Del Norte	-	10,950	-	-	-
171	PDF B Palm View	-	-	-	-	-
172	PDF C Orangewood	10,950	-	-	-	-
174	PDF E -Cortez dev contributions	-	-	-	-	-
175	PDF F Galster	-	-	-	-	-
176	PDF G Gingrich	41,317	-	-	22,500	22,500
177	PDF H-Friendship dev contrib.	-	-	-	-	-
199	MTA Grant	-	-	-	-	-
203	Charter Settlement	-	-	-	-	-
209	Rivers & Mtns Conservancy	47,600	-	-	-	-
210	LA County Grant	-	-	-	160,221	-
211	Land & Water Conservation	-	26,886	-	-	-
220	WC Comm Svcs Foundation	29,142	6,573	4,975	73,100	-
224	Measure R	-	-	580,237	559,660	900,000
225	CDBG-R	-	-	-	320,426	-
		129,009	98,898	585,212	1,135,907	922,500
	<b>Total Dept Revenue</b>	<b>6,039,291</b>	<b>5,755,109</b>	<b>6,513,037</b>	<b>7,122,147</b>	<b>6,716,952</b>

# COMMUNITY DEVELOPMENT COMMISSION

**MISSION STATEMENT:** To enhance the economic base of the City through the elimination of blight, the revitalization of existing properties, and the attraction of new businesses

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The Community Development Commission (CDC) was established to eliminate blight, develop affordable housing, and vitalize the economic environment of the City. The City Council serves as the CDC Board, with the Mayor as Chairman and the Mayor Pro Tem as Vice Chairman of the Board. The City Manager serves as the Board's Executive Director.

Pursuant to California Redevelopment Law, the CDC establishes project areas with the adoption of redevelopment plans. The CDC works with developers, property owners, and businesses to develop new projects and rehabilitate and/or expand existing developments. This public/private joint venture may involve the construction of new infrastructure and/or the assemblage of land or alternatives for project financing.

Although there has been an economic slowdown and decreases in new developments, the CDC department has not diminished its level of activities and duties. It continues to be aggressive in its efforts to develop first-class projects, all while carefully remaining in accordance with the Community Redevelopment Law of the Health & Safety Code. With the adoption of the 2010-2011 budget, the CDC has focused on identifying goals and objectives for projects that will have immediate and substantial impact on the community as a whole, and that will have the greatest effect on alleviating some of the severity of the physical and economic blighting conditions caused by a depressed economy. The CDC

has been focusing its efforts on the following areas of primary concern:

- (1) Attracting sales tax generators to the City in order to support and provide a crucial amount of much-needed revenue;
- (2) Assisting shopping center developers in filling vacancies, as many property owners continue to face challenges caused by contracting retail tenants that have been experiencing dramatic decreases in sales because of the recession;
- (3) Seeking out alternative ways to solicit development interest in the face of various other harmful factors and challenges such as the lack of credit and financing that has continued to severely dampen all aspects of the entire real estate development market; and,
- (4) Stabilizing the fiscal condition of the CDC which has become at risk due to the State-mandated (SERAF) takeaway of \$6.5 million from redevelopment agency funds, plus an additional \$1.7 million State takeaway expected for next year, and the expiration of the County deferral.

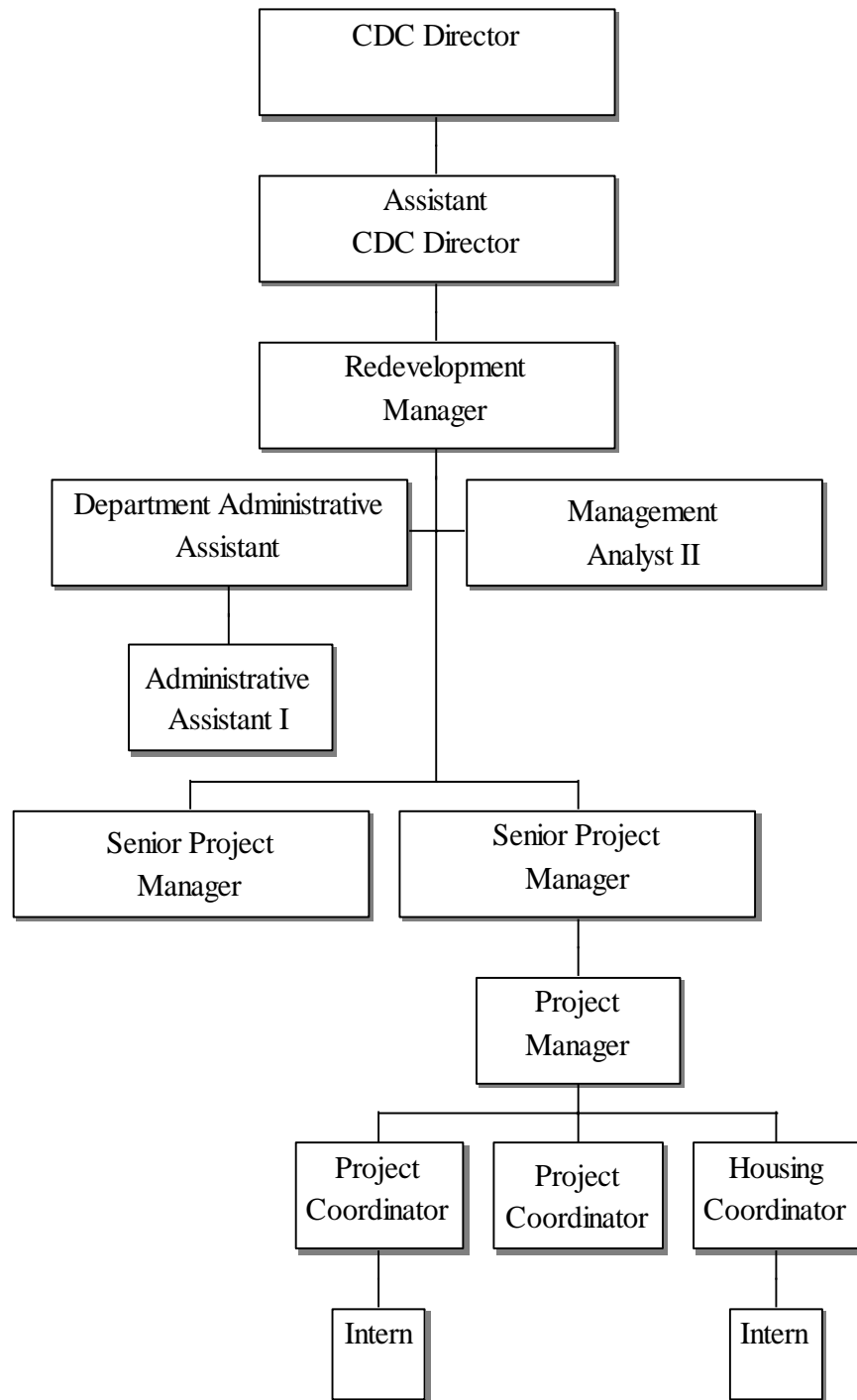
During the upcoming budget year, the CDC will continue to be aggressive in its efforts and will take a proactive approach in dealing with these issues. For CDC, the fiscal year 2010-2011 budget is, among other things, a reflection of implementing the primary areas

of concern mentioned above. Once “redeveloped,” these projects will serve to eliminate blight and attract new businesses,

thus aiding the CDC towards fulfillment of its mission to improve the City’s economic base.



# COMMUNITY DEVELOPMENT COMMISSION ORGANIZATIONAL CHART



## FY 2009-2010 ACCOMPLISHMENTS

### REDEVELOPMENT

- **Citrus Grove**  
Administered a Disposition and Development Agreement (DDA) with McIntyre Companies for the development of a two-phase project at the corner of Citrus Street and Workman Avenue. Phase I consisted of a 50,518 sq. ft. first-class Nissan Dealership and Phase II consists of a 30,400 sq. ft. first-class commercial retail center, the Citrus Grove. Monitored completion of construction pursuant to the DDA and issued a Certificate of Completion for the project. Provide marketing assistance to the property owner and entitlement assistance to Citrus Grove tenants (e.g., Buffalo Wild Wings).
- **West Covina Heights**  
Administered the DDA with West Covina Heights LLC for the development of a 340,000 sq. ft. commercial center at the southern portion of the Sportsplex site. Monitored completion of construction pursuant to the DDA and issued a Certificate of Completion for the project. Project is now completed.
- **700/750 Pad**  
Administered a Purchase & Sale Agreement with Charles Company to develop the 700 & 750 pads at the West Covina Sportsplex site into a mixed-use (general and medical) corporate office plaza on the approximately 5.8-acre site.
- **AAA Pad**  
Negotiated an ENA with Ashdon Development, Inc., to develop the approximately 2.1-acre site for

commercial retail use. The project is in the Planning entitlement process.

- **880 Pad**  
Marketed 880 pad for future redevelopment of the site.
- **Golf Course**  
Marketed and solicited development interest for golf course use and/or alternative usage on the golf course site at West Covina Sportsplex.
- **K-mart Site**  
Issued Owner Participation Letter to pursue potential future redevelopment of the K-mart site.

### ECONOMIC DEVELOPMENT

- **Westfield Expansion**  
Assisted Westfield with Phase I, II and III of the Westfield mall development. Westfield is currently developing a three-phase development plan for the mall. Phase I consisted of expanding the former Robinsons/May building by 30,000 sq. ft. and relocating Macy's to the space (completed). Phase II of the development includes a new building for a 45,000 sq. ft. Best Buy and additional 30,000 sq. ft. of retail and restaurant area. Phase III will include the addition of 32,000-35,000 sq. ft of additional new retail space.
  - Provided entitlement assistance for the relocation of the Best Buy store to the former Macy's location at 112 Plaza Drive. Project is now completed.
  - Provided entitlement assistance to XXI Forever in opening a new 30,377 sq. ft. flagship store. Project is now completed.

- Provided entitlement assistance for G by Guess (5,055 sq. ft.), Michelle D (3,000 sq. ft), Lee's Sandwiches (2,861 sq. ft), and California Crepe and Pasta (2,800 sq. ft.)
- **Norm Reeves Honda Expansion**  
Assisted Norm Reeves Honda through the entitlement process for the expansion of existing Honda dealership and showroom, which includes a two-story 56,360 sq. ft. auto dealership. Project is now completed.
- **Prosperity Business Park**  
Assisted DC Corporation in the entitlement process of a 20,518 sq. ft. office space and 135,043 sq. ft. of industrial condominiums on San Bernardino Road. Project is now completed.
- **Marriott Fairfield Inn & Suites**  
Assisted Brighton Management through the entitlement process for the development of a 110-room Marriott Fairfield Inn & Suites, approximately 57,028 sq. ft. located at 3211 E. Garvey Avenue South.
- **Sunset/Francisquito Center**  
Assisted Sunset/Francisquito Center through the entitlement process for façade renovations of the existing shopping center and construction of 29,000 sq. ft. of new retail space. New tenants include Melrose Store, China Bowl, Hawaiian BBQ, LA Pizza Loca, Flavor Fresh Ice Cream and Access Dental.
- **McIntyre Square**  
Assisted McIntyre Companies through the entitlement process for the rehabilitation and new façade improvements for the 6.37 acres McIntyre Square (former Country Club Center).
- **Westfield Eastland Center**  
Provided marketing assistance to the Westfield Eastland Shopping Center in re-tenanting vacancies as a result of closures of Levitz, Circuit City, Mervyns, and Hollywood Video.
- **QuailRidge Shopping Center**  
Provided marketing and entitlement assistance to QuailRidge Shopping Center, located on Nogales Street. New tenants include Food Mart International, Taekwondo Studio, Jogurt, Chai Café, a dental office, and Shaolin Temple.
- **HK2 Supermarket**  
Provided marketing and entitlement assistance to Golden Eda Properties in opening a new 31,000 sq. ft. HK2 supermarket at Hong Kong Plaza.
- **South Hills Plaza**  
Provided marketing and entitlement assistance to South Hills Plaza, located on 1414 S. Azusa Avenue.
- **Grand Opening Events**  
Facilitated and coordinated numerous ground breaking and grand opening ceremonies throughout the city to celebrate continued proactive development, including: ROP House (July 2009), Best Buy (August 2009), Buffalo Wild Wings (December 2009), and HK2 Food District (January 2010).
- **City-Sponsored Events**  
Entered into an agreement with the Greater West Covina Business Association for City-sponsored event services to be held at the Lakes Entertainment Center.

- **Available Property List**  
Maintained and distributed the available property listing to potential tenants and businesses.
- **Expanding Tenants List**  
Maintained and distributed the expanding tenant list to commercial property owners.
- **Trade Shows and Conferences**  
Attended ICSC conferences in September (San Diego), January (Long Beach), and May (Las Vegas), to solicit tenant and development interest.
- **Recovery Zone Bonds**  
Administered and marketed the use of \$7.9 million in private tax-exempt bond allocation for private projects under the Recovery Zone Bonds.
- **Awards for Sportsplex Project**  
Successfully completed 11 applications and received the following 13 awards for the West Covina Commercial Center and Sportsplex project:
  1. Southern California Association of Governments (SCAG) 2008 Compass Blueprint Award for Sustainability
  2. Southern California *Real Estate and Construction Review* “The Building of America” 2008 Gold Medal Award
  3. National Electrical Contractors Association 2008 Electrical Excellence Award
  4. California Parks and Recreation Society 2008 Award of Excellence
  5. National League of Cities (NLC) 2008 Silver Award for Municipal Excellence
  6. International Economic Development Council (IEDC) 2008 Excellence in Economic Development (Public-Private Partnerships) Award
  7. IEDC 2008 Excellence in Economic Development (Website and New Media) - Honorable Mention for the “Landfill to Landmark” video
  8. American Planning Association - California Chapter (APACA) 2008 Hard-Won Victories Award
  9. San Gabriel Valley Economic Partnership (SGVEP) 2008 City Beautification Award
  10. 2009 Regional Phoenix Award for Excellence in Brownfields Redevelopment – Environmental Protection Agency (EPA) Region 9
  11. 2009 Phoenix Award for Excellence in Brownfields Redevelopment – National Grand Prize
  12. California Redevelopment Association (CRA) 2009 Award of Excellence for Community Revitalization
  13. League of California Cities (LCC) 2009 Helen Putnam Award for Planning and Environmental Quality
- **GWC Event Services**  
Executed the Agreement for City Sponsored Event Services with the Greater West Covina (GWC) Business Association. Under the Agreement, GWC is to coordinate and operate at no cost to the City, various events to promote the City and surrounding businesses at the Lakes Entertainment Center.

- **Auto Plaza BID**  
Coordinated the annual meeting of the Auto Plaza Business Improvement District (BID), and implemented their budgetary planning and assessment needs for the BID's ongoing operations for the fiscal year 2010/2011.
- **CDC Website**  
Redesigned the CDC portion of the City's website to provide information to businesses and residents.
- **Discover Newsletter**  
Prepared articles for the City's Discover newsletter. Articles provided included topics which have marketed West Covina shopping centers, highlighted new and existing businesses within the community, encouraged residents to shop locally, and marketed the City's housing programs.

## HOUSING

- **ROP House**  
Entered into an Affordable Housing Purchase Contract for the sale of the 1420 South Willow Avenue property to a First Time Homebuyer of moderate income or less. Completed the sale and development of the ROP House property to an income-restricted First Time Homebuyer. Construction of the 1,575 sq. ft. single-family home was completed in August 2009. Directly marketed and negotiated the sale of the house, and CDC is currently working on closing escrow.
- **West Covina Senior Villas II**  
Negotiated and entered into an Owner Participation Agreement (OPA) with West Covina Senior Villas II, LP for the development of a 65-unit affordable

senior housing project on the Azusa/Workman site.

- **Housing Compliance**  
Assumed from Finance the task of monitoring compliance requirements of past Affordable Housing Agreements for the restriction of affordable housing units.
- **Home Improvement Program**  
Since fiscal year 2009-2010, the CDC has processed 54 loans under the Home Improvement Loan Program (HILP). A total of 2,628 loans have been issued since HILP inception in 1970.
- **Housing Preservation Program**  
Since fiscal year 2009-2010, the CDC has processed 4 loans under the Housing Preservation Program (HPP). A total of 840 loans have been issued since HPP inception in 2000.

## ADMINISTRATION

- Completed the 5-year Redevelopment Implementation Plan.
- Monitored and analyzed (for compliance) state bills and statutes pertaining to redevelopment.
- Prepared affordable housing database of units that were built or substantially rehabilitated using CDC Housing Set-Aside funds, in compliance with Assembly Bill 987.
- Assisted Finance Department in the proper administration of the Community Facilities District (CFD) agreements.

## FY 2010-2011 GOALS AND OBJECTIVES

### REDEVELOPMENT

- **700/750 Pads**
  - Monitor construction pursuant to the Purchase and Sale Agreement.
  - Assist and facilitate in the developer entitlement process.
  - Provide marketing assistance to attract office tenants.
  
- **AAA Pad**
  - Negotiate and execute a DDA.
  - Monitor construction pursuant to the DDA.
  
- **Golf Course**
  - Pursue golf course development and/or alternative use at the West Covina Sportsplex site.
  - Continue to monitor environmental compliance with regulatory agencies on site.
  
- **Citrus Grove Center**
  - Continue to provide marketing assistance to attract retail tenants to the site.
  
- **Civic Center Site**
  - Continue to market site for the potential development of an upscale mix-use development on the site.
  - Continue to provide marketing assistance to attract upscale entertainment and retail tenants to the site.
  
- **K-mart Site**
  - Execute an Owner Participation Agreement for the potential

redevelopment of the K-mart site.

- Encourage rehabilitation of site.

- **CGM Medical Office**

- Continue to assist prospective office and medical use tenants through the entitlement process.
- Continue to provide marketing assistance to attract tenants to the site.

### ECONOMIC DEVELOPMENT

- **Entitlement Assistance**

- Continue to market and provide development/entitlement assistance for various projects including but not limited to: Westfield Mall expansion, Westfield Eastland, Citrus Grove, McIntyre Square (former Country Club Center), South Hills Plaza, Hong Kong Plaza, Marketplace II, Fairfield Inn and Suites by Marriott, Quailridge Shopping Center, Sunset/Francisquito Shopping Center, Corona Grill Restaurant, 501 S. Vincent, and West Covina Parkway Plaza.

- **Westfield Mall Expansion**

- Continue to work with Westfield in providing assistance in developing a lifestyle commercial and retail development at the Mall.
- Continue to assist in providing entitlement assistance to tenants at the site.

- Continue to provide marketing assistance to attract retail tenants to the site.
- **McIntyre Square (former Country Club Center)**
  - Continue to assist developer/tenant through entitlement process.
  - Continue to provide marketing assistance to attract retail tenants to the site.
- **Eastland Shopping Center**
  - Continue to work closely with Westfield in re-tenanting vacancies at the site (Circuit City, Levitz, Mervyns, Hollywood Video).
  - Continue to assist and facilitate in the developer entitlement process.
  - Continue to provide marketing assistance to attract retail tenants to the site.
- **Quail Ridge Shopping Center**
  - Continue to assist and facilitate in the entitlement process for new tenants.
  - Continue to provide marketing assistance to attract retail tenants to the site.
- **South Hills Plaza**
  - Continue to work closely with property owner in re-tenanting vacancies at the site.
  - Continue to assist and facilitate in the entitlement process for new tenants.
  - Continue to provide marketing assistance to attract retail tenants to the site.
- **Sunset/Francisquito Center**
  - Continue to assist and facilitate in the entitlement process for new tenants.
  - Continue to provide marketing assistance to attract retail tenants to the site.
- **501 S. Vincent Avenue**
  - Continue to assist and facilitate in the entitlement process for new tenants.
  - Continue to provide marketing assistance to attract retail tenants to the site.
- **Marketplace II (former DSW/Best Buy Center)**
  - Continue to work closely with property owner in re-tenanting vacancies at the site.
  - Continue to provide marketing assistance to attract retail tenants to the site.
  - Continue to explore land use alternatives on the site.
- **Former Wickes Site**
  - Continue to work closely with property owner in re-tenanting vacancies at the site.
  - Continue to provide marketing assistance to attract retail tenants to the site.
  - Continue to explore land use alternatives with the developer on the site.
- **Fairfield Inn and Suites**
  - Continue to assist and facilitate in the developer entitlement process.

- **Corona Grill Restaurant**
  - Continue to assist and facilitate in the property owner entitlement process.
- Pursue funding from Federal Economic Development Stimulus Plan for grant to assist with Economic Development.
- Provide assistance to property owners in filling vacancies of retail centers.
- Continue to manage the Auto Plaza Business Improvement District.
- Attend ICSC conferences in San Diego and Las Vegas.
- Coordinate ground breaking and grand opening ceremonies.
- Continue to assist various developments through the entitlement process.
- Continue updating and maintaining available property listing database.
- Continue updating and maintaining database of expanding retail tenants.
- Continuously monitor, update, and administer CDC pages on the City website.
- Continue preparing articles for the City's Discover newsletter.

## **HOUSING**

- **West Covina Senior Villas II**
  - Administer the Owner Participation Agreement (OPA) and provide entitlement assistance.

- **ROP House**
  - Close escrow.
- **Home Improvement Program**
  - Review and approve applicants and provide funding for qualified homeowners.
  - Administer existing loans.
  - Continue marketing the program to maximize its utilization.
- **Housing Preservation Program**
  - Review and approve applicants and provide funding for qualified homeowners.
  - Administer existing loans.
  - Continue marketing the program to maximize its utilization.
- **Affordable Housing**
  - Continue to pursue the potential development of affordable housing projects.
  - Pursue acquisition of land for future affordable housing developments.

## **ADMINISTRATION**

- Prepare annual redevelopment reporting requirements (Statement of Indebtedness, State Controller's Report) in compliance with California Redevelopment Law.
- Continue to monitor and analyze state bill and statutes pertaining to redevelopment.
- Take over the compliance monitoring of housing projects from the Finance Department.



## PERFORMANCE MEASURES

Performance Measures	2006-2007 Actual	2007-2008 Actual	2008-2009 Actual	2009-2010 Estimate	2010-2011 Adopted
Development agreements administered	30	30	25	25	25
Potential projects reviewed	30	30	30	30	30
Home Improvement Loans processed	40	51	50	54	50
Housing Preservation Loans processed	3	7	6	4	4.5*

\*Note: Due to reduction of original \$100,000 program funding to \$45,000.

## APPROVED POSITIONS

Title	FY 07-08	FY 08-09	FY 09-10	FY 10-11
<b>Full -Time Positions</b>				
CDC Director	1.00	1.00	1.00	1.00
Assistant CDC Director	1.00	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00	1.00
Redevelopment Manager	1.00	1.00	1.00	1.00
Redevelopment Project Manager	1.00	1.00	1.00	1.00
Senior Redevelopment Project Manager	3.00	3.00	3.00	2.00 <sup>1)</sup>
Sr Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Asst I	1.00	1.00	1.00	1.00
Housing Program Coordinator	1.00	1.00	1.00	1.00
Redevelopment Project Coordinator	2.00	2.00	2.00	2.00
<b>Full-Time Total</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>12.00</b>
<b>Full-time Equivalent (FTE)</b>				
Planning Intern	2.00	2.00	2.00	2.00
<b>FTE Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Department Total</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>14.00</b>

<sup>1)</sup> FY 10-11 budget cut - eliminate 1 vacant full-time sr. redevelopment project manager

## BUDGET COMMENTS

The CDC budget is comprised of three (3) different funds. The operating budget is comprised of programmatic related funds, which are primarily accounted for under Funds 862, 876, and 877. In essence, Fund 862 is for housing-related programs and projects, Fund 876 is for programs and projects within the West Covina Project Area (Merged), and Fund 877 is for programs and projects within the Citywide Project Area.

### **Budget Overview**

While it appears that the recession has ended and that there are hints of economic recovery starting to surface, state and local governments continue to struggle with large budget deficits as a result of continued declining revenues. These deficits have resulted in significant service cuts, furloughs and layoffs of state public employees, and increases in fines and fees in many agencies as governments at all levels try to balance their budgets. The deficits at the state level has also resulted in new creative ways for the state to attempt to take revenues away from local agencies and to also use borrowing of local funds to solve their cash flow problems to the detriment of local agency cash flows.

From the CDC budget, the State has mandated that \$6.5 million be shifted to the State's Supplemental Educational Revenue Augmentation Fund (SERAF) as part of an effort to balance the 2009-2010 State Budget. This is similar to a measure that the state attempted last year that was invalidated by a court decision. The California Redevelopment Association (CRA) again brought suit against this action; however, a recent court decision ruled in favor of the state, and has allowed this raid. While the

decision will ultimately be appealed, if the CDC did not pay the \$6.5 million it would face a "death penalty" essentially requiring it to suspend all operations other than existing obligations, including ceasing all funding for affordable housing projects. As a result, CDC borrowed the funds from Housing Set-Aside (Fund 862) to make the 2009-2010 payment, and must repay the Housing Fund within five years. In addition, it is anticipated that the CDC will have an additional SERAF payment to the State for next year of \$1.7 million.

Another item impacting the CDC budget is the Eastland Amendment #1 Project Area County deferment issue. When this project was established in 1990, the County agreed to defer 50 percent of its tax increment allocations and allow the CDC to receive 100 percent of the payments instead. Fiscal year 2009-2010 is the last year of that deferral by the County, and those annual amounts that have accrued as a loan to the County over the past 20 years, will now become payable to the County. It is estimated that the balance due to the County will be \$10.2 million or approximately \$1.8 million per annum over the next eight years. It is staff's intent to issue bonds to pay the loan back to the County and stretch the debt service out over the life of the project area, thereby smoothing out the impact on the CDC's cash flow and to pursue discussion with our Supervisor about spending these funds in our community. The net impact to the CDC is estimated to be a loss of approximately \$1.2 million per year in tax increment revenues as well as the additional debt service on the bonds.

Overall, the current fiscal year budget is a continuation of the previous (2009-2010) budget, which carries forward the 10-20 percent reductions experienced in the last two years. In addition, the current 2010-

2011 fiscal year presents an additional 5 percent budget reduction, with the impact of cuts to the following programs and services outlined below.

**Personnel**

Since 2003, the City Council/CDC Board has authorized fifteen full-time equivalent positions: thirteen professionals and two full-time equivalent interns. At the height of development, almost all positions were filled with a turnover in personnel over time. However, since 2007, the CDC began to experience vacancies due to the departure of staff that was not refilled due to hiring freezes. Under the current CDC organizational structure, the personnel budget reflects the elimination of funding for one senior redevelopment project manager position. As a result, the CDC will be operating at a reduced staffing level: out of the fifteen full-time authorized positions in the CDC personnel budget, five vacant positions (senior project managers I and II, management analyst, project coordinator, and one full-time intern) will remain unfilled for fiscal year 2010-2011. This equates to a 66 percent staffing level or 33 percent vacancies of full staffing level. The total budgeted cost for CDC full-time equivalent personnel is \$1,419,891 for fiscal year 2010-2011. The total actual cost for CDC full-time personnel (filled positions) is expected to be \$946,473, thereby resulting in an additional savings of \$473,418.

In addition, the CDC is responsible for carrying a percentage of the cost of 18 various non-CDC personnel. Total CDC cost for non-CDC staff is \$903,027 for fiscal year 2010-2011.

The CDC-funded portion of non-CDC positions is as follows:

<b><u>Position</u></b>	<b><u>% CDC Funded</u></b>
1. City Manager	(50%)
2. Assistant City Manager/Finance Director	(50%)
3. Management Analyst in the City Manager's Office	(50%)
4. Deputy City Manager	(25%)
5. Executive Assistant to City Manager	(25%)
6. Administrative Assistant I in the City Manager's Office	(25%)
7. Administrative Assistant II in the City Manager's Office	(25%)
8. Assistant City Clerk	(25%)
9. Deputy City Clerk	(25%)
10. Finance Accounting Manager	(35%)
11. Finance Controller	(25%)
12. Finance Accountant	(25%)
13. Finance Administrative Analyst	(25%)
14. Finance Senior Accountant Clerk	(50%)
15. Planning Senior Planner	(100%)
16. Public Works Senior Community Enhancement Officer	(40%)
17. Public Works Community Enhancement Officer	(85%)
18. Public Works Administrative Assistant	(30%)

**Materials and Services**

**Fund 862: Redevelopment Housing Set-Aside**

The Housing Set-Aside Fund will experience decreases in the following areas:

Fund 862, 2210 – Redevelopment Administration: The Redevelopment Administration portion of the budget will experience a decrease in the budget for memberships and the elimination of funding used to support the San Gabriel Valley Economic Partnership (SGVEP).

Fund 862, 2220 – Redevelopment Project Development: The funding for relocation consultants (\$20,000) has been eliminated from the Redevelopment Project Development portion of the CDC budget. In addition, the budget for consultants, appraisals, title, and escrow costs for potential housing projects has been reduced from \$210,000 to \$90,000 for fiscal year 2010-2011.

Fund 862, 2240 – Housing Preservation Program: Funding for the program has been reduced from \$100,000 to \$45,000 for fiscal year 2010-2011.

Fund 876: Merged Project Area

The Merged Project Area reflects a decrease in its budget to the following areas:

Fund 876, 2210 – Redevelopment Administration: The Redevelopment Administration portion of Fund 876 will experience a \$42,000 cut in funding for exhibit space at conferences and meetings.

Fund 876, 2230 – Economic Development Program: The Economic Development component reflects the elimination of funding for SGVEP.

Fund 876, 2252 – BKK/West Covina Sportsplex: The budget for legal services for the BKK/West Covina Sportsplex project will experience a slight decrease for fiscal year 2010-2011.

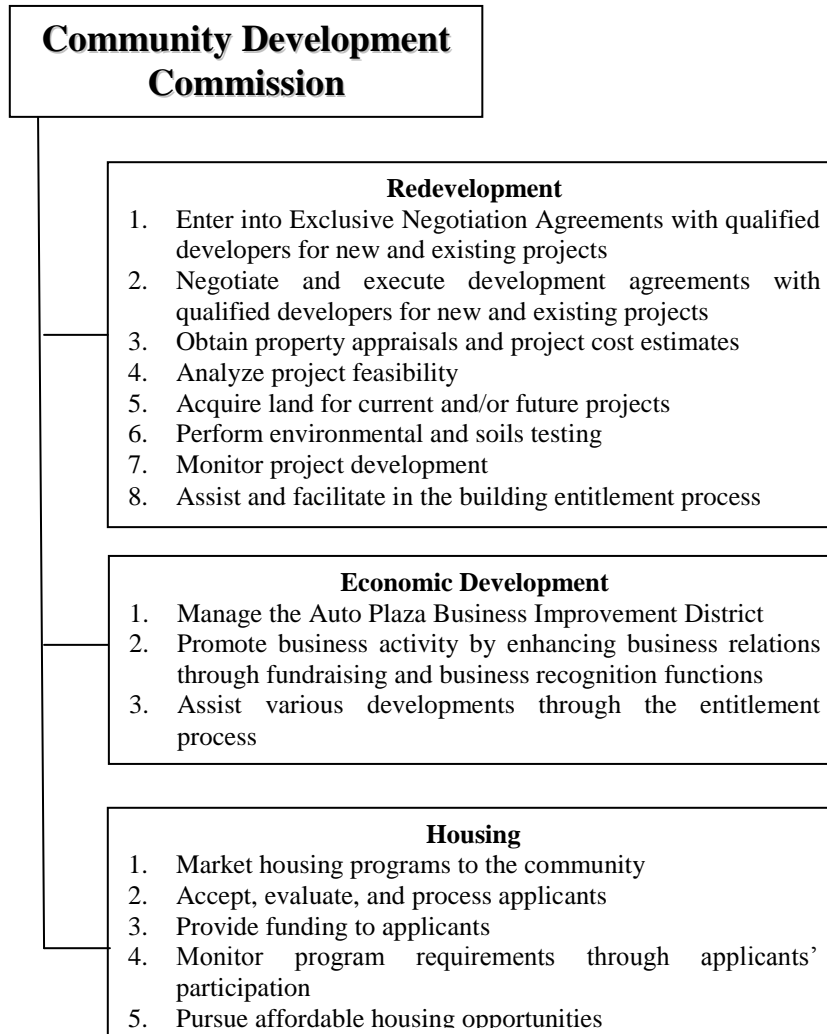
Fund 877: City-Wide Project Area

The City-Wide Project Area reflects the following budget reduction:

Fund 877, 2210 – Redevelopment Administration: The Redevelopment Administration component of Fund 877 will reflect a \$10,500 reduction of funding for exhibit space at conferences and meetings.

Fund 877, 2230 – Economic Development Program: The Economic Development portion of Fund 877 will reflect an elimination of funding for SGVEP for fiscal year 2010-2011.

# ACTIVITY TREE



## BUDGET SUMMARY

		Actual Expenditures 2007-2008	Actual Expenditures 2008-2009	Adjusted Budget 2009-2010	Estimated Expenditures 2009-2010	Adopted Budget 2010-2011
<b><u>Expenditure By Type:</u></b>						
5000	Personnel	2,093,784	2,095,843	2,344,758	2,009,101	2,289,477
6000	Supplies and Services	19,591,877	22,487,581	24,303,477	31,124,943	19,680,245
7000	Capital Outlay	27,627	15,357	15,360	15,360	15,360
	<b>Total Department</b>	<b>21,713,288</b>	<b>24,598,781</b>	<b>26,663,595</b>	<b>33,149,404</b>	<b>21,985,082</b>
<b><u>Expenditure By Fund:</u></b>						
131	CDBG	502,895	709	-	-	-
190	Business Improvement District	92,793	56,153	65,047	64,794	64,794
853	CFD Debt Service	4,440,908	4,011,890	4,076,563	3,726,563	3,736,750
862	Housing Set Aside	3,024,473	6,721,886	9,246,547	15,579,571	4,862,591
876	Merged Proj Area Capital Proj.	4,079,378	4,172,914	1,930,528	2,440,360	1,914,492
877	Citywide Proj Area Capital Pro	290,741	257,723	336,616	313,115	323,041
882	Merged Proj Area Debt Service	8,686,848	8,782,253	10,460,294	10,472,001	10,521,414
883	Citywide Proj Area Debt Servic	595,252	595,253	548,000	553,000	562,000
	<b>Total Funding</b>	<b>21,713,288</b>	<b>24,598,781</b>	<b>26,663,595</b>	<b>33,149,404</b>	<b>21,985,082</b>
		Actual Revenue 2007-2008	Actual Revenue 2008-2009	Amended Budget 2009-2010	Estimated Revenue 2009-2010	Preliminary Revenue 2010-2011
<b><u>Revenue:</u></b>						
190	Other Taxes	32,936	38,240	29,476	15,000	65,000
862	Loan Repayment-Equity Share	46,091	51,709	30,000	35,000	30,000
876	4818- Miscellaneous	64,875	217,160	-	195,147	-
	<b>Total Dept Revenue</b>	<b>143,902</b>	<b>307,109</b>	<b>59,476</b>	<b>245,147</b>	<b>95,000</b>

# **CAPITAL IMPROVEMENT PROGRAM**

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The City of West Covina develops a five-year Capital Improvement Program (CIP) that consists of an extensive list of projects necessary to maintain and improve the City's infrastructure. The City defines a CIP as having (1) a capital asset with a desired minimum dollar amount of \$10,000, and (2) an estimated useful life of three years or more. A multi-year CIP is necessary because it is impossible to fund all capital projects immediately. In order to meet the City's needs, it is imperative that the City continues to plan and strategize how it will allocate limited financial resources for capital projects.

The CIP should not be confused with the capital improvement budget. The capital improvement budget represents the first year of the CIP that is review and adopted by the City Council. It authorizes specific projects and appropriates specific funding for those projects. The capital improvement budget for fiscal year 2010-2011 provides \$2.5 million for new projects.

Projects and financing sources listed in the CIP for years other than year one (commonly called "out years") are not authorized until the annual budget for those years is adopted by the City Council. The "out years" serve only as a guide for future planning and are subject to further review and modification in subsequent years. The City Council adopts a five-year CIP to provide a standard by which to:

- Prioritize the increased needs of the City;
- Analyze the various funding sources;
- Match, as appropriate, the funds to the various needs;
- Plan to meet the City's capital needs over an extended period of time, as funding becomes available; and
- Help to eliminate deficiencies, yet accommodate changing priorities while progressing toward a goal.

## **CAPITAL IMPROVEMENT SELECTION PROCESS**

The CIP has been developed with the combined input from the City Council, City staff, Community Services Commission, and sports league representatives. Requests are submitted to a committee of City staff members to review along with justifications, suggested funding source(s) and associated costs including any ongoing operating costs. The projects are categorized as Building, General, Parks, Streets, Traffic, Utilities, Vehicle, or Youth Sports. Then are assessed based on the funding availability and the needs and priorities of the City and presented to the City Council for consideration and approval. Projects not funded in the current fiscal year

are put in “out years.” Conversely, during the budget year there may be additional CIP projects approved by the City Council that were unforeseen during the budget adoption process.

An additional process has also been utilized by the Community Services staff and the sports league representatives for the CIP projects associated with recreational and social programs that impact the entire City. The CIP requests are first presented to a sub-committee of the Community Services Commission for review. This process includes site visits by the sub-committee. They rate each project with an “A” through “F” rating then submit their ratings to the full Commission for approval.

The CIP budget for fiscal year 2010-2011 is \$2,514,000 with an additional \$712,800 to be funded by grants. There are no general funds appropriated for any CIP projects and no CIP projects approved for Youth Sports or General City departmental requests. A list of all the recommended projects is shown on the following pages.

### SPECIAL COMMENTS

1. There are no general funds and increasingly less restricted funds available for CIP projects. This year represents the lowest amount of funding available in over 20 years. This has created an extraordinary challenge for staff due to the numerous projects that are in need of funding. However, no General Funds have been allocated. Listed below is the amount of CIP funding per year for the last five years:
- 2.

Fiscal Year	General Fund \$	Restricted Fund \$	*Total
2010-11	\$0	\$2,514,000	\$2,514,000
2009-10	\$ 0	\$5,017,856	\$5,017,856
2008-09	\$ 0	\$5,173,213	\$5,173,213
2007-08	\$158,000	\$1,977,700	\$3,135,700
2006-07	\$ 0	\$6,488,700	\$6,488,700

\* The total does not include grants that are subject to funding approval



3. Although staff has made every attempt to adhere to the definition of a CIP, there are some occasions when projects may be below the \$10,000 limit. While these projects may not be classified by most agencies as “capital projects,” they have been included due to their uniqueness. The Government Finance Officers’ Association defines a capital asset as “a new or rehabilitated physical asset that is nonrecurring, has a useful life of more than three to five years, and is expensive to purchase.” The term “expensive” is relative and may appear arbitrary at first; however, a survey of local cities revealed that the most common dollar figure used to define a capital asset is \$10,000.

## **CONCLUSION**

This CIP is presented to the City Council as a working document. The projects and funding sources are subject to change during the budget year to better reflect the priorities of the City Council. The City is committed to meeting its capital improvement needs in a fiscally reasonable manner and is aggressively seeking strategic alternatives that will allow the highest level of service to the residents, visitors, and businesses in the City of West Covina. Further, staff continues to search and apply for grants to assist in the funding for Capital projects.

**2010-2011 CAPITAL IMPROVEMENT BUDGET PROPOSED FUNDING SOURCES**

Fund Number	Fund Type	Funding Available	2010-2011 Expenditure	Remaining Balance
110	General Fund Reserve (Unprogrammed)	0	0	0
111	Fee and Charge	0	0	0
116/117	Drug Enforcement Rebate	433,043	0	433,043
118	Business Improvement Tax	8,084	0	8,084
119	AQMD	90,151	90,000	151
121	Proposition "A"	0	0	0
122	Proposition "C"	15,000	15,000	0
123	Traffic Safety	0	0	0
124	Gasoline Tax	0	0	0
125	State Street Funding (Prop 42)	1,494,422	1,490,000	4,422
126	Proposition "1B"	0	0	0
128	Transportation Development Act	70,000	65,000	5,000
131	CDBG	759,043	730,000	29,043
140	STPL	0	0	0
143	Park Bond Grant	0	0	0
144	Tree	0	0	0
153	Public Safety Augmentation	0	0	0
160	Capital Projects	0	0	0
161	Construction Tax	15,000	15,000	0
163	Park	0	0	0
169	State Park Bond	0	0	0
170	Park Dedication Fee "A"	6,998	7,000	-2
171	Park Dedication Fee "B"	17,921	17,800	121
172	Park Dedication Fee "C"	0	0	0
173	Park Dedication Fee "D"	573	500	73
174	Park Dedication Fee "E"	7,078	7,000	78
175	Park Dedication Fee "F"	0	0	0
176	Park Dedication Fee "G"	51,985	51,500	485
177	Park Dedication Fee "H"	273	200	73
181	Maintenance District 1	1,009,287	0	1,009,287
182	Maintenance District 2	362,073	0	362,073
183	WC CSS CFD	21,876	0	21,876
184	Maintenance District 4	1,364,292	0	1,364,292
186	Maintenance District 6	86,696	0	86,696
187	Maintenance District 7	161,688	0	161,688

**2010-2011 CAPITAL IMPROVEMENT BUDGET PROPOSED FUNDING SOURCES**

Fund Number	Fund Type	Funding Available	2010-2011 Expenditure	Remaining Balance
188	Citywide Maintenance District	0	0	0
189	Sewer Fund	25,000	25,000	0
199	MTA Grant	0	0	0
203	Charter Settlement	25,272	0	25,272
205	Charter PEG	396,594	0	396,594
215	Azusa Relinquishment	414,819	0	414,819
225	CDBG-R	283,347	0	283,347
360	Uninsured Loss City Property	0	0	0
367	Vehicle Replacement	0	0	0
375	West Covina Service Group	0	0	0
876	Community Development Commission Merged Area Capital Projects	0	0	0
877	Community Development Commission Citywide Area Capital Projects	0	0	0
	<b>Subtotal</b>	\$7,120,515	\$2,514,000	\$4,606,515
	*Grants	0	712,800	0
	<b>Total</b>	<b>\$7,120,515</b>	<b>\$3,226,800</b>	<b>\$4,606,515</b>

\*Projects to be funded by "grants" are subject to grant approval.

**PROJECT SUMMARY**

Type of Improvement	Five-Year Total Program	Five-Year Funding Schedule					Future
		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
BUILDINGS	\$29,835,700	\$90,000	\$905,700	\$27,000	\$15,000	\$24,000	\$28,774,000
GENERAL	\$8,352,300	0	752,300	150,000	800,000	0	6,650,000
PARKS	27,467,500	89,000	4,095,000	1,340,000	130,000	40,000	21,773,500
STREETS	25,950,000	2,200,000	4,655,000	1,975,000	1,975,000	1,975,000	13,170,000
TRAFFIC SIGNALS	10,107,100	732,800	799,300	40,000	10,000	0	8,525,000
UTILITIES	13,995,000	25,000	110,000	60,000	60,000	60,000	13,680,000
VEHICLES	3,490,000	90,000	3,365,000	35,000	0	0	0
YOUTH SPORTS	2,374,000	0	408,000	16,000	0	0	1,950,000
<b>TOTALS</b>	<b>121,571,600</b>	<b>\$3,226,800</b>	<b>\$15,090,300</b>	<b>\$3,643,000</b>	<b>\$2,990,000</b>	<b>\$2,099,000</b>	<b>\$94,522,500</b>

**2010-2015 CIP PROJECTS  
BUILDING**

Staff Rating	Comm. Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Future
		B-1	Senior Center - Kitchen Storage Room & Painting, Storage Enclosure in Main Hall	50,000	CDBG	50,000					
		B-2	Shadow Oak Center - Restroom Doors Replacement & Security Cameras/Ladder Guard	20,000	PDFG	20,000					
		B-3	Termite and Building Repairs	80,000	CT PDFG	15,000 5,000	15,000	15,000	15,000	15,000	
		B-4	Cameron Community Center - Carpet Replacement in Game Room & Offices	5,000	PDFD-E-F		5,000				
		B-5	Cameron Community Center - Gym Curtain Installation, East Side	13,700	PDFD-E-F		13,700				
		B-6	Cameron Community Center - Kitchen Upgrade	6,000	PDFD-E-F		6,000				
		B-7	Cameron Community Center - Restrooms Refurbishing	11,000	PDFD-E-F		11,000				
		B-8	City Hall - Carpet Replacement	50,000	CT, GFR		50,000				
		B-9	City Hall - Ceiling Tiles Replacement - Second Floor	40,000	CT, GFR		40,000				
		B-10	City Hall - Elevator Renovation	200,000	CT, CDBG, GFR		200,000				
		B-11	City Hall - Management Resource Center (MRC) Refurbishment	21,000	CT		21,000				
		B-12	City Hall - Roof and Skyfight Replacement	200,000	Grant, CT, GFR		200,000				
		B-13	Civic Center Fountain/Memorial Wall - Sandblast/Repair, Repaint	50,000	CT		50,000				
		B-14	Palmview Center - Floor Tiles	8,000	PDFD-E-F		8,000				
		B-15	Police - Men's Shower Repairs	28,000	CT, GFR		28,000				
		B-16	Police - Reroof Building	200,000	Grant, CT, GFR		200,000				
		B-17	Police - Stair Covering Replacement	30,000	CT, GFR		30,000				
		B-18	Public Works - Replace Halon System in Information Systems	28,000	CT		28,000				
		B-19	Cameron Community Center - Gym & Multi-Purpose Room Floor Refurbishing	12,000	PDFD-E-F			12,000			
		B-20	Cameron Community Center - Paint Game Room & Hall Walls	9,000	PDFD-E-F					9,000	
		B-21	Aquatic Center Design	300,000	CT, PBG, GFR						300,000

**2010-2015 CIP PROJECTS  
BUILDING**

Staff Rating	Comm. Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
		B-22	Aquatic Center- Construction	2,000,000	CT, GFR						2,000,000
		B-23	City Yard - Above Ground Fuel Tanks	750,000	CT, GT, FM, SF,						750,000
		B-24	Civic Center Parking Structure - Trellis Cover Repair or Solar Panels	2,300,000	Energy Savings						2,300,000
		B-25	Fire Station 1 & Headquarters Replacement	10,400,000	ARRA, PS Tax, Bonds, GFR						10,400,000
		B-26	Fire Station 1,3,4,5 & Administration - Alarm System (CDBG \$10,000 FS#3)	42,000	CDBG, CT						42,000
		B-27	Fire Station 3 - Design	300,000	CDBG						300,000
		B-28	Fire Station 3 - Construction	3,067,000	CDBG						3,067,000
		B-29	Fire Station 5 - Remodel	140,000	GFR						140,000
		B-30	Municipal Pool Repairs	700,000	PDF, CDBG, GFR						700,000
		B-31	Senior Center - Lap Pool	2,000,000	PDF, CDBG						2,000,000
		B-32	Unfunded Building Maintenance (See Table Following CIP Project Schedules)	6,775,000	CT, PDF, CP, CDBG, GFR						6,775,000
			<b>TOTALS</b>	<b>\$29,835,700</b>		<b>\$90,000</b>	<b>\$905,700</b>	<b>\$27,000</b>	<b>\$15,000</b>	<b>\$24,000</b>	<b>\$28,774,000</b>

**2010-2015 CIP PROJECTS  
GENERAL**

Staff Rating	Comm. Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Future
		G-1	Community Services - Cameron Community Center Wireless Access	5,000	PEG, PDF D-E-F, GFR		5,000				
		G-2	Community Services - Rec & Roll Vehicle Graphics Replacement	15,000	PDF D-E-F, GFR		15,000				
		G-3	Community Services – Portable Stage Replacement	250,000	GFR						250,000
		G-4	Community Services - Trails, Greenways, Bikeways Enhancement - Citywide	6,000,000	PDF, Grant, CT						6,000,000
		G-5	Finance - City Network Upgrade	75,000	GFR		75,000				
		G-6	Finance - Eden Advanced Budgeting Module	15,500	GFR		15,500				
		G-7	Finance - Eden Contract Management Module	17,750	GFR		17,750				
		G-8	Finance - Eden Financial Bid & Quote Management	24,050	GFR		24,050				
		G-9	Fire - Rescue Air Bags for Trucks Replacement	10,000	GFR		10,000				
		G-10	Fire - Telephone System Upgrade, Administration Building	15,000	GFR		15,000				
		G-11	Police - Vehicle-Mounted Patrol Cameras	225,000	GFR		225,000				
		G-12	Public Works - Automated Telephone Permit Software	150,000	Permit Fees		150,000				
		G-13	Planning - General Plan Rewrite	400,000	GFR					400,000	
		G-14	Public Works - Electronic Plan Submittal	800,000	Permit Fees				800,000		
		G-15	Public Works – Imaging and Conversion of Microfilm Plans and Permits to Electronic Data	150,000	CT		150,000				
		G-16	Public Works - Web-Based Permit Issuance/Tracking	200,000	Permit Fees		200,000				
			<b>TOTALS</b>	<b>8,352,300</b>		<b>0</b>	<b>752,300</b>	<b>150,000</b>	<b>800,000</b>	<b>0</b>	<b>6,650,000</b>

**2010-2015 CIP PROJECTS  
PARKS**

Staff Rating	Comm. Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule						
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Future	
			<b>GENERAL PARK IMPROVEMENTS</b>									
		P-1	Unfunded Citywide Park Improvements (See Table Following CIP Project Schedules)	13,953,500	Unfunded							13,953,500
		P-2	ADA Compliance - Park Barrier Removals	60,000	CDBG	30,000						
		P-3	ADA Ramps in Parks - Upgrade	30,000	CDBG	30,000						
		P-4	Ballfield Lighting - Bulb Replacement	15,000	CT	5,000	5,000		5,000			
		P-5	Emergency Funds for Maintenance of Park CIP Projects	20,000	CT		10,000		10,000			
		P-6	Miscellaneous Park Improvements	153,000	PDF A PDF B PDF E PDF G	5,000 13,000 7,000 8,000	30,000	30,000	30,000	30,000		
		P-7	Park Parking Lot Paving	30,000	CT, PDF		10,000	10,000	10,000			
		P-8	Sport Field Safety Netting Replacement	50,000	PDF A PDF B PDF D PDF G PDF H	2,000 4,800 500 2,500 200	10,000	10,000	10,000	10,000		
		P-9	Trash Cans For All Parks	420,000	PDF							420,000
		P-10	<b>AROMA PARKETTE</b> Install Walkway	50,000	PDF F							50,000
		P-11	<b>CAMERON PARK</b> Electronic Marquees	55,000	PDF C		55,000					
		P-12	<b>CORTEZ PARK</b> Improvements Per Master Plan	1,800,000	PDF E							1,800,000
		P-13	Fencing Perimeter	45,000	PDF E		45,000					
		P-14	<b>DEL NORTE</b> Tennis Court Wind-Sheen Netting Replacement	10,000	PDF A		10,000					
		P-15	<b>GALSTER PARK</b> Connecting Trails - EIR/Design	405,000	Grant, PDF F		255,000	85,000	65,000			
		P-16	Connecting Trails - Construction	1,500,000	Grant, PDF F							1,500,000



**2010-2015 CIP PROJECTS  
PARKS**

Staff Rating	Comm. Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future	
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015		
			<b>HERITAGE GARDENS PARK</b>									
		P-17	Fencing to Deter Vehicles From Turf & Walkways	15,000	PDF E, PDF F		15,000					
		P-18	Design Restroom and Learning Center	165,000	PDF E, PDF F		165,000					
		P-19	Construct Restroom and Learning Center	1,000,000	Grant, PDF E & F						1,000,000	
		P-20	Construct Community Garden	50,000	SPB, PDF, PBG, CT, Grant						50,000	
			<b>MAVERICK/RIDGE RIDERS PARK</b>									
		P-21	Harrowing Equipment for Arenas	20,000	PDF E		20,000					
		P-22	Maverick/Ridge Riders Park - Install Sprinklers for Arenas	20,000	PDF E		20,000					
		P-23	Improvements Per Park Master Plan Construction	3,000,000	PDF E		3,000,000					
			<b>ORANGEWOOD PARK</b>									
		P-24	Soccer Fields - Design	80,000	Grant, PDF C		80,000					
		P-25	Soccer Fields - Construction	1,200,000	Grant, PDF C			1,200,000				
			<b>PALMVIEW PARK</b>									
		P-26	Electronic Marquee	50,000	PDF B		50,000					
			<b>SHADOW OAK PARK</b>									
		P-27	Electronic Marquee	60,000	PDF G		60,000					
		P-28	Lower Plateau - Phase 2	3,000,000	PDF G						3,000,000	
		P-29	Slurry Seal Upper/Lower Parking Lot	120,000	PDF G		120,000					
		P-30	Snack Bar Renovation	16,000	PDF G		16,000					
		P-31	Playground Replacement	75,000	PDF G		75,000					
			<b>TOTALS</b>	<b>27,467,500</b>		<b>89,000</b>	<b>4,095,000</b>	<b>1,340,000</b>	<b>130,000</b>	<b>40,000</b>	<b>21,773,500</b>	

**2010-2015 CIP PROJECTS  
STREETS**

Staff Rating	Comm. Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Future
		S-1	Amar/Azusa - Supplemental Funding	400,000	State	400,000					
		S-2	Curb and Gutter Replacement Program	375,000	State	45,000	75,000	75,000	75,000	75,000	
		S-3	Sidewalks and Stamped Concrete	265,000	CDBG	30,000					
		S-4	Street Barrier Removals, ADA Upgrades	670,000	TDA	65,000	50,000	50,000	50,000	50,000	
		S-5	Street Rehabilitation - Annual Program Residential Streets and CDBG Streets	3,550,000	CDBG	270,000	100,000	100,000	100,000	100,000	
		S-6	Street Rehabilitation - Major Streets	4,225,000	CDBG	350,000	700,000	700,000	700,000	700,000	
		S-7	Valley Boulevard Corridor Study	15,000	State	625,000	900,000	900,000	900,000	900,000	
		S-8	Azusa Avenue Repaving, Amar Road to Vine Avenue	1,700,000	Prop C	15,000					
		S-9	Concrete Bus Pads Program	400,000	Prop C	1,700,000					
		S-10	Street Condition Evaluation - Pavement Management System	80,000	Prop A	400,000	100,000	100,000	100,000	100,000	
		S-11	Urban Forestation Program (Tree City USA)	200,000	Prop C	80,000					
		S-12	Alwood Street, Siesta to Willow Avenues - Street Widening, Curb & Gutter	200,000	CT, GT	200,000	50,000	50,000	50,000	50,000	200,000
		S-13	Cameron Avenue Between California and Glendora Avenues - Plant Vines	80,000	CT, CP, GT	80,000					80,000
		S-14	Miscellaneous New Curb & Gutter Installations	500,000	CT, GFR	500,000					500,000
		S-15	Equestrian Fencing - South Garvey Avenue From Holt Avenue to East City Limits	250,000	CT, CP, GT, GFR	250,000					250,000
		S-16	Freeway On/Off Ramp Beautification - Construction	3,500,000	Bond	3,500,000					3,500,000
		S-17	Garvey Avenue North (along freeway) between Vincent and Sunset Avenues - Plant Vines	100,000	CT, CP, GT, GFR	100,000					100,000
		S-18	Garvey Avenue North (along freeway) Between Mardina and Toland Avenues	100,000	CT, CP, GT, GFR	100,000					100,000
		S-19	Garvey Avenue South - Auto Row Landscape - Adjacent to Freeway	80,000	CDC	80,000					80,000
		S-20	Grand Avenue Median Landscaping From Virginia Avenue to North City Limit	400,000	CT, CP, GT, GFR	400,000					400,000
		S-21	Mossberg Avenue, South Garvey to Willow Avenues - Street Widening, Curb & Gutter	175,000	CT, CP, GT, GFR	175,000					175,000
		S-22	Nogales Street Between Hollingworth Street and Valley View Avenue - Plant Vines on East Side Wall	100,000	CT, CP, GT, GFR	100,000					100,000
		S-23	Pacific Lane, 175' easterly of Morris Street - Street Widening, Curb & Gutter	75,000	CT, CP, GT, GFR	75,000					75,000
		S-24	Street Rehabilitation Backlog	6,000,000	GT, CDBG, Prop C	6,000,000					6,000,000
		S-25	Sunset Avenue Median Landscaping From Merced to Fairgrove Avenues	800,000	CT, CP, GT, GFR	800,000					800,000

**2010-2015 CIP PROJECTS  
STREETS**

Staff Rating	Comm. Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule						
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Future	
		S-26	Sunset Avenue Median Landscaping From Puente Avenue to Badillo Street	250,000	CT, CP, GT, GFR							250,000
		S-27	Sunset Avenue West Side Relandscaping of Slope North of Route 10	60,000	CT, CP, GT, GFR							60,000
		S-28	Miscellaneous New Curb & Gutter Installations	500,000	CT, CP, GT, GFR							500,000
		S-29	Valley Boulevard Median Landscaping	900,000	Grant		900,000					
			<b>TOTALS</b>	<b>25,950,000</b>		<b>2,200,000</b>	<b>4,655,000</b>	<b>1,975,000</b>	<b>1,975,000</b>	<b>1,975,000</b>	<b>13,170,000</b>	

**2010-2015 CIP PROJECTS  
TRAFFIC**

Staff Rating	Comm Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Future
		T-1	Amar Road/Grand View Lane - Traffic Signal Installation	20,000	State	20,000					
		T-2	Crosswalk Improvements at Schools	72,800	Grant	72,800					
		T-3	Traffic Control System (Advanced Transportation Management System)	640,000	LA Co Grant	640,000					
		T-4	Badillo Street/Sunset Avenue - Left Turn	80,000	TS, CT, Prop C	80,000					
		T-5	Battery Replacement for Traffic Signal Battery Back-Up Systems	30,000	CT	10,000	10,000	10,000			
		T-6	Crosswalk In-pavement Flashing Light Modifications	100,000	Grant	100,000					
		T-7	Glendora/Merced Avenues - Left Turn	90,000	TS, CT, Prop C	90,000					
		T-8	Merced/Sunset Avenues - Left Turn	80,000	Prop C, TS, CT	80,000					
		T-9	Orange/Puente Avenues Traffic Signal Installation	320,000	GT, TS	160,000					160,000
		T-10	Police Department - Stoplight Emitters for Police Cars	59,300	PSA	59,300					
		T-11	Public Safety Intersection Intervention System	100,000	Grant	100,000					
		T-12	Traffic Signals - Minor Modifications, Safety Improvements, Flashing Lights, Speed Humps	160,000	CT, TS	30,000	30,000				100,000
		T-13	Traffic Signals - Paint heads	20,000	CT	20,000					
		T-14	Valinda Avenue - Left-Turn Pocket Striping at Service Avenue	20,000	Prop C, TS	20,000					
		T-15	Trash Receptacles "Big Belly Solar" (10)	50,000	Prop C, Prop A, Measure R	50,000					
		T-16	Badillo Street/Lark Ellen Avenue - Left Turn	80,000	GT, TS						80,000
		T-17	Badillo Street/Orange Avenue - Left Turn	65,000	TS, CT, Prop C						65,000
		T-18	Bike Routes - Update Plan	100,000	TDA						100,000
		T-19	Citrus Street South Traffic Signals Interconnection	180,000	GT						180,000
		T-20	Interconnection of New Single Traffic Signal Locations	520,000	GT,CDBG						520,000
		T-21	Interconnection for Single Unconnected Traffic Signals	800,000	GT,CDBG						800,000
		T-22	Lark Ellen/Vine Avenues Traffic Signal Installation	160,000	GT						160,000

**2010-2015 CIP PROJECTS  
TRAFFIC**

Staff Rating	Comm Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
		T-23	Merced/Lark Ellen Avenues Traffic Signal Installation	160,000	GT						160,000
		T-24	Nogales Street/Gina Lane Traffic Signal Installation	160,000	GT						160,000
		T-25	Traffic Signals - Upgrades at Various Locations	6,000,000	GT,CDBG						6,000,000
		T-26	Valley Blvd at Clubhouse Drive - Acceleration Lane	40,000	TS, GT, CT						40,000
			<b>TOTALS</b>	<b>10,107,100</b>		<b>732,800</b>	<b>799,300</b>	<b>40,000</b>	<b>10,000</b>	<b>0</b>	<b>8,525,000</b>

**2010-2015 CIP PROJECTS  
UTILITIES**

Staff Rating	Comm Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future	
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015		
		U-1	Sewer Line Repairs Required by State Water Resources Board Order No. 2006-003	145,000	SF	25,000	30,000	30,000	30,000	30,000		
		U-2	Underground Storm Drain Lift Station Clean Out	120,000	SF		30,000	30,000	30,000	30,000		
		U-3	Hillward/Norma Avenues - Storm Drain Construction	50,000	CT, CP, GT		50,000					
		U-4	North of Garvey, west of Citrus, South of Workman - Underground Utilities Between Nissan and Mazda Dealerships	150,000	CDC							150,000
		U-5	Azusa Avenue From Aroma Drive to North City Limits - Underground Utilities	6,500,000	Rule 21							6,500,000
		U-6	Azusa Avenue Storm Drain (Rowland to Badillo) including Laterals in Workman, Rowland and Puente Avenues - LA Co., State	1,800,000	GT, Relinquish Funds							1,800,000
		U-7	California Avenue Drain (Vine to Cameron) & Vine (California to Eyanwood)-LA Co. Storm Drain	900,000	GT							900,000
		U-8	Garvey, Workman, Rowland and Puente Avenues Storm Drain Laterals off Vincent Storm Drain	2,000,000	GT							2,000,000
		U-9	Vine Avenue Storm Drain From Pima Avenue to Glenview Road - LA Co.	1,100,000	GT							1,100,000
		U-10	Workman, Rowland and Puente Avenues Storm Drain Laterals off Sunset Avenue (LA County Storm Drains)	700,000	GT							700,000
		U-11	Remaining Main Line Sewer Extensions	530,000	SF							530,000
			<b>TOTALS</b>	<b>13,995,000</b>		<b>25,000</b>	<b>110,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>13,680,000</b>

**2010-2015 CIP PROJECTS  
VEHICLES**

Staff Rating	Comm Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Future
		V-1	Purchase (3) Hybrid Vehicles	90,000	AQMD	90,000					
		V-2	Community Services - "Dial A Ride" Fleet Replacement	500,000	Grant		500,000				
		V-3	Community Services - "Go West" Fleet Replacement	950,000	Grant		950,000				
		V-4	Fire - 1996 Chevy Tahoe in Fire Prevention Replacement	32,000	GFR		32,000				
		V-5	Fire - Ambulance Replacement	155,000	CDBG, GFR		155,000				
		V-6	Fire - 1986 Ladder Truck Replacement (Lease Option \$11,000 per year)	850,000	FEMA ACT Grant		850,000				
		V-7	Police - Mobile Command Center Trailer/Truck (Lease)	295,000	GFR		295,000				
		V-8	Public Works, Maint. - 1/2 Ton Pick-Up Truck to Replace Unit 100	24,000	VR		24,000				
		V-9	Public Works, Maint. - 1/2 Ton Pick-Up Truck to Replace Unit 103	24,000	VR		24,000				
		V-10	Public Works, Maint. - 1/2 Ton Pick-Up Truck Unit 201	25,000	VR		25,000				
		V-11	Public Works, Maint. - 1/2 Ton Van to Replace Unit 195	25,000	VR		25,000				
		V-12	Public Works, Maint. - 1/2 Ton Van to Replace Unit 402	25,000	VR		25,000				
		V-13	Public Works, Maint. - 4-Yard Dump Truck to Replace Unit 112	60,000	VR		60,000				
		V-14	Public Works - One-Ton Truck to Replace Unit 124	28,000	VR		28,000				
		V-15	Public Works, Maint. - CNG Sewer Rodder Jetter Truck to Replace Unit 115	340,000	SF, AQMD Grant		340,000				
		V-16	Fire - 2000 Crown Victoria in Fire Prevention Replacement	32,000	GFR		32,000				
		V-17	Fire - 2003 Ford Expedition Assigned to RSVP Program Replacement	35,000	AFG Grant			35,000			
			<b>TOTALS</b>	<b>3,490,000</b>		<b>90,000</b>	<b>3,365,000</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**2010-2015 CIP PROJECTS  
YOUTH SPORTS**

Staff Rating	Comm Rating	Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future	
						2010-2011	2011-2012	2012-2013	2013-2014	2014-2015		
			<b>Cortez Park</b>									
F	F	Y-1	New Restrooms	250,000	PDFE							250,000
			<b>Covina Unified School District</b>									
A	A	Y-2	South Hills High School - Walkway Lights at Track & Field (Joint CVUSD & City)	400,000	Prop 39 Bond, PDF B, GFR		400,000					
F	F	Y-3	Traweek & Covina High School - Install Stadium Lights at Athletic/Soccer Fields (Joint CVUSD & City)	600,000	Prop 39 Bond, PDF B, GFR							600,000
F	F	Y-4	Traweek - Install Stadium Lights at Athletic/Soccer Fields (Joint CVUSD & City)	550,000	Prop 39 Bond, PDF B, GFR							550,000
F	F	Y-5	Covina High School - Install Stadium Lights at Athletic, Baseball, Softball, Soccer Fields (Joint CVUSD & City)	550,000	Prop 39 Bond, PDF B, GFR							550,000
			<b>Palmview Park</b>									
B	B	Y-6	Foul Ball Netting, First Base Side	8,000	PDF B		8,000					
C	C	Y-7	Foul Ball Netting, Rowland School Field (Requires School District approval)	16,000	PDF B			16,000				
			<b>TOTALS</b>	<b>2,374,000</b>		<b>0</b>	<b>408,000</b>	<b>16,000</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>	
			<b>GRAND TOTALS</b>	<b>121,571,600</b>		<b>3,226,800</b>	<b>15,090,300</b>	<b>3,643,000</b>	<b>2,990,000</b>	<b>2,099,000</b>	<b>94,522,500</b>	



## CIP FUNDING SOURCES AND USE RESTRICTIONS

Funding Source	Fund No.	Funding Source	Fund Sources Description	Use Restrictions
AQMD	119	Air Quality Management District Funds	Percent of vehicle license fees collected by the State.	To be used to increase the City's clean air efforts.
BIT	118	Business Improvement Tax	These funds were from a tax collected as a percentage of the business license. This tax was eliminated in August 2001.	Can only be used to promote and encourage business enterprise within the City.
BKK	152	BKK Community	B.K.K. Business License Tax Settlement Agreement. Extended payment of \$330,000 annually for 20 years.	Used for capital improvement and community enhancement programs in the neighborhoods in or around the closed BKK Landfill.
BOND		Various Bond Issues	Possible future bond financing.	Public improvement as defined by Specific Bond Issue.
CDBG	131	Community Development Block Grant	Federal Block Grant Funds through Community Development Act.	Can only be used for programs to benefit lower income, elderly and/or handicapped persons.
CDC Citywide	876	Community Development Commission Citywide Funds	Property Tax increment generated from the RDA Citywide project area.	To be used to stimulate and encourage revitalization of the Project Area through economic development and public improvement projects.
CMD	188	Citywide Maintenance District	Benefit assessments on commercial and residential property.	Can only be used for maintenance and capital expenditures as part of district.
CP	160	Capital Projects	Established to help balance funding requirements, the Capital Projects Fund was derived from one-time revenues or savings.	No legal restrictions on the use of funds, except that the funds must be used for public purposes.
CS	203	Charter Settlement	The City received a one-time revenue amount of \$1 million as part of a legal settlement with the City's cable franchise operator.	\$600,000 was to be spent on capital items and the remaining \$400,000 was not restricted as to use.
CSS CFD	183	Coastal Sage & Scrub Community Facilities District		
CT	161	Construction Tax	City Construction Tax Fund.	Can only be used for public works improvement projects.
DER	116/117	Drug Enforcement Rebate	State and Federal asset forfeiture.	To be spent on police equipment and law enforcement activities.
FC	111	Fee & Charge	The cost of repair and maintenance of Day Care Facilities are included as part of the fee charged for participation in this program.	These funds can only be used for projects benefiting day care. Day care fees cannot be used to support any other Fee & Charge Programs.
FM	365	Fleet Management	Revenues for the Fleet Management Fund generated through charges to operating departments.	Can only be used for equipment for the operation of fleet maintenance section.
GFR	110	General Fund Reserve	City General Fund reserves.	No restrictions other than for public purpose only.
GPS		General Plan Special Fund	The monies for this fund are paid from developers specifically for various grants being secured by departments.	Use for General Plan amendments only.
GRANTS		Grants	Various Grants being secured by departments.	Varies according to each grant.
GT	124	Gasoline Tax	State Gasoline Tax Funds (Sec. 2106, 2107 S&H Code) including Proposition "111."	Can only be used for public street purposes, both maintenance and improvements.
ISTEAT-3	140	Intermodal Surface Transportation Efficiency Act	Federal money received for use in improving certain major streets.	Caltrans and the Federal Highway Administration must approve projects.
MD1	181	Maintenance District No. 1	Assessments from Maintenance Districts (1, 2, 4, 6, 7) as indicated.	Can only be used for maintenance and administration of pertinent maintenance districts.
MD2	182	Maintenance District No. 2		
MD4	184	Maintenance District No. 4		
MD6	186	Maintenance District No. 6		
MD7	187	Maintenance District No. 7		
MTA Grant	199	Metropolitan Transit Authority	Funds provided as part of a competitive grant from MTA.	Restricted to major street enhancements as designated in the grant.
PARK	163	Parks	Funds for leasing light standards at Shadow Oak Park for private	None
PBG	143	Park Bond Grant	City's allocation of proceeds from voter approved Park Bonds for Los Angeles County.	The proceeds are restricted to specific purposes as defined in the bond issue.
PDF (A-G)		Park Dedication Fee	Developer's deposits for park development in the park districts indicated.	Generally used for improvements to City parks within the district(s) for which the developer(s) deposited the funds or for certain facilities serving citywide park needs.

## CIP FUNDING SOURCES AND USE RESTRICTIONS

Funding Source	Fund No.	Funding Source	Fund Sources Description	Use Restrictions
	170		District A: Del Norte Park Del Norte, Vincent & Monte Vista Elementary Schools Palmview Park	
	171		District B: Grovecenter Elementary, Rowland Elementary, Workman Elementary & Traweek Middle Schools	
	172		District C: Orangewood Park, Sunset Field, & California Parkette California Elementary, Orangewood Elementary, San Jose Edison, Wescove Elementary, Willowood & Edgewood Middle Schools	
	173		District D: Cameron & Walmerado Parks Cameron Elementary, Merlinda Elementary & Walnut Grove Intermediate Schools	
	174		District E: Cortez & Maverick Field/Ridge Riders Parks Cortez, Mesa Elementary, South Hills High & West Covina School	
	175		District F: Aroma Parkette, Heritage Gardens, Galster Wildemess & Woodgrove Parks Hollencrest Middle, Merced Elementary, Vine Elementary & Coronado Alternative Schools	
	176		District G: Gingrich & Shadow Oak Parks Giano Intermediate School	
	177		District H: Friendship Park Hollingsworth Elementary & Rincon Intermediate Schools	
Prop. "A"	121	Proposition "A"	Proposition "A" Transit Fund.	Can only be used for transit-related projects/programs including operations, capital and administrative expenses subject to approval and review of County Transportation Committee.
Prop. "C"	122	Proposition "C"	Proposition "C" Transportation Funds (County Sales Tax-Local Return).	Can only be used for transit-related projects or programs including operations, capital and administrative expenses subject to approval and review of Los Angeles County Metropolitan Transportation Authority.
Relinquishment	215	Azusa Avenue Relinquishment	Cal Trans payment for street work when Azusa Avenue was	Can only be used for street construction, maintenance and repair.
PSA	153	Public Safety Augmentation Fund	Proposition 172 - 1/2% sales tax for Public Safety	Can only be used for front line Public Safety expenditures.
Rule 20A		Southern California Edison	The Public Utility Commission requires Southern California Edison to set aside funds.	These funds are restricted for placing certain utilities underground throughout the Southern California Edison services area.
SF	189	Sewer Maintenance	Funds from sewer maintenance fees and assessments.	Can only be used for maintenance, administration and construction of public sanitary sewers.
SOP		Sale of Property	Sale of property.	None.
SPB	169	State Park Bond	State Proposition 12 was approved to provide direct funds to cities to	Can only be used for recreational purposes.
STATE	125	State Street Funding	Proposition 42 passed in 2002 by California voters permanently	To be used for local street and road improvements.

## CIP FUNDING SOURCES AND USE RESTRICTIONS

Funding Source	Fund No.	Funding Source	Fund Sources Description	Use Restrictions
TDA	128	Transportation Development Act	State Grant under Transportation Development Act.	Can only be used for specific purposes for which the funds are provided to the City (normally involves capital improvement and/or studies).
TREE	144	Tree Permit Fee	Revenues that are received from developers and property owners for a	These funds are to be used for urban reforestation purposes.
TS	123	Traffic Safety	Comes from fines and forfeitures.	Can be used for traffic engineering, police supplies, traffic signals and streets.
UL	360	Uninsured Loss	Part of self insurance program.	Expenses related to uninsured losses
WCSG	375	West Covina Service Group	Revenues from police service provided to outside agencies for crime data information system.	Funds are restricted to furthering the services of the WCSG Enterprise Fund.

**2010-2015 CIP PROJECTS  
DESCRIPTIONS**

## BUILDING PROJECTS

Project No.	Project Title	Description	Requesting Department	Amount
B-1	Senior Center - Kitchen Storage Room & Painting, Storage Enclosure in Mail Hall	1) Expand the size of the current storage room inside the senior center kitchen enable staff to centralize products and goods used for senior meals program as well as allow relocation of refrigerators and freezers, keep emergency rations in a central location, and add new washer and dryer; 2) paint kitchen; 3) remove old curtains in main hall and replace with enclosed area.	Community Services	\$50,000
B-2	Shadow Oak Center - Restroom Doors Replacement & Security Cameras With Ladder Guard	1) Replace men's and women's (unrepairable) restroom doors; 2) purchase and install new security camera system to include 3 high end resolution cameras that can be monitored by Supervisors through City network, and purchase and install ladder guards for outdoor ladders on roof to deter vandals from gaining access to roof.	Community Services	\$20,000
B-3	Termite and Building Repairs	Ongoing maintenance program to prevent the infestation of termites in all City parks and buildings.	Public Works	\$20,000
B-4	Cameron Community Center - Carpet Replacement in Game Room & Offices	Replace carpet in game room at Cameron Community Center and clean carpeting in offices.	Community Services	\$5,000
B-5	Cameron Community Center - Gym Curtain Installation, East Side	Purchase and install a roll-up divider curtain separating the north and south court in the east gym at the Cameron Community Center. Currently, when both courts are being used, balls and players cross courts. The curtain would increase safety at the center and allow two half courts to be rented at the same time increasing revenue.	Community Services	\$13,700
B-6	Cameron Community Center - Kitchen Upgrade	Purchase a commercial refrigerator and freezer, replace cabinets that are damaged, and add locks to kitchen cabinets. With increased usage, refrigerator space has become limited which has impacted user and group rentals.	Community Services	\$6,000
B-7	Cameron Community Center - Restrooms Refurbishing	Paint the men's and women's restroom, replace bathroom stalls with graffiti resistant stalls.	Community Services	\$11,000
B-8	City Hall - Carpet Replacement	Carpet is worn and in need of replacement.	Finance	\$50,000
B-9	City Hall - Ceiling Tiles Replacement - Second Floor	The ceiling tiles in City Hall are old, dirty, and in many places sagging. This project would provide for the replacement of the ceiling tiles and painting of grid in City Hall. The project will complete all the ceiling tiles for City Hall.	Public Works	\$40,000
B-10	City Hall - Elevator Renovation	The elevators at City Hall are decades old. Although they are serviced regularly, they need to be completely renovated.	Public Works	\$200,000
B-11	City Hall - Management Resource Center (MRC) Refurbishment	The refurbishment of the Management Resource Center would include painting, new blinds, carpet, cabinets, and decorations.	City Manager	\$21,000
B-12	City Hall- Roof & Skylight Replacement	The roof of City Hall is nearing the end of its useful life. Leaks have been patched as needed and the skylights are worn and discolored.	Public Works	\$200,000
B-13	Civic Center Fountain/Memorial Wall - Sandblast/Repair, Repaint	The paint on the Civic Center fountain is chipped and peeling. The fountain as well as the adjoining Memorial Wall need to be sandblasted, repaired and repainted.	Public Works	\$50,000
B-14	Palmview Center - Floor Tiles	Replace old and mismatched floor tiles in main room to improve overall aesthetics of the facility.	Community Services	\$8,000
B-15	Police - Men's Shower Repairs	The shower stalls are over 35 years old and the existing tile is lifting from the shower floor and walls. The old tile cannot be matched either in size or color. Attempts have been made to replace the missing tiles with no success.	Police	\$28,000
B-16	Police - Reroof Building	Remove existing roof and install new rock roof.	Police	\$200,000
B-17	Police - Stair Covering Replacement	Rubberized cover is beginning to wear and needs to be replaced.	Police	\$30,000
B-18	Public Works - Replace Halon System in Information Systems	The computer room located inside information systems is a critical facility in which if a fire occurred, could cause a major disruption of city business. The present Halon Fire Suppression System located in information systems is over 15 years old, has a history of accidental activation, and no longer meets National Fire Protection Standards.	Public Works	\$28,000
B-19	Cameron Gym & Multi-Purpose Room Floor Refurbishing	Reline and refinish gymnasium floor, refinish multi-purpose room floor to maintain a clean and positive environment for customers to experience when they visit the center.	Community Services	\$12,000
B-20	Cameron Community Center - Paint Game Room and Hall Walls	Repaint community center game room walls and walls that lead into the restrooms. While the walls need new paint due to a buildup of dirt, fingerprints, and wash-out from graffiti removal, the center would benefit from a product that has an easy to clean surface and repels dirt and grime, or can be "sealed" to eliminate the penetration of dirt/graffiti and lend itself toward easy cleaning.	Community Services	\$9,000

B-21	Aquatic Center - Design	The municipal pool was constructed in 1968. It no longer meets several legal requirements related to the Clean Water Act-NPDES, health codes, AQMD mandates, ADA regulations and building codes. Safety enhancements include an alarm system to prevent unauthorized use, non-slip pool decking, installing a roof over the changing rooms and handrails into the pool. The pool has a very small shallow water area. The majority of open swim users and swim lesson participants require shallow water. The pool could serve more participants with a larger shallow area and lights repaired in the pool. A new pool could address all these areas and provide an efficient municipal pool.	Community Services	\$300,000
B-22	Aquatic Center - Construction	This project was requested by the community and has been on the CIP since 1997. With a population of over 106,000 residents, the need for an aquatic center remains a priority. On May 16, 2000, the City Council expressed an interest in the possibility of constructing an aquatic center at Shadow Oak Park, using some of the proceeds from the sale of the City's water company to Suburban Water Company. At the June 20, 2000 City Council meeting, the Aquatic Center project was received and filed pending future City Council budget deliberations on the Capital Improvement Program.	Community Services	\$2,000,000
B-23	City Yard - Above Ground Fuel Tanks	Install two new above-ground fuel tanks to replace the underground fuel tanks that were removed.	Public Works	\$750,000
B-24	Civic Center Parking Structure - Trellis Cover Repair or Solar Panels	Replace termite damaged boards of the trellis covers and lights poles on the rideshare deck of the of the parking. May replace trellis covers with solar panels to generate energy.	Public Works	\$2,300,000
B-25	Fire Station 1 & Headquarters Replacement	This project has been described in the Fire Department needs analysis and is identified as the top priority. Fire Station No. 1 is in need of major repairs and should be replaced as soon as possible. A major change from the consultants report would relocate Fire Department Administration into this shared headquarters facility. A combined facility would serve the public better, and would provide for continuity of operations as well as result in cost savings. Since 1991, the City has been considering a reconfiguration to the deployment of its fire stations, specifically the relocation of Fire Station No. 3. A consultant study as well as architectural firm have completed Needs Assessment and provided preliminary fire station cost estimates for various options. This Assessment revealed that proposed changes will meet the City needs for the foreseeable future by improving response times and coverage. The cost estimates are based on construction costs for 14 California fire agencies that opened facilities in 2007. The average cost per square foot for these facilities was \$410.92 which equates to a proposed cost of \$10,087,815.	Fire	\$10,400,000
B-26	Fire Station 1,3,4,5 & Administration - Alarm System	The Fire Department currently operates 4 facilities that are not protected by fire alarm systems. This project would install fire alarm systems in each of the 4 unprotected fire stations and in the Fire Administration building. It has been reported by the US Fire Administration that approximately 150 fire station fires occur each year. Of these fires, about 44% originate in vehicles or related equipment. The next leading cause is electrical distribution and cooking. Firefighters spend considerable time living and working in fire stations. Like residential and commercial structures	Fire	\$42,000
B-27	Fire Station 3 - Design (Relocation to Palmview?)	This project has been described in the Fire Department needs analysis and is identified as 2nd top priority. Fire Station No. 3 is in need of major repairs and should be replaced as soon as possible. It will provide the design for Fire Station No. 3. An architectural firm has completed a space-needs analysis providing preliminary fire station sizes and cost estimates. The cost estimates for this facility are based on construction costs for 14 California fire agencies that opened facilities in 2007. The average cost per square foot for these facilities was \$410.92 which equates to a proposed cost of \$1,675,000.	Fire	\$300,000
B-28	Fire Station 3 - Construction (Relocation to Palmview?)	This project has been described in the Fire Department needs analysis and is identified as 2nd top priority. Fire Station No. 3 is in need of major repairs and should be replaced as soon as possible. A major change from the consultants report would relocate Fire Department Administration into this shared headquarters facility. A combined facility would serve the public better, and would provide for continuity of operations as well as result in cost savings. Since 1991, the City has been considering a reconfiguration to the deployment of its fire stations, specifically the relocation of Fire Station No. 3. A consultant study as well as architectural firm have completed Needs Assessment and provided preliminary fire station cost estimates for various options. This Assessment revealed that proposed changes will meet the City needs for the foreseeable future by improving response times and coverage. The cost estimates are based on construction costs for 14 California fire agencies that opened facilities in 2007. The average cost per square foot for these facilities was \$410.92 which equates to a proposed cost of \$2,975,000.	Fire	\$3,067,000

B-29	Fire Station 5 - Remodel	Fire Station 5, located at 2650 East Shadow Oaks Drive, was constructed in 1978 and very modest accommodations added in 2005 to accommodate female firefighters. The facility modifications included the installation of privacy doors on crew rooms. While the modifications created personal privacy, the addition of doors craved up the modest living space creating to an almost closet-like living environment. Currently, the 28-year old kitchen needs cabinet and appliance replacement, as well as improvements to the physical layout. The restrooms and shower facility is in dire need of upgrading. Substantial space is wasted with poorly planned hallways and storage is at an absolute minimum. The proposal is to remove the interior non-bearing walls, open up the living/office space, remodel the kitchen, bathroom, and complete repairs and upgrades per aquatic study.	Fire	\$140,000
B-30	Municipal Pool Repairs		Community Services	\$700,000
B-31	Senior Center - Lap Pool		Community Services	\$2,000,000
B-32	Unfunded Building Maintenance	These include overall building needs assessed by the Community Services and Public Works Departments for facilities within the City.	Community Services & Public Works	\$6,775,000

## GENERAL PROJECTS

Project No.	Project Title	Description	Requesting Department	Amount
G-1	Community Services - Wireless Access at Cameron Community Center	Purchase and install equipment and cables to make Cameron Community Center a WiFi facility. This technology upgrade will provide youth access to the internet to assist with homework and allow adults to check e-mails while waiting for children in recreation programs. This service will also enhance seminar and workshop presentations.	Community Services	\$5,000
G-2	Community Services - Rec & Roll Vehicle Graphics Replacement	Remove old graphics from 1997, rap vehicle with new graphics and updated information. The graphics currently on the vehicle are peeling off and extremely faded. The vehicle is used at community events.	Community Services	\$15,000
G-3	Community Services - Portable Stage Replacement	The portable stage unit is utilized for various special events throughout the City and for the benefit of various non-profit groups. It is highly convenient and visible, and with its use increasing each year, and wear and tear evident, replacement of the unit is requested.	Community Services	\$250,000
G-4	Community Services - Trails, Greenways, Bikeways Enhancement - Citywide	A City-Wide Multi-Trails (hike, bike, equestrian) and Greenways enhancement master plan project was developed by a Cal Poly Pomona Studio 606 team. This request is to prepare for the funding of trail enhancement based, in part, on the completion of the master plan and City Council approval of projects relating to trail and greenways enhancement.	Community Services	\$6,000,000
G-5	Finance - City Network Upgrade	Upgrade the City Network with more reliable and faster network and internet, better control of e-mails, better backup system, quick data and server recovery, and energy cost savings. Includes network servers, network switches, network backup storage system, network cables, network software, and network professional service.	Finance	\$75,000
G-6	Finance - Eden Advanced Budgeting Module	This Eden module will add functionality and increased productivity to our operations. It has features that allow staff to spend less time on paperwork and more time ensuring that the City's needs are being met. It is fully integrated with our existing Eden software modules. This module adds advanced budgeting capabilities to the current Budget Preparation and Position Budgeting sections of the General Ledger and Payroll modules, respectively. This increased functionality provides additional flexibility in processing budget changes during the budget cycle. It simplifies the forecasting of future years. It has the ability to establish multiple budget starting points within a scenario. The Advanced Budgeting module seamlessly interfaces with the Payroll, General Ledger and Project Accounting modules. It will address some of the more cumbersome aspects of our current budgeting process, particularly in the area of personnel costing.	Finance	\$15,500
G-7	Finance - Eden Contract Management Module	This Eden module will add functionality and increased productivity to our operations. It has features that allow staff to spend less time on paperwork and more time ensuring that the City's needs are being met. It is fully integrated with our existing Eden software modules. The module is a database of contract information that tracks all activity associated with a specific contract including terms, retainage, change orders, expenditures, etc. It automatically updates grants/CIP's that reference a contract, and generates a summary report to end users that provides summary totals of contract activity through a specified date. It can be utilized for a variety of contracts including vendor payments through accounts payable, customer payment arrangements through accounts receivable, grant awards or specific terms attached to donations. It also offers seamless integration to Eden General Ledger, Accounts Payable, Accounts Receivable, Purchasing, Project Accounting and Bid & Quote Management modules and a valuable tool for Finance allowing the terms of any contract to be tracked.	Finance	\$17,750
G-8	Finance - Eden Financial Bid & Quote Management Module	This Eden module will add functionality and increased productivity to our operations. It has features that allow staff to spend less time on paperwork and more time ensuring that the City's needs are being met. It is fully integrated with our existing Eden software modules. It would enhance the Purchasing module by automating the bid/quote process from the strictly manual process currently used taking requests from quote to PO. The module integrates the NIGP Commodity Codes that determines which vendors are capable of bidding/quoting various goods/service. It will assist in the development/tracking of Requests for Proposals/Bids from inception to award and aid in the decision making process by providing vendor and quote analysis tools. Successful bids integrate seamlessly with other modules by transferring information to requisitions and the Contracts Management module. This module will allow vendors to register as interested vendors for future purchasing decision. It appears that the bid history will be accessible to both Eden users as well and to vendors via the Web allowing vendors to see the result of past awards of purchase.	Finance	\$24,050



G-9	Fire - Rescue Air Bags for Trucks Replacement	The Fire Department had to destroy its previous set of air bags because they had expired and had become unsafe to use. A new set of various sized air bags are required to provide firefighters with a way to lift heavy objects and perform physical rescues to free trapped persons. Air Bags are made of Kevlar and can lift 117 tons. These bags are used to free motorists from overturned vehicles and lift debris during a collapse situation such as an earthquake.	Fire	\$10,000
G-10	Fire - Telephone System Upgrade, Administration Building	The Fire Administration phone system does not provide the connect ability to other City Hall departments and does not have the ability for voice mail features. A new ShoreTel Phone System will allow additional "939" lines for Fire Administration for quick link to City Hall. The new system will also allow Fire Administration to set up voice mail, which will improve customer relations by promoting more efficient personal communications. The new system will still allow some of the services above numbers to remain the same, providing no confusion to the public.	Fire	\$15,000
G-11	Police - Vehicle-Mounted Patrol Cameras	As commonly used by law enforcement agencies, equipping police patrol vehicles with video cameras would reduce City liability by capturing a "true" visual recording of police incidents. Digital technology allows for automatic data transfer (from vehicles to central digital depot) and efficient data storage. Additionally, this technology will drastically reduce the manpower currently focused on personnel complaints that could be immediately dismissed upon review of the videos.	Police	\$225,000
G-12	Public Works - Automated Telephone Permit Software	Install automated telephone permit software to allow customers to request inspections and check project status by automated phone service.	Public Works	\$150,000
G-13	Planning - General Plan Rewrite	The overall cost of undertaking a comprehensive Update to the General Plan was previously estimated at \$600,000. It is anticipated that completion of the project will necessitate additional time and funding. Upon approval of funding, the planning department will examine options and recommend a course of action for undertaking the General Plan update. To be cost effective, this may entail hiring a senior level contract (limited duration) staff person instead of hiring a consulting firm to perform the work (other than technical studies such as traffic). This may entail limiting the General Plan update to only the Land and Circulation Elements (the most important elements that must be done concurrently).	Planning	\$400,000
G-14	Public Works - Electronic Plan Submittal	Software and hardware will allow for electronic plans submittal and review. It will eliminate excess paper waste through plan revision. Comments from plans review will appear on electronic drawing file and may be listed in document format. A copy of the approved plans and documents may be stored permanently without extra costs for scanning or microfilming. The database of building plans may be used at a later date by City staff wirelessly. This may be useful to the Police and Fire Departments in emergency situations to assess building layout and configuration.	Public Works	\$800,000
G-15	Public Works - Imaging and Conversion of Microfilm Plans & Permits to Electronic Data	This project would convert the City's building plans from microfilm to electronic data. Electronic plans would be linked to the Accela System. This will reduce staff time in researching records, since access would be instantaneous. It will also eliminate lost or destroyed records. This will set the stage for the electronic access to certain public records through the internet or e-mail saving time and money for developers, agents, and builders. These add-on modules provide added features to the Permit Plus computer permit and tracking system. The imaging modules allow other electronic and paper documents to be attached to permit activities. This will allow documents such as soils reports, grading reports, engineering calculations, and staff reports to be archived with the permits and provide instant access to documents through cross-references such as address, owner's name, contractor, parcel number etc. This will reduce the cost of microfilming, as many of these documents are currently microfilmed.	Public Works	\$150,000
G-16	Public Works - Web-Based Permit Issuance/Tracking	Web interface that will issue building permits over the internet. It will save residents a trip to City Hall and staff time processing permits. It will also allow permittee to access permit, plan check and inspection status over the internet.	Public Works	\$200,000

## PARK PROJECTS

Project No.	Project Title	Description	Requesting Department	Amount
P-1	Unfunded Citywide Park Improvement Needs	This project provides an overall parks needs list for every park within the City.	Community Services & Public Works	\$13,953,500
P-2	ADA Compliance - Park Barrier Removals	This is an ongoing program to accommodate ADA requirements as park use expands and changes, facilities and appearance must be added or improvements made.	Public Works	\$30,000
P-3	ADA Ramps in Parks - Upgrade	Various ADA upgrades to City parks and facilities to comply with changing ADA mandates.	Public Works	\$30,000
P-4	Ballfield Lighting - Bulb Replacement	Light bulbs for sports field lighting need to be replaced every 5 to 7 years.	Public Works	\$5,000
P-5	Emergency Funds for Maintenance of Park CIP Projects	Provide funds for ongoing maintenance, care, and upkeep of Capital Improvement Program funded projects (i.e. fencing, netting, fields, lights, bleachers, etc.)	Public Works	\$10,000
P-6	Miscellaneous Park Improvements	City owned park improvements are in need of constant miscellaneous repairs and improvements to keep them functional and operational.	Public Works	\$33,000
P-7	Park Parking Lot Paving	Beginning in the year 2000, the public parking lots at six city parks were refurbished using a thin coating (1 1/2") of asphalt, overlaid on top of existing deteriorated pavement. To maintain pliability, the oils mixed into this asphalt surface must be protected against evaporation; this process is normally accomplished through the application of an emulsion slurry coating on top of the pavement. Because standard asphalt contains a larger volume of these oils, the application of this slurry seal coat can often be deferred up to four years, without lasting harm. The new "Petromat" paving installed at these city parks however, must receive this preventative coating every two years to prevent sudden non-repairable failure. Unless this maintenance is performed, staff anticipates that the widespread failure of the "Petromat" paving at	Public Works	\$10,000
P-8	Sports Field Safety Netting Replacement	Beginning in the year 2000, the City responded to public safety concerns by installing foul ball safety netting alongside the first and third base lines of most park baseball and softball fields. Of the fifteen ball fields that received this safety feature, the softball field at Shadow Oak Park became the final planned installation in the year 2009. Due to inherent properties, the fabric material of these safety nets breaks down after repeated exposure to ultraviolet light and weathering, their manufacturer's recommend that it be replaced with new material around four to six years after the original installation date (depending on the installed material's thickness). The netting fabric at ten city ball fields is now more than eight years old, and unless it becomes replaced with new material, staff anticipates the failure of these safety	Public Works	\$10,000
P-9	Trash Cans For All Parks	Replace trash receptacles with upgraded style in all parks.	Public Works	\$420,000
P-10	Aroma Parkette - Install Walkway	The master plan for Aroma Parkette includes a walkway around the park. Due to insufficient funding, the walkway was not installed with the new park.	Public Works	\$50,000
P-11	Cameron Park - Electronic Marquees	Install an electronic marquee on the corner of Cameron and Lark Ellen Avenues. This high traffic area would greatly add to program and event marketing.	Community Services	\$55,000
P-12	Cortez Park - Improvements Per Master Plan	In 2005, the City Council approved a Cortez Park Master Plan Amendment including: construction to the upper undeveloped area, walking trail, and a restroom facility on the lower easterly portion of the park.	Community Services	\$1,800,000
P-13	Cortez Park - Fencing Perimeter	Install approximately 525 feet of rail fencing at Cortez Park adjacent to the parking lots off the Citrus Street and Cortez Street entrances to prevent vehicles from driving onto the turf and causing damage. This problem has occurred on several occasions, causing severe damage to the turf.	Public Works	\$45,000
P-14	Del Norte Park - Tennis Court Wind-Sheen Netting Replacement	Replace wind screen/netting around the tennis courts at Del Norte Park.	Public Works	\$10,000
P-15	Galster Park - Connecting Trails - EIR/Design	Open space to the east of Galster Park is to be annexed into the park. The City has been granted funding for the development of trails through the park. This project will be to construct the trails through Galster Park.	Community Services	\$405,000
P-16	Galster Park - Connecting Trails - Construction	Open space to the east of Galster Park is to be annexed into the park. The City has been granted funding for the development of trails through the park. This project will be to construct the trails through Galster Park.	Community Services	\$1,500,000
P-17	Heritage Park - Fencing	Install approximately 200 feet of rail fencing at Heritage Gardens Park adjacent to the parking lot off Cameron Avenue to prevent vehicles from driving into the park. This problem has caused severe damage to the turf and trails.	Public Works	\$15,000

P-18	Heritage Park - Design Restroom and Learning Center	Heritage Park Master Plan calls for the installation of a Learning Center designed as a "barn." West Covina Rose Float Foundation would like to partner with the City to allow Mount San Antonio College students the opportunity to design the Learning Center at Heritage Park. Per State Law, any public facility would still be required to have a certified architecture/engineer sign off on the project. Students will do the preliminary design/engineering and then hire a consultant to completed and certify the design. Part two of the project is to fund the installation of a restroom facility at Heritage Park that is part of the overall design of the project and when the future development is funded can be constructed around the restrooms. Heritage Park has seen a significant increase in the number of people utilizing the park with the addition of the hiking trails. Currently there is no restroom facility for park patrons. Completion of the design will also allow opportunities to seek grant funding for construction of facility.	Public Works	\$165,000
P-19	Heritage Park - Construct Restroom and Learning Center	Heritage Park Master Plan calls for the installation of a Learning Center designed as a "barn." Once design plans are completed, this project would complete the construction of restroom and barn as well as add additional parking and storage area at the park.	Public Works	\$1,000,000
P-20	Heritage Park - Construct Community Garden	The Heritage House, a craftsman bungalow, was moved to land purchased by the City from Covina Unified School District. The park development plan includes walkways, fountain, garden, and landscaping.	Public Works	\$50,000
P-21	Maverick/Ridge Riders Park - Harrowing Equipment for Arenas	This project will purchase the proper equipment/tractor to perform the harrowing work needed at the equestrian arenas. The cost of the equipment is approximately \$20,000.	Public Works	\$20,000
P-22	Maverick/Ridge Riders Park - Install Sprinklers for Arenas	This project is to install sprinklers at all the arenas at the equestrian arenas. The cost is approximately \$10,000.	Public Works	\$10,000
P-23	Maverick/Ridge Riders Park - Improvements Per Park Master Plan	Improvements per Master Plan.	Community Services	\$3,000,000
P-24	Orangewood Park - Soccer Fields - Design	In 2003, the City Council created a Soccer Field Sub-Committee to address the need for additional soccer fields. Based on their findings, the Council authorized staff to initiate an amendment to the Orangewood Park Master Plan to add soccer fields. This project is to construct soccer fields per design specifications and park master plan amendment.	Community Services	\$80,000
P-25	Orangewood Park - Soccer Fields - Construction		Community Services	\$1,200,000
P-26	Palmview Park - Electronic Marquees	Replace marquee with electronic marquee at Puente and Lark Ellen Avenues. This high traffic area would greatly add to program and event marketing.	Community Services	\$50,000
P-27	Shadow Oak Park - Electronic Marquee	Replace marquee with electronic marquee on Shadow Oak Drive. The current marquee is under-utilized due to the difficulty of manually changing the message. A ladder must be used on the uneven ground.	Community Services	\$60,000
P-28	Shadow Oak Park - Lower Plateau - Phase 2	This project will complete the improvements per the amended Master Plan Design. Phase II construction will provide the expansion area with a parking lot, a paved roadway, a public restroom, a maintenance building, five picnic shelters, two child-play amenities and other planned recreational improvements and features. The estimated cost for Phase II work is \$3,350,000; which will result in a total cost of \$4,993,000 for the entire Park Expansion design & construction project.	Public Works	\$3,000,000
P-29	Shadow Oak Park - Slurry Seal Upper/Lower Parking Lot	Both parking lots are showing signs of distress due to cracks in the pavement surface. With the application of slurry seal, the cracks are sealed and the life of the parking lot would be extended by five years by minimizing the intrusion of water into the sub-grade.	Public Works	\$120,000
P-30	Shadow Oak - Snack Bar Renovation	The Shadow Oak Park snack bar is in need of a new fire suppression system in order to prepare food. All other City park snack bars are to code. Since San Jose Little League disbanded several years ago, staff has sought a revenue stream from the athletic fields and snack bar by renting the facilities. The snack bar is unusable in its present state, thereby, discouraging some lower rentals from choosing to use one of the athletic fields available for rent.	Community Services	\$16,000
P-31	Shadow Oak - Playground Equipment Replacement	Remove existing play equipment and replace with new equipment, sunshades, and rubber surfacing.	Community Services	\$75,000

## STREET PROJECTS

Project No.	Project Title	Description	Requesting Department	Amount
S-1	Amar Road/Azusa Avenue Intersection Improvements - Additional Funding	Additional funding to replace proposed Community Development Commission (CDC) fund. The project consists of improvements including the addition of new lanes on all approaches to the intersection of Azusa Avenue and Amar Road: one right-turn lane and one left-turn lane to westbound approach, one left-turn lane on southbound approach, one left-turn lane on eastbound approach, one right-turn lane and one left-turn lane on northbound approach. The modifications will require increasing the right-of-way 4' on Azusa north of the intersection, 12' south of the intersection, and 2' on Amar west of the intersection. Also included in the project is the relocation and reconfiguration of the existing median, relocation of curbs and gutters, modification of the traffic signal system, and pavement striping.	Public Works	\$400,000
S-2	Curb and Gutter Replacement Program	Roots from street trees are continually displacing the curbs and gutters. This displacement impedes drainage, which can lead to damage to the street structural section.	Public Works	\$75,000
S-3	Sidewalks and Stamped Concrete	Construct new concrete sidewalk and fill-in stamped concrete sidewalk.	Public Works	\$65,000
S-4	Street Barrier Removals, ADA Upgrades	Federal ADA requires the construction of wheelchair ramps in conjunction with major street construction or rehabilitation. Also, this project includes requests from residents for wheelchair ramps.	Public Works	\$200,000
S-5	Street Rehabilitation - Annual Program Residential Streets and CDBG Streets	To prevent the overall condition of the City street from worsening requires a combination of resurfacing and slurry seal.	Public Works	\$650,000
S-6	Street Rehabilitation - Bus Routes and Major Streets	The work for this project includes coldmilling of existing asphalt pavement, asphalt rubber hot mix overlay, striping, removal and replacement of damaged concrete curbs, gutters, sidewalks, construction of wheelchair ramps, adjustment of manholes, construction of concrete bus pad, and all appurtenant and incidental work.	Public Works	\$795,000
S-7	Valley Boulevard Corridor Study	To fund a planning study for mobility and land use along the Valley Boulevard corridor in cooperation with other adjacent cities.	Public Works	\$15,000
S-8	Azusa Avenue Repaving, Amar Road to Vine Avenue	Coldmill 2" of existing A.C. pavement and overlay with 2" rubberized hot mix asphalt.	Public Works	\$1,700,000
S-9	Concrete Bus Pads Program	Buses stopping and starting at bus stops cause the asphalt pavement to deteriorate faster than the surrounding street surfaces. The City is installing concrete pads at all bus stops in the City to prevent this deterioration.	Public Works	\$100,000
S-10	Street Condition Evaluation - Pavement Management System	Inspection and evaluation of roadway conditions citywide to determine pavement condition and to continue to be eligible to receive Federal Funds.	Public Works	\$80,000
S-11	Urban Forestation Program (Tree City USA)	This is an ongoing program to plant trees in the City to continue the cycle of urban forestation and beautification of the City.	Public Works	\$50,000
S-12	Alwood Street, Siesta to Willow Avenues - Street Widening, Curb & Gutter	Street widening project includes surveying, design, feasibility study, and installation of curb, gutter, and sidewalks. Cost does not include right-of-way acquisition.	Public Works	\$200,000
S-13	Cameron Avenue Between California and Glendora Avenues - Plant Vines	This project is to install vines along major streets with block walls and/or chain link fencing abutting sidewalk to improve aesthetics and deter graffiti.	Public Works	\$80,000
S-14	Miscellaneous New Curb & Gutter Installations	Install and repair various curb and gutter throughout the City.	Public Works	\$500,000
S-15	Equestrian Fencing - South Garvey Avenue From Holt Avenue to East City Limits	The project includes the construction of a vinyl fence and installation of decomposed granite surface on South Garvey Avenue from Holt Avenue to east City limits and all appurtenant and incidental work.	Public Works	\$250,000
S-16	Freeway On/Off Ramp Beautification - Construction	Most freeway on and off ramps into the City are not landscaped or poorly landscaped. The project would enhance these areas with landscape and hardscape improvements.	Public Works	\$3,500,000
S-17	Garvey Avenue North (along freeway) between Vincent and Sunset Avenues - Plant Vines	This project is to install vines along the freeway to improve aesthetics and deter graffiti.	Public Works	\$100,000
S-18	Garvey Avenue North (along freeway) Between Maryland and Ioland Avenues	This project is to install vines along the freeway to improve aesthetics and deter graffiti.	Public Works	\$100,000
S-19	Garvey Avenue South - Auto Row Landscape - Adjacent to Freeway	Option 1) Landscape Garvey Avenue right-of-way and add an irrigation system as part of commercial area enhancement to create an attractive environment for businesses and drivers and to achieve a higher quality of visual character in the area. Includes \$5,650 for trimming Oleanders and trees on the freeway along Auto Row, Cadillac Dealer and commercial building at Orange and South Garvey Avenues for enhanced visibility of businesses. Plant palette includes Day Lilies, Indian Hawthorn, Lavender, Flax, Rosemary and Heavenly Bamboo. Option 2 ) Install stamped, colored	Public Works	\$80,000

S-20	Grand Avenue Median Landscaping From Virginia Avenue to North City Limit	Several major arterial streets in the City with or without raised medians are not landscaped, as is the City's standard practice. Also, several parcels of land under City jurisdiction are dirt or weeds and should be landscaped. The landscaping will improve the aesthetics and give an improved image of the City.	Public Works	\$400,000
S-21	Mossberg Avenue, South Garvey to Willow Avenues - Street Widening, Curb & Gutter	Street widening project includes surveying, design, feasibility study, and installation of curb, gutter, and sidewalks. Cost does not include right-of-way acquisition.	Public Works	\$175,000
S-22	Nogales Street Between Hollingworth Street and Valley View Avenue - Plant Vines on East Side Wall	Plant vines along (private) block walls on Nogales to improve the aesthetics of the street scope.	Public Works	\$100,000
S-23	Pacific Lane, 175' easterly of Morris Street - Street Widening, Curb & Gutter	Street widening project includes surveying, design, feasibility study, and installation of curb, gutter, and sidewalks. Cost does not include right-of-way acquisition.	Public Works	\$75,000
S-24	Street Rehabilitation Backlog	At current costs, it would take several millions of dollars in street rehabilitation to have all City streets in good and/or very good condition.	Public Works	\$6,000,000
S-25	Sunset Avenue Median Landscaping From Merced to Fairgrove Avenues	Several major arterial streets in the City with or without raised medians are not landscaped, as is the City's standard practice. Also, several parcels of land under City jurisdiction are dirt or weeds and should be landscaped. The landscaping will improve the aesthetics and give an improved image of the City.	Public Works	\$800,000
S-26	Sunset Avenue Median Landscaping From Puente Avenue to Badillo Street	Several major arterial streets in the City with or without raised medians are not landscaped, as is the City's standard practice. Also, several parcels of land under City jurisdiction are dirt or weeds and should be landscaped. The landscaping will improve the aesthetics and give an improved image of the City.	Public Works	\$250,000
S-27	Sunset Avenue West Side Relandscaping of Slope North of Route 10	Several major arterial streets in the City with or without raised medians are not landscaped, as is the City's standard practice. Also, several parcels of land under City jurisdiction are dirt or weeds and should be landscaped. The landscaping will improve the aesthetics and give an improved image of the City.	Public Works	\$60,000
S-28	Valley Boulevard Median Landscaping	Remove asphalt and install landscaping and irrigation in the existing center median	Public Works	\$900,000

## TRAFFIC PROJECTS

Project No.	Project Title	Description	Requesting Department	Amount
T-1	Amar Road/Grand View Lane - Traffic Signal Installation - Additional Funding	The intersection is shared by the City (50%) and Los Angeles County (50%). The County studied the intersection and found that the installation of a traffic signal is necessary for safety of the intersection. The project was initially funded in FY 2007-2009 (TP-08501) in the amount of \$132,500. County's initial cost estimate was \$265,000, new updated cost estimate is \$305,000 with the City share being \$152,500 which requires an additional \$20,000 in funding.	Public Works	\$20,000
T-2	Crosswalk Improvements at Schools	The improvements include the installation of in-roadway flashing lights along the crosswalk, construction of 5-foot wide concrete sidewalk and handicap ramps along the east side of Phillips Avenue from Workman Avenue to Idaho Avenue, striping and signs. The estimated cost for the enhancement is \$72,800.	Public Works	\$72,800
T-3	Traffic Control System (Advanced Transportation Management System)	Design, develop, and deploy an Advanced Transportation Management System (ATMS) tailored to West Covina's operational needs to synchronize traffic signals within the City. Project consists of improvements to detection systems, communication system, traffic control system, design and/or implement center-to-center and field to center communications, local city control sites (LCCS), ATMS, Information Exchange Network (IEN) servers and modems to communicate with the California Statewide and CCTV cameras. Cost: Funded.	Public Works	\$640,000
T-4	Badillo Street/Sunset Avenue - Left Turn	There are a number of traffic signals in the City that have enough left-turn volume to warrant protected left-turn phasing. The left-turn phasing provides for a positive control of left-turns, thereby increasing traffic safety. In some instances, traffic flow can be improved, resulting in timesaving for motorists. It is preferable to install left-turn phases before they are mandated by number of accidents.	Public Works	\$80,000
T-5	Battery Replacement for Traffic Signal Battery Back-Up Systems	Battery back-up systems were installed on City's traffic signal systems in the event of an electrical power blackout. The battery back-up system would enable the traffic signal systems operate fully for 2 to 3 hours and in flashing mode for an additional 4 hours. The batteries in the back-up systems are warranted to operate for two years and they are in need to be replaced.	Public Works	\$10,000
T-6	Crosswalk In-Pavement Flashing Light Modifications	Relocate and repair existing in-pavement crosswalk flashing lights at various locations	Public Works	\$100,000
T-7	Glendora/Merced Avenues - Left Turn	There are a number of traffic signals in the City that have enough left-turn volume to warrant protected left-turn phasing. The left-turn phasing provides for a positive control of left-turns, thereby increasing traffic safety. In some instances, traffic flow can be improved, resulting in time saving for motorists. It is preferable to install left-turn phases before they are mandated by number of accidents.	Public Works	\$90,000
T-8	Merced/Sunset Avenues - Left Turn	There are a number of traffic signals in the City that have enough left-turn volume to warrant protected left-turn phasing. The left-turn phasing provides for a positive control of left-turns, thereby increasing traffic safety. In some instances, traffic flow can be improved, resulting in time saving for motorists. It is preferable to install left-turn phases before they are mandated by number of accidents.	Public Works	\$80,000
T-9	Orange/Puente Avenues Traffic Signal Installation	There are numerous locations that warrant traffic signals, but due to funding constraints, they have stop signs instead. Stop signs hinder flow of traffic while providing right-of-way controls. As the volume of traffic increases, the stop sign alternative becomes untenable and traffic signals are mandatory. To save vehicle operation time and costs, it is preferable to install traffic signals before traffic volumes are too high.	Public Works	\$160,000
T-10	Police Department - Stoplight Emitters for Police Cars	The City currently has 35 intersections equipped with "optical emitter" technology that automatically turns stoplights green when emergency vehicles need to move through the City to respond to an urgent scene. The Fire Department recently installed emitters on their trucks, but the Police Department has none, although officers respond to 10 times as many calls for emergency service. Installing this technology on 35 police vehicles would contribute to a safer public	Police	\$59,300

T-11	Public Safety Intersection Intervention System	The system detects emergency response vehicles and operates the intersection controls in favor of a responding emergency vehicle. As the emergency vehicle passes, the traffic computer readjusts the traffic flow to normal. In actual installations, these systems have proven that they can reduce emergency response time by at least eighteen percent. Intersection intervention systems have also proven themselves to greatly increase the safety of emergency personnel as well as the safety of the general public. This system will greatly improve emergency response times for Fire, Police, and Ambulance vehicles as well as improving safety throughout the Community. This project will reduce emergency response times and increase safety for both employees and the general public. This is a very cost-effective means to reduce overall emergency response times for fire and police personnel by reducing travel time.	Fire	\$100,000
T-12	Traffic Signals - Minor Modifications, Safety Improvements, Flashing Lights, Speed Humps	Install speed humps, purchase and install solar powered flashing school beacons, fund costs for traffic studies and installation of traffic control devices as needed to improve traffic safety.	Public Works	\$30,000
T-13	Traffic Signals - Paint Heads	Repaint signal heads at 24 intersections.	Public Works	\$20,000
T-14	Valinda Avenue - Left Turn Pocket Striping at Service	Add left-turn striping for the north and southbound approaches of Valinda Avenue at Service Avenue to improve line of sight and reduce left-turning collisions. Improvements recommended by Traffic Committee and approved by City Council	Public Works	\$20,000
T-15	Trash Receptacles "Big Belly Solar" (10)	Purchase ten 35-gallon solar powered trash compactor that provides up to five times the capacity of traditional trashcans reducing trash collection by 80 percent. These units will be placed in high pedestrian traffic areas.	Public Works	\$50,000
T-16	Badillo Street/Lark Ellen Avenue - Traffic Signal Modifications	There are a number of traffic signals in the City that have enough left-turn volume to warrant protected left-turn phasing. The left-turn phasing provides for a positive control of left-turns, thereby increasing traffic safety. In some instances, traffic flow can be improved, resulting in time saving for motorists. It is preferable to install left-turn phases before they are mandated by number of accidents.	Public Works	\$80,000
T-17	Badillo Street/Orange Avenue - Traffic Signal Upgrades	Intersection is shared by the City (22%) and Los Angeles County (77.5%). The County studied the intersection and found that the following improvements are considered to be necessary to enhance the safety of the intersection: 1) install left-turn pockets for north and south approaches, 2) upgrade the highway safety lighting to current standards, 3) cut back the median noses and remove pedestrian push button posts on the east and west approaches, 4) reconstruct curb ramps to meet ADA requirements, 5) Relocate advance detection loops further back from intersection. Total cost is \$265,000	Public Works	\$65,000
T-18	Bike Routes - Update Plan	Update Citywide bike route plan. The current plan is obsolete and does not include some locations that have been added. The new plan will also include changes and/or new bike paths.	Public Works	\$100,000
T-19	Citrus Street South Traffic Signals Interconnection	The City has a Master Computer that controls most of the traffic signals in the City during peak traffic periods. To provide for the optimal traffic flow in the City, all of the existing and new traffic signals should be interconnected to the Master Computer, the result will be time saving for the motorists and less congestion on City streets.	Public Works	\$180,000
T-20	Interconnection of New Single Traffic Signal Locations	The City has a Master Computer that controls most of the traffic signals in the City during peak traffic periods. To provide for the optimal traffic flow in the City, all of the existing and new traffic signals should be interconnected to the Master Computer. The result will be time saving for the motorists and less congestion on City streets.	Public Works	\$520,000
T-21	Interconnection for Single Unconnected Traffic Signals	Master Computer. The result will be time saving for the motorists and less congestion on City streets.	Public Works	\$800,000
T-22	Lark Ellen/Vine Avenues Traffic Signal Installation	The City has a master computer that controls most of the traffic signals in the City during peak traffic periods. To provide for optional traffic flows in the City, almost all of the existing and new traffic signals should be interconnected to the master computer. The result will be time-saving for motorists and less congestion on City streets.	Public Works	\$160,000
T-23	Merced/Lark Ellen Avenues Traffic Signal Installation	Stop signs hinder flow of traffic while providing right-of-way controls. As the volume of traffic increases, the stop sign alternative becomes untenable and traffic signals are mandatory. To save vehicle operation time and costs, it is preferable to install traffic signals before traffic volumes are too high.	Public Works	\$160,000
T-24	Nogales Street/Gina Lane Traffic Signal Installation	There are numerous locations that warrant traffic signals, but due to funding constraints, they have stop signs instead. Stop signs hinder flow of traffic while providing right-of-way controls. As the volume of traffic increases, the stop sign alternative becomes untenable and traffic signals are mandatory. To save vehicle operation time and costs, it is preferable to install traffic signals before traffic volumes are too high.	Public Works	\$160,000

T-25	Traffic Signals - Upgrades at Various Locations	<p>There are a number of traffic signals in the City that have enough left-turn volume to warrant protected left-turn phasing. The left-turn phasing provides for a positive control of left-turns, thereby increasing traffic safety. In some instances, traffic flow can be improved, resulting in timesaving for motorists. It is preferable to install left-turn phases before they are mandated by number of accidents. Therefore, it is proposed to add protected left-turn phasing to the traffic signals at the intersections of Sunset Avenue at Merced Avenue, Sunset Avenue at Puente Avenue, Sunset Avenue at West Covina Parkway, Sunset Avenue at Francisquito Avenue, Cameron Avenue at Azusa Avenue, Cameron Avenue at Pacific Avenue, Cameron Avenue at Lark Ellen Avenue, and Glendora Avenue at Merced Avenue.</p>	Public Works	\$6,000,000
T-26	Valley Blvd at Clubhouse Drive - Acceleration Lane	<p>Installation of an acceleration lane on Valley Boulevard for vehicles entering from the mobile home park, Friendly Village, on the north side. The acceleration lane gives drivers the opportunity to enter the traffic flow along Valley Boulevard from the intersecting driveway at a safer speed.</p>	Public Works	\$40,000



## UTILITY PROJECTS

Project No.	Project Title	Description	Requesting Department	Amount
U-1	Sewer Line Repairs Required by State Water Resources Board Order No. 2006-003	Water Resources Board Order No. 2006-003. Inspection of mainline sewer is currently in progress to identify need repairs.	Public Works	\$25,000
U-2	Underground Storm Drain Lift Station Clean Out	The City maintains nine underground storm drain lift stations. Occasionally (approximately 5-7 years), the silt builds up and requires to be removed to assure that all stations work in an efficient manner.	Public Works	\$30,000
U-3	Hillward/Norma Avenues - Storm Drain Construction	The City's 1986 Master Drainage Study has identified the deficiency of storm drain construction on Hillward Street, north and south of Walnut Creek. The recommendation was the construction of 30" and 36" RCP storm drain including manurement work.	Public Works	\$50,000
U-4	North of Garvey, west of Citrus, South of Workman - Underground Utilities Between Nissan and Lincoln Mercury Dealerships	This underground work would require an agreement with the property owners and Southern California Edison.	Public Works	\$150,000
U-5	Azusa Avenue From Aroma Drive to North City Limits - Underground Utilities	The total length of the under grounding is about 14,500 linear foot. The unit cost per linear foot is about \$6,500,000.	Public Works	\$6,500,000
U-6	Azusa Avenue Storm Drain (Rowland to Badillo) including Laterals in Workman, Rowland and Puente Avenues - LA Co., State	The Master Drainage Study has identified 33 storm drain systems that should be constructed in the City to eliminate flooding. However, since the flooding does not cause property damage and is not life threatening, the City has relied upon Los Angeles County (Flood Control) to construct the drains based on their overall County priority. Although the County has constructed several large drains serving West Covina, the remaining drains needed in the City rank relatively low on the County's priority. The City needs to consider a program to gradually construct storm drains.	Public Works	\$1,800,000
U-7	California Avenue Drain (Vine to Cameron) & Vine (California to Evanwood) - LA Co, Storm Drains	The Master Drainage Study has identified 33 storm drain systems that should be constructed in the City to eliminate flooding. However, since the flooding does not cause property damage and is not life threatening, the City has relied upon Los Angeles County (Flood Control) to construct the drains based on their overall County priority. Although the County has constructed several large drains serving West Covina, the remaining drains needed in the City rank relatively low on the County's priority. The City needs to consider a program to gradually construct storm drains.	Public Works	\$900,000
U-8	Garvey, Workman, Rowland and Puente Avenues Storm Drain Laterals off Vincent Storm Drain	The Master Drainage Study has identified 33 storm drain systems that should be constructed in the City to eliminate flooding. However, since the flooding does not cause property damage and is not life threatening, the City has relied upon Los Angeles County (Flood Control) to construct the drains based on their overall County priority. Although the County has constructed several large drains serving West Covina, the remaining drains needed in the City rank relatively low on the County's priority. The City needs to consider a program to gradually construct storm drains.	Public Works	\$2,000,000
U-9	Vine Avenue Storm Drain From Pima Avenue to Glenview Road - LA Co.	The Master Drainage Study has identified 33 storm drain systems that should be constructed in the City to eliminate flooding. However, since the flooding does not cause property damage and is not life threatening, the City has relied upon Los Angeles County (Flood Control) to construct the drains based on their overall County priority. Although the County has constructed several large drains serving West Covina, the remaining drains needed in the City rank relatively low on the County's priority. The City needs to consider a program to gradually construct storm drains.	Public Works	\$1,100,000
U-10	Workman, Rowland and Puente Avenues Storm Drain Laterals off Sunset Avenue (LA County Storm Drains)	The Master Drainage Study has identified 33 storm drain systems that should be constructed in the City to eliminate flooding. However, since the flooding does not cause property damage and is not life threatening, the City has relied upon Los Angeles County (Flood Control) to construct the drains based on their overall County priority. Although the County has constructed several large drains serving West Covina, the remaining drains needed in the City rank relatively low on the County's priority. The City needs to consider a program to gradually construct storm drains.	Public Works	\$700,000
U-11	Remaining Main Line Sewer Extensions	Six small areas of the City are not served by the City's sewer system. This program would extend the mainline sewer to serve these areas. The residents would then have the same benefit as other City residents and businesses. These residents now use septic tanks and cesspools.	Public Works	\$530,000

## VEHICLE PROJECTS

Project No.	Project Title	Description	Requesting Department	Amount
V-1	(3) Hybrid Vehicles (Replacements to be Determined)	For replacement of (2) high mileage City vehicles with hybrid vehicles.	Public Works	\$90,000
V-2	"Dial A Ride" Fleet Replacement	The Dial-A-Ride fleet currently consists of 7 contractor-owned vehicles, including 5 cutaway vehicles and 2 minivans. During peak demand, up to 5 vehicles are used. All vehicles are model year 2002, have over 150,000 miles, and have reached their lifespan as recommended by the Federal Department of Transportation. They are also prone to mechanical failure which reduces the reliability of the dial-a-ride service for West Covina's senior and disabled population. This CIP proposes that the City purchase five minivans and two cutaway vehicles. The use of City-owned vehicles will result in long-term savings for the dial-a-ride program. Contract expenditures are expected to increase during this and future fiscal years as vehicles will need to be replaced and the transit contract will need to be rebid. In addition, the use of City-owned vehicles decreases the City's dependence on an outside contractor. Funding for this project should be available through the Local Returns programs of Proposition A, Proposition C, and Measure R funding sources, which can only be used for the replacement of City-owned vehicles.	Community Services	\$500,000
V-3	"Go West" Fleet Replacement	The "Go West" fleet currently consists of two-City owned vehicles and eight contractor-owned vehicles. All contractor-owned vehicles are model year 2000 or older, have over 150,000 miles, and have reached their lifespan as recommended by the Federal Department of Transportation. Due to vehicle age and mileage, the vehicles are prone to mechanical failure, which reduces the reliability of the program and lowers passenger satisfaction. This CIP proposes that the City purchase up to six low floor transit vehicles for use in the operation of the shuttle program. The use of City-owned vehicles (instead of contractor-owned vehicles) will result in long-term savings. Contract expenditures are expected to increase during the current and future fiscal years as vehicles will need to be replaced and the transit contract will need to be rebid. In addition, the use of City-owned vehicles decreases the City's dependence on an outside contractor. Funding for this project should be available through the Local Returns programs of Proposition A, Proposition C, and Measure R funding sources, which can only be used for public transit purposes.	Community Services	\$950,000
V-4	1996 Chevy Tahoe in Fire Prevention Replacement	The Fire Department currently has a 1996 Chevy Tahoe assigned to the Fire Prevention Bureau. This vehicle has 103,929 miles and is 13 years old. The vehicle has outlived its useful service life and has encountered numerous repair and maintenance issues. The project cost includes emergency vehicle, lighting, radios, and accessories.	Fire	\$32,000
V-5	Ambulance Replacement	The Fire Department purchased four Type-2 van-type ambulances in 2004 when it restarted its transportation services. These ambulances have experienced numerous mechanical related problems that have caused significant reliability issues. These mechanical issues have caused operational problems, delaying response, and transportation. These chronic deficiencies have caused these ambulances to be out-of-service for extended periods of time and have increased the dependency on private ambulance companies to provide medical transport, impacting the potential revenue to the City. The proposed Type-1 Modular ambulances provide the needed room for firefighting equipment and clothing, provide for better patient access, reduces cross-contamination between the patient and firefighter's safety gear, and increases the transport capacity of each ambulance. Due to actual mileage, current use, and the reoccurring mechanical problems, the front-line life expectancy of each van-type ambulance is estimated to be 5 years. This new modular ambulance would replace the first and least reliable van-type ambulance.	Fire	\$155,000

V-6	1986 Ladder Truck Replacement (Lease Option \$111,000 per year)	For the past eight years, the condition of the reserve ladder truck (F4) has been declining. There have been numerous electrical problems with the tractor and trailer, and increasing problems related to the aerial ladder. The aerial ladder fails to lift its own weight and retract after being extended and has the potential to "drift" while flowing master stream appliances. On one occasion, the reserve truck was in service at a public relations event. While the aerial ladder was fully extended with one firefighter at the tip, the ladder suddenly twisted. The firefighter was belted onto the ladder and fortunately not injured. It was taken out-of-service for inspection by the La France service center. The La France service center found numerous problems with the aerial ladder due to its age. The most critical problem was determined to be the "outrigger system" which was an old design that wouldn't adjust for variances in the slope of the pavement. Further, due to a design flaw, the outriggers had rusted at the connection to the trailer and needed to be completely re-fabricated and replaced.	Fire	\$850,000
V-7	Mobile Command Center Trailer/Truck (Lease)	The reserve truck was in the repair shop for 7 months for minor electrical, communication wiring, and outrigger replacement. The La France dealership will no longer stand behind the ladder truck once it becomes 25 years old. It will have to be shipped back to the factory to be "rebuilt" in order to remain safe and reliable. This work has been estimated to cost \$80,000 to \$100,000. This ladder truck is currently out of service again in need of an engine rebuild that is estimated to cost \$20,000. West Covina is a notable destination, hosting regional malls, sporting venues, centralized government buildings, hospitals, major businesses, and over 30 schools. All of these are suitable targets for any terrorist with CBRNE who wishes to cause fear, deliberately target and disregard the safety of innocent persons, and undermine our county, state and nation's security. Having a functional command response vehicle would ensure regional interoperable communications, rapid assessment and use of emergency resources, a functional field supply line, and directly improve the safety of first responders—all of which is vital to successful resolutions of critical emergency incidents. Our current mobile command post vehicle is over two decades old. When called into action, it typically breaks down. Replacement Specifically, the replacement vehicle needed is a law enforcement standard turn-key LDV custom vehicle with mounted public safety features (diesel generator; radio communication system incorporating 5 transceivers; telephone and intranet communication system components, including tiltable dish tower, etc.) and trailer, totaling \$295,000. This vehicle is specifically designed for critical emergencies and threats, allowing officers to immediately plan and coordinate emergency responses in the field. A functional mobile command center would ensure regional communications, rapid assessment and use of emergency resources, a functional field supply line, and directly improve the safety of first responders. Purchasing an equipped mobile command center will drastically improve the Police Department's organized response.	Police	\$295,000
V-8	Maintenance Section - 1/2 Ton Pick-Up Truck to Replace Unit 100	This vehicle replacement is part of a 4-year vehicle replacement program.	Public Works	\$24,000
V-9	Maintenance Section - 1/2 Ton Pick-Up Truck to Replace Unit 103	This vehicle replacement is part of a 4-year vehicle replacement program.	Public Works	\$24,000
V-10	Maintenance Section - 1/2 Ton Pick-Up Truck Unit 201	This vehicle replacement is part of a 4-year vehicle replacement program.	Public Works	\$25,000
V-11	Maintenance Section - 1/2 Ton Van to Replace Unit 125	Unit 125 is a 1987 Mitsubishi Van that has been in service for over 21 years. This unit was used by the Police Department before being transferred to Public Works. It has out-lived its useful life and the using department needs a larger vehicle to perform required services and deliveries. Parts are no longer available.	Public Works	\$25,000
V-12	Maintenance Section - 1/2 Ton Van to Replace Unit 402	This vehicle replacement is part of a 4-year vehicle replacement program.	Public Works	\$25,000
V-13	Maintenance Section - 4-Yard Dump Truck to Replace Unit 112	Unit 112 is a 1980 6-yard dump truck with over 107k miles and has been in service for over 27 years. This unit is in need of replacement. It is in need of refurbishment that will exceed its salvage value.	Public Works	\$60,000
V-14	Maintenance Section - One-Ton Truck to Replace Unit 124	This vehicle replacement is part of a 4-year vehicle replacement program.	Public Works	\$28,000
V-15	Maintenance Section - Rodder Truck to Replace Unit 115	This vehicle replacement is part of a 4-year vehicle replacement program.	Public Works	\$340,000
V-16	2000 Crown Victoria in Fire Prevention Replacement	The Fire Department currently has a 2000 Crown Victoria assigned to the Fire Prevention Bureau. This vehicle has 108,269 miles and is 9 years old. The vehicle has outlived its useful service life and has encountered numerous repair and maintenance issues. The project cost includes emergency vehicle lighting, radios, and accessories.	Fire	\$32,000

V-17	2003 Ford Expedition Assigned to RSVP Program Replacement	<p>The Fire Department currently has a 2003 Ford Expedition assigned to the Fire Administration used for the Retired Senior Volunteer Program (RSVP). This vehicle has 48,068 miles and is 6 years old. The vehicle doesn't meet all of the needs that it is designed for and needs to be replaced with another vehicle that can carry larger bulky supplies and equipment. This vehicle is used by the Fire Department's RSVP volunteer's to transport equipment and supplies to the fire stations. The current vehicle is not suitable for carrying pallets of equipment, contaminated medical equipment, or other items that are bulky. The project cost includes emergency vehicle lighting, radios, and accessories.</p>	Fire	\$35,000
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## YOUTH SPORTS PROJECTS

Project No.	Project Title	Description	Requestor	Amount
Y-1	Cortez Park - New Restrooms	The league requests new restrooms by the snackbar. The current restrooms are too far and are located at the end of the park. Also, there is an open dead-end street near that is not well-lit and there has been questionable incidents that have occurred around this restroom. It is more than a matter of convenience, but a total safety issue for all our young girls and boys in our program as well as for the women in the park.	West Covina Bruins	\$250,000
Y-2	South Hills High School - Walkway Lights at Track & Field (Joint CVUSD & City)		Covina Unified School District	\$400,000
Y-3	Traweek & Covina High School - Install Stadium Lights at Football Fields (Joint CVUSD & City)		Covina Unified School District	\$600,000
Y-4	Traweek - Install Stadium Lights at Athletic/Soccer Fields	The Covina-Valley Unified School District is interested in the development of an athletic and multi-use facility improvement project at Traweek Middle School and/or Covina High School. The scope of work would include three different phases of lighting to allow evening use of facilities for community youth sports programs such as football/soccer/softball/baseball and other identified uses. In addition, other needed improvements to the facilities such as renovations to the existing property between the two sites to expand the use of opportunities to better serve the West Covina community for everyday athletic use and various organized events will be considered as funding allows. This could potentially be a joint use venture including the City of Covina.	Covina Unified School District	\$550,000
Y-5	Covina High School - Install Stadium Lights at Athletic, Baseball, Softball, Soccer Fields (Joint CVUSD & City)		Covina Unified School District	\$550,000
Y-6	Palmview Park - Foul Ball Netting, First Base Side	The first base side of field #1 (major field) does not have foul ball netting past the backstop. Just past the backstop is a picnic area that many people use during the weekends in the Palmview Park. During games we have seen foul balls hit into that picnic area and people have been struck by the ball. To prevent spectators and other park guests injuries we need to extend foul ball netting past the dugout on the first base side to where the bullpen (pitcher warm up area) is located.	Pacific Coast Little League	\$8,000
Y-7	Palmview Park, Rowland School - Foul Ball Netting (Requires School District Approval)	We need to install foul ball netting on both foul lines of Field #2 (CVUSD Field - Rowland Avenue Elementary). Currently, the field has homes on the First Base side of the ball field and many balls have been hit into the backyards of these homes. To prevent injury to the home owners and their families we should install netting on that side of the field. Starting at the backstop and extending to the scoreboard or beyond. Also, on the 3rd base side of the field, the area is open and foul balls are hit into the spectator stands where people are struck by the ball. This happens frequently and foul ball netting will prevent that from happening. The netting should be installed from the backstop to approximately the end of the dugout or the beginning of the bullpen (pitcher warm-up area). These nettings will prevent injuries and	Pacific Coast Little League	\$16,000

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# DEBT SERVICE SCHEDULE

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The City of West Covina, Community Development Commission, and Public Financing Authority (PFA) have issued debt instruments to finance capital projects and equipment. The three governmental units, although related, are distinct legal entities.

The City and Community Development Commission have tax-based revenue from which to repay debt. The PFA has no ability to generate revenues, other than through charges for the use of money and property. Accordingly, projects funded through the PFA are secured by the issuer's leases or notes receivable from the City, Community Development Commission and project developers. Debt between related governments has not been budgeted, as doing so would result in double-counting the debt and related revenues.

Following is a summary of the debt issued and outstanding by the issuing entities.

## DEBT ISSUED BY THE CITY OF WEST COVINA

### Notes Payable:

#### **Butler Note - \$248,000**

This note began January 24, 2002 with interest only payments for ten years and a balloon payment of principal on December 24, 2011. The proceeds of the Note were used to finance the purchase of real property. The interest rate for the first 36 months was fixed at 0.5% in excess of the 1-year treasury note on January 24, 2002. Thereafter, interest is adjusted every three years based on 1-year treasury constant maturity plus 0.5%.

Year-ending June 30	Principal	Interest
2011	-	8,358
2012	248,000	4,179
<b>Total</b>	248,000	12,357

**Valencia Note - \$ 1,215,000**

This note for \$1,215,000 began May 1, 2003 to be fully amortized and payable over 20 years with monthly installments of principal and interest.

The interest rate for the first 18 months was fixed at 5.31%. Every three years thereafter, interest is adjusted to the current 2-year treasury bill plus 0.5%. The latest adjustment date was December 1, 2007 for an interest rate of 4.318%. The table below is based on this current rate. The next adjustment will be December 1, 1010 or halfway thru the fiscal year. With 2 year rates around .54% at the time of publication, interest projections are likely to be readjusted to a much lower level in December.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	56,311	26,292
2012	58,073	24,529
2013	59,891	22,711
2014	61,765	20,837
2015-2019	339,065	73,945
2020-2023	302,522	18,918
<b>Total</b>	<b>877,627</b>	<b>187,232</b>

**California Energy Commission Note - \$1,278,000**

The City was the recipient of a \$1,278,000 loan for heating, ventilation and air-conditioning from the California Energy Commission. It is amortized over 30-years with a 4.5% annual interest rate. The intent is to pay this debt obligation using energy savings resulting from the use of more efficient systems.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	68,388	52,203
2012	71,367	49,223
2013	74,747	45,843
2014	78,148	42,442
2015	81,705	38,885
2016-2020	467,636	135,314
2021-2023	334,897	26,873
<b>Total</b>	<b>1,176,888</b>	<b>390,783</b>



**Master Lease Agreement with SunTrust Equipment - \$3,050,000**

The City entered into a Master Lease Agreement with SunTrust Equipment for the acquisition of a new Public Safety Radio System. Financing is over a period of seven years at an annual interest rate of 3.92%.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	417,863	84,592
2012	434,404	68,051
2013	451,599	50,855
2014	469,475	32,979
2015	488,060	14,395
<b>Total</b>	<b>2,261,401</b>	<b>250,872</b>

**DEBT ISSUED BY THE WEST COVINA  
COMMUNITY DEVELOPMENT COMMISSION AGENCY**

**Bonds Payable:** The Community Development Commission Agency has several outstanding bond issues, as follows:

**1996 Special Tax Refunding Bonds Community Facilities District No. 1989-1 (The Fashion Plaza Project) Original Issue - \$51,220,000** - Special Tax and other revenues secure repayment. Final maturity is in September 2022.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	1,485,000	2,196,750
2012	1,580,000	2,104,800
2013	1,770,000	2,004,300
2014	2,055,000	1,889,550
2015	2,340,000	1,757,700
2016-2020	15,215,000	6,310,950
2021-2023	12,910,000	1,233,600
<b>Total</b>	<b>37,355,000</b>	<b>17,497,650</b>

**1988 Lease Revenue Refunding Bonds (The Lakes Public Parking Project) – Original Issue \$7,750,000** -A facilities lease secures repayment. Final maturity is in August 2018. The bonds bear interest at a variable rate. Interest rates on the bonds are calculated weekly, based upon the prevailing market conditions, not to exceed 12% over the life of the bonds. The Community Development Commission and the Parking Authority jointly issued the bonds.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	365,000	Variable
2012	390,000	Variable
2013	425,000	Variable
2014	460,000	Variable
2015	495,000	Variable
2016-2020	2,405,000	Variable
<b>Total</b>	<b>4,540,000</b>	<b>Variable</b>

**2002 Tax Allocation Revenue Refunding Bonds, Series 2002, Original Issue - \$ 12,200,000** - The CDC executed long-term agreements with the West Covina Public Financing Authority to prepay all the outstanding balance of the West Covina Public Financing Authority Tax Allocation Bonds. The Bonds are payable from tax revenues of the Agency. Interest rates range from 1.75% to 5.10%. The Bonds mature in September 2025.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	520,000	466,413
2012	540,000	446,003
2013	560,000	424,273
2014	580,000	401,110
2015	605,000	376,291
2016-2020	3,470,000	1,414,515
2021-2025	3,105,000	546,082
2026	650,000	16,575
<b>Total</b>	<b>10,030,000</b>	<b>4,091,262</b>

**Advances from City to the West Covina Community Development Commission (CDC) -**

The City has advanced funds to the CDC for operations since the Agency was first formed. As of June 30, 2009, the outstanding balance on the note was \$16,976,490. Principal and interest are payable as funds become available. On June 17, 2008, the repayment schedule was restructured extending the term of the loan from 2018 to 2025. Principal payments will drop from \$3.3 million per year to \$3 Million in 2009 and 2010, then \$2.3 million per year with a final principal payment of \$1,812,309 in 2025. This adjustment has the effect of reducing the annual debt service burden on the CDC while increasing the City’s interest income over this period.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	394,290	1,905,710
2012	415,771	1,884,229
2013	477,445	1,822,555
2014	548,933	1,751,067
2015	669,631	1,630,369
2016-2020	5,341,742	7,031,075
2021-2025	8,312,546	1,826,946
<b>Total</b>	<b>16,160,358</b>	<b>17,851,951</b>

**Sales and Use Tax Reimbursement Agreement -** CDC will reimburse the City for sales tax revenues used to secure CFD bonds. Under the agreement, all previously foregone sales tax through FY 05-06 totaling \$9.6 million will be repaid starting FY 05-06, spread over 20 years at 4% interest. These repayments will be combined with the annual reimbursement of future sales tax amounts. The total annual payments would range from \$1.5 million in 2005-06 to a high of \$2.9 million in 2021-22 with final payments totaling \$1.2 million in 2024-25. Should CDC not have sufficient revenues to make the scheduled payments, the amount will carry forward with no default on the agreement. Said agreement may be amended so long as owners of obligations payable from the tax increment are not harmed.

**Line of Credit with the City -** The City provided the CDC with a line of credit in the amount of \$5.6 million. Any amounts drawn down accrue interest at a rate equal to the State of California Local Agency Investment Fund (LAIF) plus two percent. As of June 30, 2005, the entire amount had been drawn down. The CDC has been making interest only payments on this note.

**Short Term Loans -** The CDC also has short term operating loans from the City to provide liquidity due to the timing of tax increment payments. Total balances of these loans are \$2.5 million with a 5% interest rate. Total principal and interest will be paid before the completion of 2010-11.

**DEBT ISSUED BY CITY OF WEST COVINA  
PUBLIC FINANCING AUTHORITY**

**Bonds Payable:** The Public Financing Authority has several outstanding bond issues, as follows:

**1998 Housing Set-aside Tax Allocation Bonds (Executive Lodge Project) Tax-exempt and Taxable Series) Original Issue - \$6,145,000** - Repayment is secured by the 20% of future tax increment that must be set-aside for low and moderate-income housing projects. Final maturity is in September 2025.

**Series A (Tax Exempt)**

<b>Year-ending</b>		
<b>June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	155,000	185,868
2012	160,000	178,228
2013	170,000	170,058
2014	175,000	161,433
2015	185,000	152,340
2016-2020	1,080,000	604,081
2021-2025	1,400,000	279,575
2026	325,000	8,613
<b>Total</b>	<b>3,650,000</b>	<b>1,740,196</b>

**Series B (Taxable)**

<b>Year-ending</b>		
<b>June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	35,000	63,562
2012	35,000	61,288
2013	40,000	58,850
2014	40,000	56,250
2015	45,000	53,375
2016-2020	270,000	214,550
2021-2025	375,000	102,375
2026	95,000	3,325
<b>Total</b>	<b>935,000</b>	<b>613,575</b>

**1999 West Covina Public Financing Authority Taxable Variable Rate Demand Tax Allocation Bonds \$3,945,000** - Repayment is secured by tax increment of the Project Area. Final maturity is in November 2029.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	125,000	Variable
2012	130,000	Variable
2013	135,000	Variable
2014	140,000	Variable
2015	150,000	Variable
2016-2020	830,000	Variable
2021-2025	1,025,000	Variable
2026-2030	1,265,000	Variable
<b>Total</b>	<b>3,800,000</b>	<b>Variable</b>

**2001 Housing Set-aside Tax Allocation Bonds Original Issue - \$11,275,000** - Repayment is secured by the 20% of future tax increment that must be set-aside for low and moderate-income housing projects. Final maturity is in September 2031.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	370,000	399,716
2012	385,000	384,376
2013	400,000	367,935
2014	420,000	350,195
2015	435,000	331,168
2016-2020	2,505,000	1,324,596
2021-2025	1,930,000	720,419
2026-2030	1,500,000	397,000
2031-2032	660,000	26,250
<b>Total</b>	<b>8,605,000</b>	<b>4,301,655</b>

**2002 Lease Revenue Refunding Bonds, Series B (Public Facilities Project) \$19,205,000**  
**2005 Lease Variable Rate Lease Revenue Refunding Bonds 2005 - Series C \$2,735,000**

This was composed of Series A \$2,690,000 Taxable Variable Lease Revenue Refunding Bonds and Series B \$19,205,000 Variable Rate Lease Revenue Refunding Bonds (Series B). Series A bonds were subject to mandatory redemption on September 1, 2005. It was refunded and to that end the Authority issued the Variable Rate Lease Revenue Refunding Bonds (Series C) for \$2,735,000

Principal on Series B bonds are due annually beginning September 1, 2006; the bond matures on September 30, 2035. Series C bonds are subject to mandatory redemption in part of September 1 of years indicated below.

**Series B**

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	455,000	Variable
2012	470,000	Variable
2013	480,000	Variable
2014	495,000	Variable
2015	510,000	Variable
2016-2020	2,800,000	Variable
2021-2025	3,240,000	Variable
2026-2030	3,760,000	Variable
2031-2035	4,355,000	Variable
2036	950,000	Variable
<b>Total</b>	<b>17,515,000</b>	<b>Variable</b>

**Series C**

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	60,000	Variable
2012	65,000	Variable
2013	65,000	Variable
2014	70,000	Variable
2015	70,000	Variable
2016-2020	410,000	Variable
2021-2025	490,000	Variable
2026-2030	590,000	Variable
2031-2035	720,000	Variable
<b>Total</b>	<b>2,540,000</b>	<b>Variable</b>

**2003 West Covina Public Financing Authority Lease Revenue Bonds, Series A (Community Center Project) \$3,625,000** - Bonds are payable from the revenues consisting primarily of lease payments to be made by the City of West Covina to the WC Public Financing Authority. Interest ranges from 1.6% to 5.45%. Maturity is in August 2023.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	150,000	136,535
2012	155,000	130,128
2013	160,000	123,195
2014	170,000	115,685
2015	175,000	107,663
2016-2020	1,005,000	398,502
2021-2024	1,010,000	110,648
<b>Total</b>	<b>2,825,000</b>	<b>1,122,356</b>

**2004 West Covina Public Finance Authority Lease Revenue Bonds, Series A and B (Golf Course Project) \$13,500,000** – This is composed of Series A (\$8,165,000) and Series B (\$5,335,000) bonds issued in August 2004 to provide financing for grading and infrastructure relating to City’s proposed municipal golf course. The bonds bear interest at a variable rate reset weekly and at a fixed rate after the fixed rate conversion date. Final maturity date is May 1, 2034.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2011	290,000	Variable
2012	300,000	Variable
2013	310,000	Variable
2014	325,000	Variable
2015	345,000	Variable
2016-2020	1,965,000	Variable
2021-2025	2,450,000	Variable
2026-2030	3,080,000	Variable
2031-2034	3,025,000	Variable
<b>Total</b>	<b>12,090,000</b>	<b>Variable</b>

**Big League Dreams Project, \$10,710,000 Lease Revenue Bonds, 2006 Series A, \$7,295,000 Lease Revenue Bonds, 2006 Series B (Taxable)** - Issued to provide funds for the construction and equipping of the West Covina Big League Dreams Sports Park. Series A Bonds are payable from base rental payments from Series A Site (six replica stadiums, a multi-sport pavilion, restaurants, batting cages, playgrounds and administration and maintenance facilities). Series B Bonds are payable from rental payments for Series B Site (comprised of the North Parking Structure located at the West Covina Civic Center Complex).

<b>Year-ending June 30</b>	<b>Series A Principal</b>	<b>Series A Interest</b>	<b>Series B Principal</b>	<b>Series B Interest</b>
2011	20,000	524,483	60,000	438,437
2012	45,000	523,683	80,000	435,203
2013	65,000	521,882	100,000	430,875
2014	80,000	519,282	115,000	425,424
2015	100,000	516,082	135,000	419,134
2016-2020	865,000	2,502,660	940,000	1,956,690
2021-2025	1,910,000	2,210,800	1,275,000	1,633,248
2026-2030	2,580,000	1,660,500	1,725,000	1,195,729
2031-2035	3,775,000	948,000	2,315,000	605,179
2036	1,270,000	63,500	550,000	33,385
<b>Total</b>	<b>9,290,000</b>	<b>9,990,872</b>	<b>7,295,000</b>	<b>7,573,304</b>



# STATISTICAL INFORMATION

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The City of West Covina was incorporated in 1923 to prevent the City of Covina from establishing a sewage farm within the current city boundaries. The 507 residents of the area banded together to maintain local control of their land. Walnut and orange groves continued to flourish during the following decades.

The City of West Covina began the second-half of the 20th century with exciting new developments and projects. The City Hall and Police facility were built in 1969 as an example of a Joint Powers Authority in the County of Los Angeles. The Civic Center Joint Powers Authority, consisting of the County of Los Angeles and the City of West Covina, also completed a three-level parking structure in the Civic Center complex. The Civic Center complex includes the Los Angeles County Regional Library, the Citrus Municipal Court building and the City Hall offices.

The city is substantially “built out” with few major vacant development sites remaining. The city is a residential and commercial center with limited industry. Retail merchandising is the principal business activity. Large corporations have been attracted to the San Gabriel Valley due to:

- Accessible freeways
- Available skilled labor pool
- Affordable housing
- Strong clientele base
- Competitive land prices and rental rates

## Government Organizational Structure

West Covina is a full-service, general-law city, providing police and fire services as well as street maintenance and repair, building and engineering, planning, and parks and recreational activities. The City Manager is the chief administrator of all city services and oversees the functioning of the City on a daily basis in accordance with policies established by the City Council. The City Manager is appointed by the City Council.

As a general-law city, West Covina operates through the Council-Manager form of municipal government. The five City Council members are elected at large to overlapping terms of four years and annually select one of their members to serve as Mayor. The City Council is the legislative body responsible for the overall policies and direction for the City. They are the citizens' representatives in local government. The City Council appoints residents to serve on several commissions.

## Population and Housing

According to the Department of Finance, historical census shows the city population at 769 in 1930, 4,499 in 1950, 68,034 in 1970, 80,291 in 1980 and 96,086 in 1990. This increased to 105,080 in 2000, and January 2009 estimates are at 112,648.

In 2015 city population is projected to be about 114,120, according to Claritas, Inc., a marketing information resources company. Residential areas within the city are comprised primarily of single-family detached housing. There are a few pockets of apartment and condominium/town home developments. In 2010 Claritas, Inc.

estimates that the tenure of occupied housing units are 68.61% owner-occupied and 31.39% renter-occupied. One-unit attached and detached structures account for 76.38% of West Covina’s housing. About 22.59% consist of multiple – unit dwellings, and the remaining 1.03% are mobile homes/trailers, RV, etc. The 2010 estimated median for all owner-occupied housing value is \$373,940.

The residential areas are generally well-maintained, middle-class neighborhoods. Because the city is substantially “built out,” future population growth is not expected to be dramatic. The City plans to invest redevelopment-housing funds into certain residential areas over the next ten years. This redevelopment is not expected to significantly alter the city’s population.

**Personal Income and Demographics**

According to data supplied by Claritas, Inc., the 2010 estimated average household income within the five-mile radius of the Civic Center is \$74,926. The median household income for this five-mile trade area is \$61,876, with 60% of households having incomes of \$50,000 and over. The 2010 estimated median household income for the City is higher at \$70,544. The 2010 estimated citywide average household income is \$85,017. Citywide, 66.3% of all households have incomes \$50,000 and over.

The 2010 estimated base population for the five-mile trade area is 537,813 and base population of 248,979 within a three-mile trade area. In 2015 it is projected to increase to 557,131 and 257,335 respectively.

**2010 Estimated Households by Household Income**

**PERCENT OF HOUSEHOLDS**

<b><u>Annual Household Income</u></b>	<b><u>West Covina</u></b>	<b><u>Los Angeles County</u></b>
Less than \$15,000	6.39	12.63
\$15,000 - \$24,999	6.02	9.87
\$25,000 - \$34,999	7.85	9.81
\$35,000 - \$49,999	13.43	13.60
\$50,000 - \$74,999	19.84	17.58
\$75,000 or more	<u>46.47</u>	<u>36.81</u>
<b>Total</b>	<b><u>100.0%</u></b>	<b><u>100.0%</u></b>

Source: 2010 Claritas, Inc.

**2010 Est. Civilians Employed**  
(Population 16+ -- By Occupation)

<u>Classification</u>	<u>Percent</u>
Architect/Engineer	1.88%
Arts/Entertainment	1.87%
Building Grounds Maintenance	2.51%
Business / Financial Ops	5.06%
Community / Social Services	1.65%
Computer / Mathematical	1.64%
Construction/Extraction	5.03%
Education/Training/ Library	5.20%
Farm/ Fish/ Forestry	0.08%
Food Preparation/Serving	4.34%
Health Practitioner	4.44%
Healthcare Support	2.02%
Maintenance Repair	3.86%
Legal	0.75%
Life / Phys / Soc Science	0.51%
Management	8.81%
Office/Admin Support	19.13%
Production	6.06%
Protective Svcs	2.14%
Sales/Related	12.86%
Personal Care/Svc	3.30%
Transportation/Moving	6.84%
Source: 2010 Claritas, Inc.	

**Type And Mix Of Business In West Covina**

<u>Classification</u>	<u>Percent</u>
Services	46.11%
Retail/Trade	27.85
Finance/Insurance/Real Estate	11.95
Construction	04.00
Wholesale/Trade	03.39
Transportation, Communications and Public Utilities	02.58
Manufacturing	01.89
Public Administration	01.50
Agriculture, Forest/Fishing	<u>00.73</u>
<b>Total</b>	<b>100.00%</b>
Source: 2003 Claritas, Inc	

**Major West Covina Employers**

<b>Firm Name</b>	<b>Number of Employees</b>
Queen of the Valley Campus	1,782 *
West Covina Unified School District	1,223 **
City of West Covina	482
Target Store #T1028 & #T2147	404
Macy's	271
SGV Newspaper Group	264
J C Penney Corp Inc #1505-7	257
Interspace/Concorde Battery	206
B. J.'s Restaurant and Brewery	201
Sears Roebuck and Company	145

Source: City of West Covina Finance Department - June 2010

\* Reported as of June 2010

\*\*Reported as of August 2009

**Unemployment Rates**

<u>Year</u>	<u>West Covina <sup>1)</sup></u>	<u>L.A. County <sup>1)</sup></u>	<u>California <sup>2)</sup></u>	<u>United States <sup>2)</sup></u>
2000	3.6	5.4	4.9	4.0
2001	3.8	6.6	5.4	4.7
2002	4.6	6.8	6.7	5.8
2003	4.7	7.0	6.5	6.0
2004	5.6	6.6	6.2	5.5
2005	4.5	5.3	5.4	5.1
2006	4.1	4.7	4.9	4.6
2007	4.4	5.0	5.4	4.6
2008	6.6	7.5	7.2	5.8
2009	10.2	11.6	11.4	9.3
2010 ( April)	10.5	11.9	12.6	9.9

Sources: 1) Employment Development Department, Labor Market Information Division; 2) U. S. Dept. of Labor, Bureau of Labor Statistics

## **Transportation**

The city's close proximity to several major sources of transportation gives the residents access to regional, national and international markets.

The Ontario International Airport is located 20 miles east of the city and is serviced by most domestic carriers. The Los Angeles International Airport is located 40 miles west of the City.

The Metropolitan Transit District serves the city locally with two routes. West Covina serves as a transit hub for bus service within the San Gabriel Valley. Together, the nationally award-winning Foothill Transit District and the Los Angeles County Metropolitan Transportation Authority (MTA), provide over 400 bus arrivals and departures in West Covina daily. These buses serve express and local routes throughout West Covina and the greater Los Angeles County area.

The city is served by two Metrolink train stations in the nearby cities of Covina and Baldwin Park. Metrolink provides daily light-rail commuter train service between residential and major commercial areas within Los Angeles, Riverside, San Bernardino and Ventura Counties.

The City also offers local shuttle bus service, providing convenient connections between regional malls, Civic Center, Senior Citizens' Center, regional hospital facilities and the Baldwin Park Metrolink train station.

West Covina enjoys easy access to the Los Angeles Freeway System. A major freeway, Interstate 10 (the San Bernardino Freeway) runs through the northern section of the city. The following major freeways also serve the city:

State Highway 60 (Pomona Freeway) to the south;  
Interstate 605 (San Gabriel Valley River Freeway) to the West; and  
State Highway 57 (Orange Freeway) to the east.

## **Education**

The West Covina Unified School District (WCUSD) serves more than 10,000 students in 8 elementary schools, 3 middle schools, 2 high schools (including one alternative) and 2 charter schools. There are numerous private preschools and elementary schools within the City.

According to the Bureau of Census, school enrollment in 2000 totaled 33,792: 40.8 % in elementary, 21.3 % in high school, 28% in college/graduate school and the remainder in preschool/kindergarten.

Within a 30-mile radius of West Covina are many educational facilities of all levels. With a selection from nearby universities and community colleges, residents have a wide choice to continue or complete their education, including:

### **Community Colleges**

- Citrus Community College
- Mount San Antonio College
- Rio Hondo Community College
- Whittier Community College
- Pasadena City College

### **Four Year Universities**

While there are no Universities within the city, there are a number of universities located several miles nearby. They are as follows:

- Azusa Pacific University
- California State Polytechnic University, Pomona
- California State University:  
    Los Angeles  
    Fullerton
- Claremont McKenna College
- Claremont School of Theology
- Immaculate Heart College
- Occidental College
- Osteopathic School of Medicine
- Pitzer College
- Pomona College
- University of La Verne
- Woodbury University

**Education**

2010 Estimate

Education of City Residents (25 and over)

Graduate or Professional Degree	6.77%
Bachelor’s Degree	19.46%
Associates Degree	9.64%
Some College, No Degree	23.32%
High School Graduate ( or GED).	24.81%
Some High School, no diploma	8.83%
Less than 9th Grade	<u>7.17%</u>

**Total** 100.00%

Source: 2010 Claritas, Inc.

**Community Facilities**

West Covina has five medical facilities and one trauma center. There are over 200 physicians and surgeons, ten chiropractors, and fifty dentists and orthodontists serving the community. Hospitals providing health care include Citrus Valley Health Partners (three facilities), Kaiser Permanente Medical Group and Doctor’s Hospital of West Covina.

There are seventeen developed parks and two recreation centers with programs for sports and recreation. The Senior Citizens’ Center houses the City’s senior welfare programs and hosts tournaments, trips and social gatherings. In February 2004 the construction of the 24,000 square - foot Cameron Community Center and Gymnasium was completed. In October 2007, the City celebrated the dedication of the 27-acre Big League Dreams Sports Complex. It has six replica baseball fields/stadiums ( Angel, Dodger, Fenway, Tiger, Wrigley and Yankees ), two children’s playgrounds, nine station batting cage, two restaurants and a covered pavilion.

Because of the city’s central location, many attractions, including mountain and beach resorts, are all within an hour’s drive.

**DEMOGRAPHICS**

West Covina’s population growth has leveled off in the 1990s now that the city is essentially “built out”. The 2000 U.S. Census has the city’s population at 105,080 residents. Some significant trends have developed with respect to the population mix in recent years. The median age has been rising due to relatively fewer school-age children (5-19) and young adults (20-24) with relatively more adults (25-44) and elderly (65+). Also, the minority population has increased to 77% of the total population, with significant increases in the number of Hispanic, Asian and African-American residents. To accommodate these changes, the City has stressed programs for seniors and participated in events that promote cultural diversity.

**City of West Covina Ethnicity: 1980, 1990 and 2000**

	<b>1980</b>		<b>1990</b>		<b>2000</b>	
<b>Ethnicity/Race</b>	<b>Population</b>	<b>%</b>	<b>Population</b>	<b>%</b>	<b>Population</b>	<b>%</b>
Hispanic	16,854	21.0	33,253	34.6	48,051	45.7
White	52,046	64.8	38,831	40.4	24,124	23.0
African-American	4,517	5.6	7,763	8.1	6,314	6.0
Native-American	277	0.4	343	0.4	304	0.3
Asian and Pacific Islanders	3,029	3.8	15,675	16.3	23,715	22.6
Other	3,568	4.4	221	0.2	196	0.2
Two or More Races	N/A	-	N/A	-	2,376	2.2
<b>Total Population</b>	<b>80,291</b>	<b>100.0</b>	<b>96,086</b>	<b>100.0</b>	<b>105,080</b>	<b>100.0</b>

Sources: 1980, 1990, 2000 U.S. Census Bureau reports. For the 2000 Census, the U.S. Census Bureau began separating “Two or More Races.”

**City of West Covina Characteristics of Population 1970-2000**

<b>Age</b>	<b>1970</b>		<b>1980</b>		<b>1990</b>		<b>2000</b>	
	<b>Population</b>	<b>%</b>	<b>Population</b>	<b>%</b>	<b>Population</b>	<b>%</b>	<b>Population</b>	<b>%</b>
0-4	4,919	8.0	6,082	7.6	7,807	8.1	8,013	7.6
5-9	3,935	5.8	5,890	7.3	7,230	7.5	8,775	8.4
10-14	7,536	11.1	6,501	8.1	7,116	7.4	8,357	8.0
15-19	6,556	9.6	8,402	10.5	7,424	7.7	7,807	7.4
20-24	4,020	5.9	8,074	10.0	7,951	8.3	7,511	7.1
25-34	8,148	22.2	14,170	17.6	17,403	18.1	15,683	14.9
35-54	19,580	15.0	10,215	12.7	15,250	25.9	29,779	28.3
55-64	3,930	5.8	7,335	9.2	7,904	8.2	8,276	7.9
65-74	1,590	2.3	3,011	3.8	5,589	5.8	6,133	5.8
75+	981	1.4	1,464	1.8	2,768	2.9	4,746	4.5
<b>Total</b>	<b>61,195</b>	<b>100.0</b>	<b>80,291</b>	<b>100.0</b>	<b>96,086</b>	<b>100.0</b>	<b>105,080</b>	<b>100.0</b>
Male	33,830	49.7	39,751	49.5	47,137	49.0	51,019	48.6
Female	34,204	50.3	40,540	50.5	48,949	51.0	54,061	51.4
Median Age	*		29.4		31.1		32.7	

Source: 1970, 1980, 1990, and 2000 U.S. Census.

\* Median age was not reported in 1970 Census.

**City of West Covina and Los Angeles County Household Type: 2000**

<b><u>West Covina</u></b>		
Household Type	No. of Households	Percentage
Families	25,261	80.4
Non Family	6,150	19.6
<b>Total</b>	<b>31,411</b>	<b>100.0</b>

<b><u>Los Angeles County</u></b>		
Household Type	No. of Households	Percentage
Families	2,136,977	68.2
Non Family	996,797	31.8
<b>Total</b>	<b>3,133,774</b>	<b>100.0</b>

Source: 2000 U.S. Census.

**FINANCIAL TREND INDICATORS**

**A. Real Growth In Per Capita Operating Budget**

From fiscal year 1988-1989 to fiscal year 2008-2009, the operating budget in 1988 constant dollars increased 13% or 0.62% annually. This was achieved despite a severe recession and the loss of about \$4 million annually in landfill revenues. In addition, the State of California mandated the reallocation of over \$1 million in annual property tax revenue to other local governments. During this period, there has been a significant shift away from the General Fund toward restricted funds.

Budget constraints have resulted in per capita spending that fluctuated over the years. Nevertheless, the level and quality of services have not been significantly impacted thanks to increased efficiencies in the delivery of City services.

FISCAL YEAR	ADOPTED OPERATING BUDGET	CPI (1)	OPERATING BUDGET IN 1988 CONSTANT DOLLARS	INCREASE (DECREASE) IN OPERATING BUDGET IN 1988 CONSTANT DOLLARS	POPULATION (2)	PER CAPITA OPERATING BUDGET IN 1988 CONSTANT DOLLARS
1987-1988		116.5				
1988-1989	36,625,840	122.0	34,974,675	-	94,229	371
1989-1990	41,350,719	128.7	37,430,915	7.02%	96,086	390
1990-1991	43,978,520	135.0	37,951,834	1.39%	96,242	394
1991-1992	47,330,010	140.8	39,161,549	3.19%	97,214	403
1992-1993	48,526,570	146.2	38,668,573	(1.26%)	97,204	398
1993-1994	49,964,270	149.7	38,883,350	0.56%	97,252	400
1994-1995	47,158,010	151.3	36,311,356	(6.61%)	98,152	370
1995-1996	47,749,125	154.8	35,935,227	(1.04%)	101,906	353
1996-1997	49,504,173	156.7	36,804,315	2.42%	102,653	359
1997-1998	50,378,580	159.4	36,819,978	0.04%	103,200	357
1998-1999	50,846,640	162.2	36,520,552	(0.81%)	104,800	348
1999-2000	57,583,021	165.4	40,558,780	9.96%	106,500	377
2000-2001	59,494,120	171.0	40,532,545	(0.06%)	105,080	386
2001-2002	58,861,598	178.9	38,330,778	(5.43%)	106,379	360
2002-2003	58,885,956	181.9	37,714,205	(1.61%)	110,500	341
2003-2004	60,677,602	186.3	37,943,857	0.61%	111,400	341



<b>FISCAL YEAR</b>	<b>ADOPTED OPERATING BUDGET</b>	<b>CPI (1)</b>	<b>OPERATING BUDGET IN 1988 CONSTANT DOLLARS</b>	<b>INCREASE (DECREASE) IN OPERATING BUDGET IN 1988 CONSTANT DOLLARS</b>	<b>POPULATION (2)</b>	<b>PER CAPITA OPERATING BUDGET IN 1988 CONSTANT DOLLARS</b>
2004-2005	68,406,638	193.4	41,206,687	8.60%	113,000	365
2005-2006	67,704,629	200.7	39,300,254	(4.63%)	113,000	348
2006-2007	70,628,762	211.1	38,977,976	(0.82%)	112,459	347
2007-2008	73,716,834	217.273	39,526,362	1.41%	112,953	350
2008-2009	74,384,689	229.033	37,836,540	(4.28%)	112,666	336
2009-2010	75,942,498	223.906	39,513,461	4.43%	112,648	351

(1) CPI: This is the Consumer Price Index - All Urban Consumers, not seasonally adjusted, as of June, Los Angeles-Riverside-Orange County, CA. Source: Bureau of Labor Statistics.

(2) Source for City of West Covina population is State of CA Department of Finance.

## **B. Real Growth In Police Department Budget**

In constant dollars, the Police Department budget has grown by 49.4% from fiscal year 1988-1989 to fiscal year 2009-2010 or an average of 2.35% annually. This was greater than the 0.62% average annual growth in the annual operating budget. The increase in the Police Department's budget reflects the City Council's commitment to public safety. Though police operations are primarily funded from the City's General Fund, an active grants solicitation program has reduced the impact on the City's General Fund.

<b>FISCAL YEAR</b>	<b>ADOPTED POLICE BUDGET</b>	<b>CPI (1)</b>	<b>POLICE BUDGET IN 1988 CONSTANT DOLLARS</b>	<b>INCREASE (DECREASE) IN POLICE BUDGET IN 1988 CONSTANT DOLLARS</b>
1987-1988		116.5		
1988-1989	11,024,470	122.0	10,527,465	-
1989-1990	12,148,846	128.7	10,997,207	4.46%
1990-1991	12,853,840	135.0	11,092,388	0.87%
1991-1992	14,305,650	140.8	11,836,706	6.71%
1992-1993	14,609,600	146.2	11,641,713	(1.65%)
1993-1994	15,155,100	149.7	11,794,049	1.31%
1994-1995	14,526,240	151.3	11,185,109	(5.16%)
1995-1996	15,016,390	154.8	11,301,095	1.04%
1996-1997	16,131,781	156.7	11,993,315	6.13%
1997-1998	15,963,770	159.4	11,667,373	(2.72%)
1998-1999	15,490,280	162.2	11,125,879	(4.64%)
1999-2000	16,157,660	165.4	11,380,698	2.24%
2000-2001	18,185,140	171.0	12,389,291	8.14%
2001-2002	17,791,106	178.9	11,585,600	(6.49%)
2002-2003	19,373,565	181.9	12,408,028	7.10%

<b>FISCAL YEAR</b>	<b>ADOPTED POLICE BUDGET</b>	<b>CPI (1)</b>	<b>POLICE BUDGET IN 1988 CONSTANT DOLLARS</b>	<b>INCREASE (DECREASE) IN POLICE BUDGET IN 1988 CONSTANT DOLLARS</b>
2003-2004	21,421,692	186.3	13,395,744	7.96%
2004-2005	23,469,439	193.4	14,137,485	5.54%
2005-2006	24,435,567	200.7	14,184,074	0.33%
2006-2007	25,582,960	211.1	14,118,498	(0.46%)
2007-2008	26,646,979	217.273	14,287,892	1.20%
2008-2009	28,853,965 (2)	229.033	14,831,114	3.80%
2009-2010	30,228,367	223.906	15,728,050	7.16%

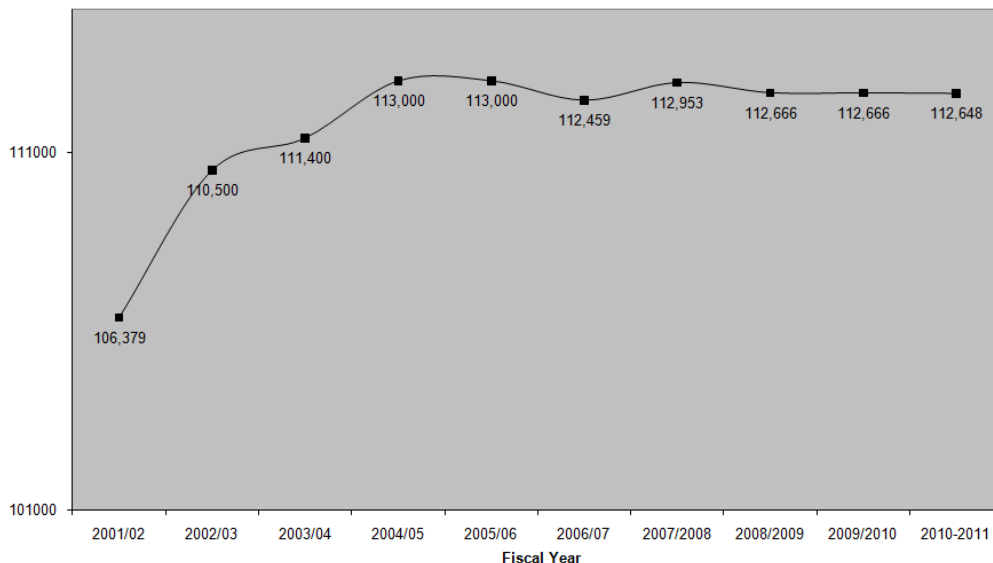
- (1) This is the Consumer Price Index - All Urban Consumers, not seasonally adjusted as of June, Los Angeles - Riverside - Orange County, CA. Source: Bureau of Labor Statistics.
- (2) In FY 08-09 the Communications Department and Environmental Management department are eliminated as a separate departments. The Police Department absorbed the Dispatch division and graffiti abatement program respectively.

### **BUDGET TRENDS**

The City has been able to maintain services, despite increased budget demands, through greater efficiencies and increased resourcefulness. The following charts: population, number of full-time employees, number of department heads and capital improvements, illustrate the City's trends and commitment to reinvesting in the community.

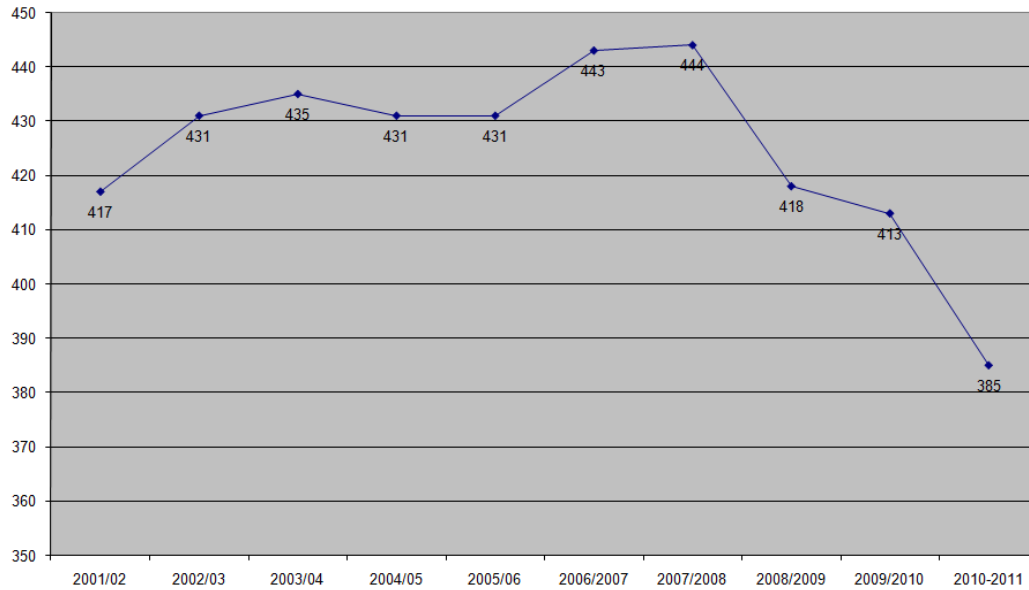
### **POPULATION**

The City's population rose by 7.5% between 2000-2001 and 2005-2006. However, population growth has tapered off.



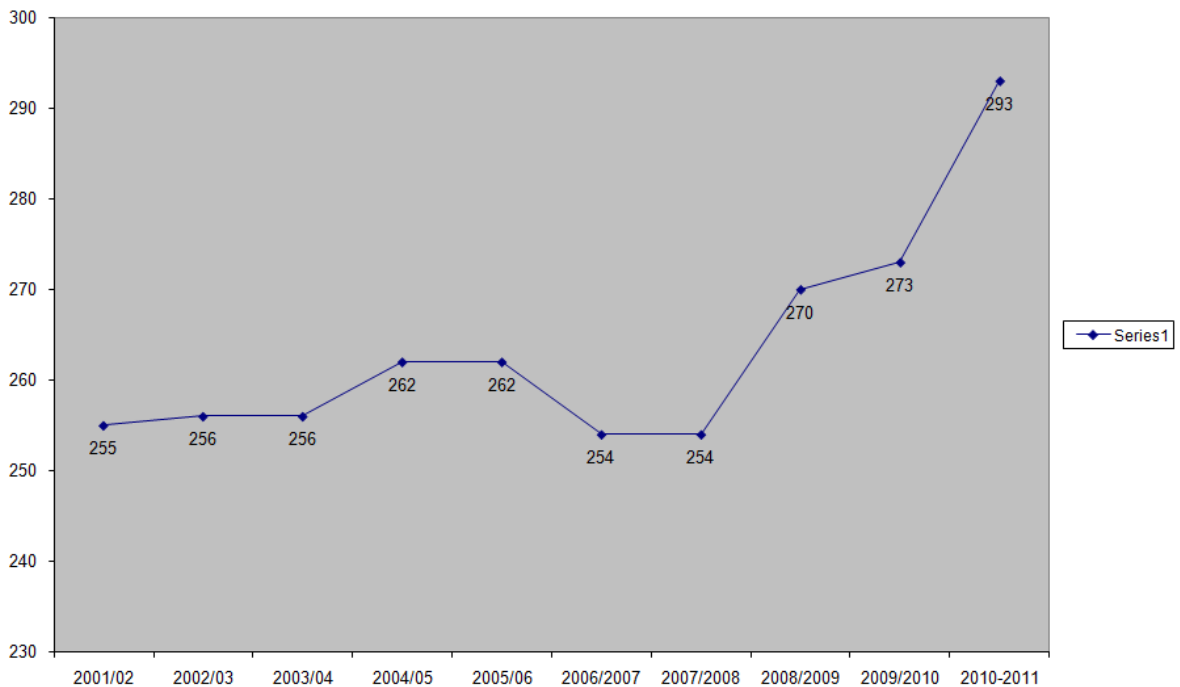
## FULL TIMES EMPLOYEES

In the last ten fiscal years, the number of authorized full-time positions peaked in FY 07-08. It is at the lowest level over the past 10-year period.



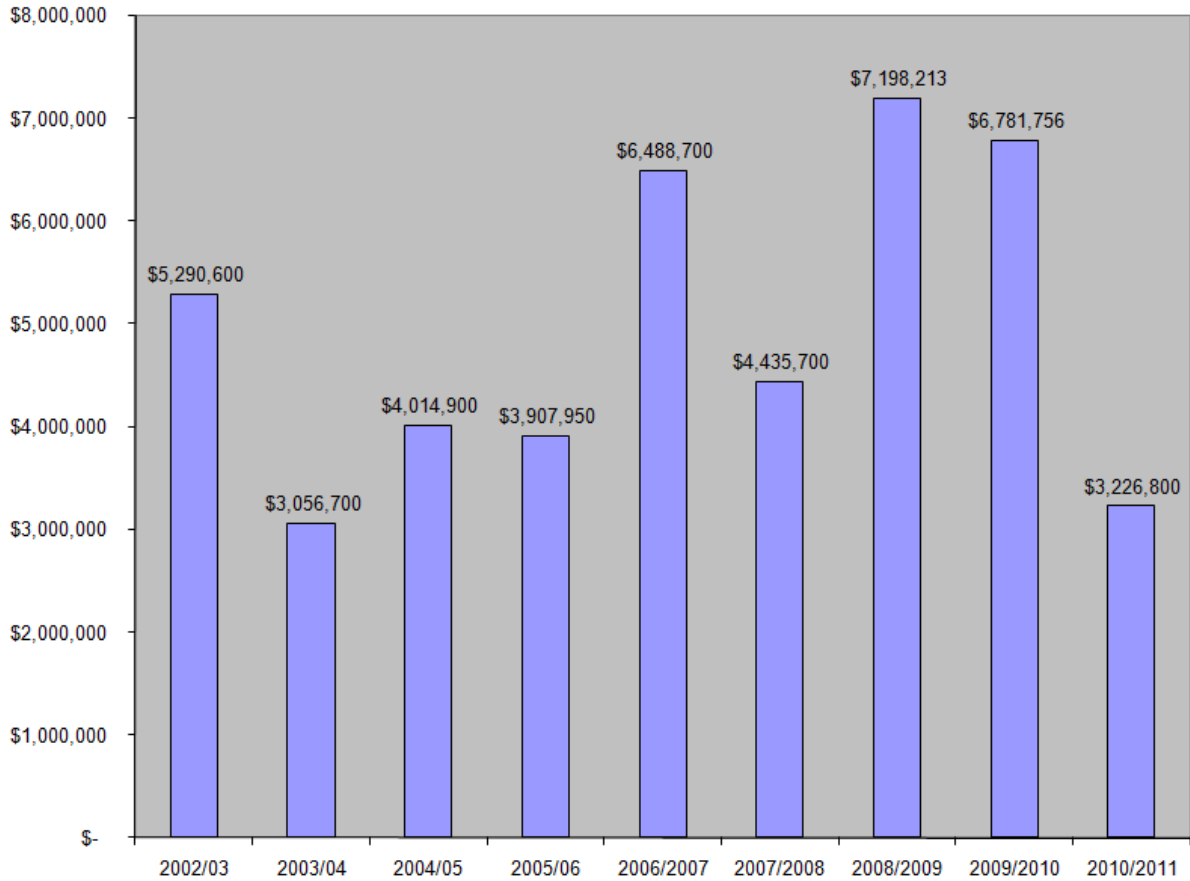
## CITIZENS SERVED PER EMPLOYEE

The ratio of citizens to full-time employees has increased over the past 3 years. In FY 2010-2011, it is 293 to one.

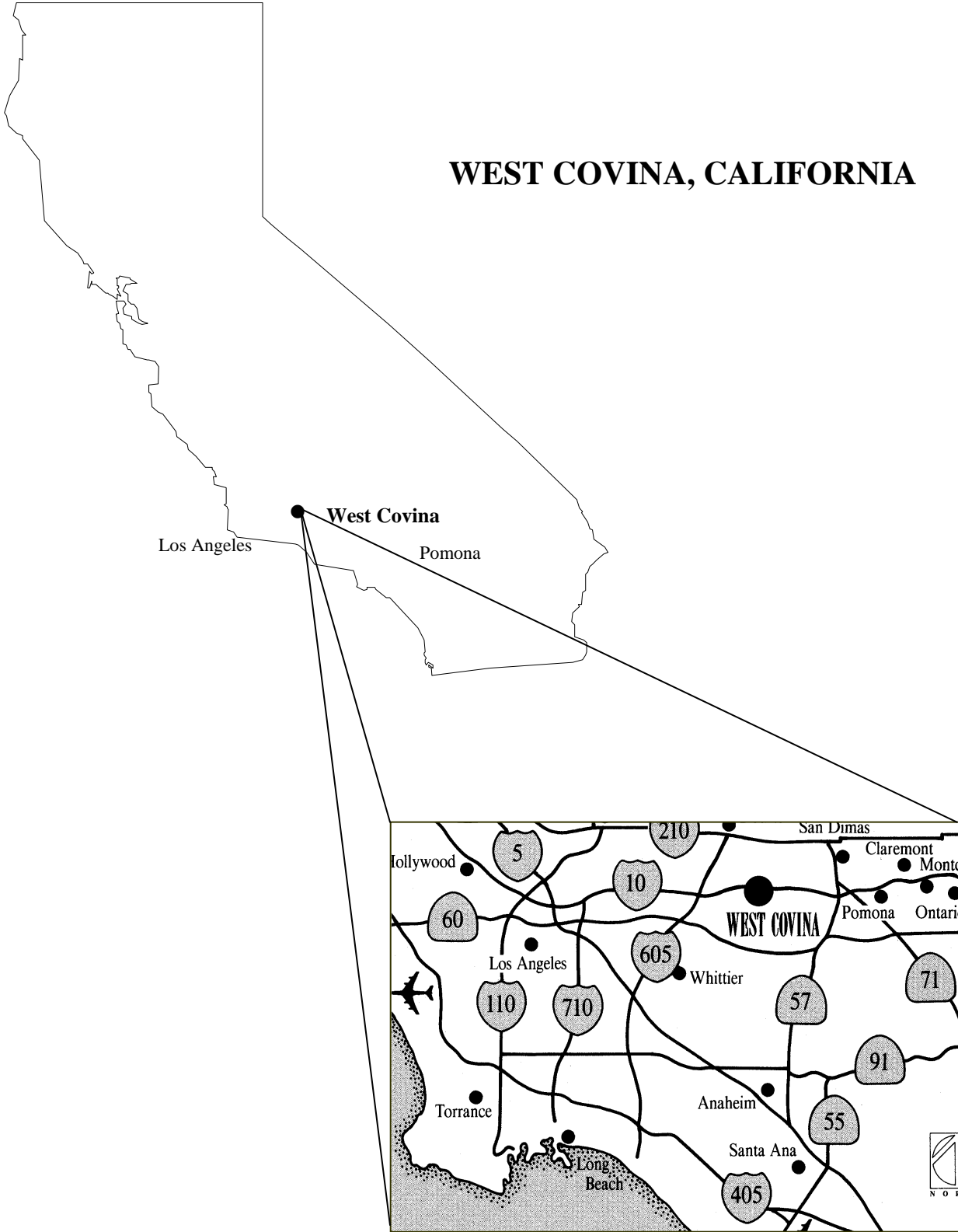


## CAPITAL IMPROVEMENT PROGRAM BUDGET

In fiscal year 2002-2003, the CIP budget was \$5,290,600. The budget of \$3,226,800 for new projects does not include any General Fund monies.



# WEST COVINA, CALIFORNIA



## GLOSSARY

**Accrual Accounting** – Style of accounting in which revenues are recognized when earned and expenses are recognized when they incur. At the end of an accounting period, revenues/expenses are recorded even though cash may not have been received or paid. This differs from cash basis accounting.

**Activity Number** – The account number assigned to a department or a specific function within a department.

**Ad Valorem Tax** – A tax based on the value of the taxable item.

**Appropriation** – An authorization by the City Council to make expenditures and to incur obligations for a specific purpose. An appropriation is usually limited in amount and the time when it may be expended (i.e., fiscal year).

**Assessed Valuation** – A dollar value placed on real estate or other property by Los Angeles County as a basis for levying property taxes.

**Assessments** – Charges made to parties for actual services or benefits received. These are considered Direct Benefit Charge Revenues to the City.

**Audit** – Conducted by an independent Certified Public Accounting (CPA) firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

**Beginning Balance** – Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

**BKK** – A Corporation that operated a landfill in the City that has been a major source of revenue for many years.

**Budget** – A plan of financial operation, listing an estimate of proposed appropriations or expenses and the proposed means of financing them for a particular time-period. The budget is proposed until it has been approved by the City Council. West Covina's adopted budget is for fiscal year 2000-2001 only, except for the Capital Improvement Program, for which funding is for the life of the projects approved.

**Budget Message** – A general discussion of the proposed budget is presented in writing by the City Manager to the City Council. The budget message contains an explanation of the principal budget items and summaries, major issues impacting the budget and challenges facing the City.

**Capital Improvement** – A permanent addition to the City's assets, including the design, construction or purchase of land, buildings or facilities or major renovations of the same.

**Capital Improvement Program (CIP)** – A long-range plan of proposed Capital Improvement Projects with single and multiple-year capital expenditures. The CIP is updated annually. Appropriations for each approved project are presented in the annual budget. Some projects may span more than one fiscal year.

**Consumer Price Index (CPI)** – A measure used to reflect the change in the price of goods and services.

**Contingency:** An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as natural emergencies, federal mandates, shortfalls in revenue, and similar events.

**Debt Service** – The City’s obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

**Deficit** – An excess of expenditures over revenues (resources).

**Department** – An organizational unit which has the responsibility for providing programs, activities and functions in a related field.

**Direct Benefit Charges** – Revenues received by the City from parties or agencies utilizing the services or benefits performed.

**Equipment Outlay** – A budget category which budgets all equipment having a unit-cost of more than \$500 and an estimated useful life of more than one year.

**Encumbrance** – The recording of a legal obligation or commitment to expend resources in the future for a service or item, such as a long-term contract or purchase order. The use of encumbrances helps prevent overspending and provides officials with information on the amount of money remaining to be spent.

**Fees for Services** – Charges paid to the City by users of a service to help support the costs of providing that service.

**Fiscal Year** – From July 1 of one calendar year until June 30 of the next calendar year. The fiscal year is numbered after the calendar year in which the fiscal year ends (FY09 refers to the period July 1, 2001 to June 30, 2009).

**Fiscal Year Objectives** – A specific description of an end result of work standard to be achieved during a fiscal year.

**Expenditure** – The actual spending of funds set-aside by an appropriation.

**Franchise** – The right of license granted to an individual or group to market a company’s goods or services in a particular territory.

**Fund** – An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

**Fund Balance** – The amount of uncommitted financial resources available in a fund after appropriations and reserves.

**Generally Accepted Accounting Principals (GAAP)** - The uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define the accepted accounting practices at a particular time. They include both broad guidelines of general application and detailed practices and procedures. GAAP provides a standard by which to measure financial presentation.

**General Fund** – The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use.

**Goal** – A statement of broad direction, purpose, or intent.

**Grant** – Contributions or gifts of cash or other assets from another entity to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant given by the Federal Government.

**Internal Services Charges** – Charges used to account for the services given to one department to another on a cost-reimbursement basis. These charges are accounted for in a separate fund which is profit and loss oriented.

**Line-Item Budget** – A budget that shows the greatest level of detail.

**Local Enforcement Agency (LEA)** – An agency designated by the City and certified by California Environmental Protection Agency (Cal EPA) Integrated Waste Management Board. The LEA enforces the waste management laws and regulations promulgated by the Cal EPA Integrated Waste Management Board.

**Long-Range Financial Plan** – A course of action set forth by the City Council consisting of several financial components to be implemented over time to provide for the fiscal stability of the City.

**Long-Term Goals** – Statements of high aspirations, usually representing an end result or condition toward which efforts are directed, i.e., meeting the needs of the City as set forth by the elected officials through policy directives.

**Materials and Services** – Expenditures for materials and services that are ordinarily consumed within a fiscal year.

**Modified Accrual Basis** – The method of accounting under which revenues and other resources are recognized when they become susceptible to accrual, that is when they become both “measurable” and “available to finance expenditures of the current period.” Expenditures are recognized when the liability is incurred.

**Non-Restricted Revenues** – Revenues received by the City that can be expended for any governmental activity.

**Objective** – The necessary steps that need to be accomplished to achieve a desired goal.

**Operating Budget** – Annual appropriation of funds for ongoing program costs, including salaries and benefits, materials and services, equipment outlay and debt service.

**Organization Chart** – A pictorial representation of the administrative and functional structure of a City unit.

**Performance Measures** – Data collected regarding program results which indicates the level of achievement of a desired result.

**Personnel Services** – A budgetary category for salaries and benefits for City full and part-time personnel.

**Redevelopment Agency** – An organization formed in 1971 as a separate agency from the City to assist and facilitate the revitalization of certain areas of the city and to promote economic development within the city.

**Resource Management** – A breakdown of the functional areas for each department and an allocation of City resources to those functional areas.



**Restricted Revenues** – Revenues received by the City that must be expended in specific areas or for specific purposes. Restrictions may arise from legal, grant or contractual requirements.

**Revenues** – Money received from taxes, fees, permits, licenses, interest and inter-governmental sources during the fiscal year.

**Salaries and Benefits** – A budget category which accounts for full-time and limited-service employees, over-time expenses and all employee benefits.

**Strategies** – Describes in general terms those actions or activities that will be expedited to achieve the fiscal year objectives.

**Subventions** – That portion of revenues collected by outside agencies on behalf of the City. An example would be Motor Vehicle fees collected by the State.

**Workload Indicators** – A specific measurement used to estimate the level of activity that will be undertaken during a fiscal year in the specific area identified.

**Work Program** – A compilation of a department's or the City's goals, objectives and key workload indicators for the fiscal year. The work program is more detailed than the information provided in the annual budget and is contained in a separate.

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