

RESOLUTION NO. 2023-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR THE CITY OF WEST COVINA, WEST COVINA PUBLIC FINANCING AUTHORITY, WEST COVINA HOUSING AUTHORITY, AND THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY FOR FISCAL YEAR 2023-24

WHEREAS, at its regular meeting on April 18, 2023, the City Council received and filed the proposed Fiscal Year 2023-24 Operating and Capital Improvement Budget, directed that the proposed budget be broadly publicly disseminated, including at Community Budget Workshops on April 26, 2023 and May 1, 2023, and scheduled it for consideration at the June 6, 2023 City Council meeting; and

WHEREAS, on April 26, 2023 and May 1, 2023, the City held Community Budget Workshops regarding the proposed budget; and .

WHEREAS, the City also solicited and received input from the public in the form of an online Budget Survey; and

WHEREAS, at its regular meeting on May 16, 2023, the City Council further considered the proposed budget; and

WHEREAS, the City solicited and received input from the public at the April 18, 2023, April 26, 2023, May 1, 2023, and May 16, 2023 meetings and workshops; and

WHEREAS, the City Manager has presented to the City Council a proposed budget for Fiscal Year 2023-24 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, the City Council of the City of West Covina has considered the proposed budget and input from the public and desires to approve and adopt the Fiscal Year 2023-24 Operating and Capital Improvement Program Budget for the City, West Covina Public Financing Authority, Housing Authority and Successor Agency to the Former West Covina Redevelopment Agency.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Operating and Capital Improvement Program Budget for the City of West Covina, West Covina Public Financing Authority and West Covina Housing Authority for Fiscal Year 2023-24 ("Fiscal Year 2023-24 Budget") is attached hereto as

Exhibit A.

SECTION 2. The Fiscal Year 2023-24 Budget, as prepared and submitted by the City Manager and as modified by the City Council, is hereby approved, adopted and appropriated. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk within thirty (30) days and shall be certified by the City Clerk as having been adopted by this resolution.

SECTION 3. The budget for the Successor Agency to the Former West Covina Redevelopment Agency for Fiscal Year 2023-24, as prepared and submitted by the Executive Director and as modified by the Agency Board Members and included in the Fiscal Year 2023-24 Budget, is hereby approved, adopted and appropriated, on the express condition that said budget be published the same as a separate component of the City of West Covina's budget, and further conditioned on the City of West Covina, its General Fund and all its various other accounting funds are not obligated to finance or fulfill any Successor Agency obligations. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk/Secretary within thirty (30) days and shall be certified by the City Clerk/Secretary as having been adopted by this resolution.

SECTION 4. From the effective date of the Fiscal Year 2023-24 Budget, appropriations may be reallocated from one activity account to another within a fund upon review by the Finance Department and approval of the City Manager or his/her designee, provided there is no change in the scope of service delivery level or increase in the appropriation as approved by the City Council.

SECTION 5. As necessary, appropriations may be made for donations and grants received during the fiscal year up to \$60,000 per source or grantor upon review by the Finance Department and approval of the City Manager or his/her designee. Donations and grant awards with matching requirements, or exceeding \$60,000 from a single source or grantor, require City Council approval.

SECTION 6. The approved budgets for the Capital Improvement Program remain as authorized appropriations for the individual capital projects until these capital projects are completed. Any unexpended authorized appropriations for each capital project is automatically carried over from fiscal year to fiscal year, until the funds of the individual capital project are expended or the capital project is canceled. Following the completion of the individual capital projects, the unexpended appropriations of each completed capital project shall be canceled and the capital projects funding sources shall be released from their unexpended funding commitment.

SECTION 7. The City Council does hereby authorize and approve the number and classification of employees in the respective functions, departments and/or activities set forth in the Schedule of Positions attached hereto as Exhibit B. No increase shall be made in the number of authorized full-time positions without City Council approval. However, the City Manager is authorized to transfer positions within existing position classifications and reorganize departments under the City Manager's authority, if in the

City Manager's judgment such actions will result in a higher degree of efficiency of overall operations of the City.

SECTION 8. At the close of the 2022-23 Fiscal Year, unexpended appropriations in the Operating Budget may be carried forward to the 2023-24 Fiscal Year upon review by the Finance Department and approval of the City Manager or his/her designee for the expense of outstanding purchase commitments and programs.

SECTION 9. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED on this 6th day of June, 2023.



Rosario Diaz
Mayor

APPROVED AS TO FORM



Thomas P. Duarte
City Attorney

ATTEST



Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-51 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 6th day of June, 2023, by the following vote of the City Council:

AYES: Cantos, Diaz, Lopez-Viado, Tabatabai, Wu

NOES:

ABSENT:

ABSTAIN:



Lisa Sherrick
Assistant City Clerk

EXHIBIT A
FISCAL YEAR 2023-24 BUDGET

Exhibit A

City of West Covina,
West Covina Public Financing Authority,
West Covina Housing Authority, and
Successor Agency to the Former West Covina Redevelopment Agency
Fiscal Year 2023-24 Budget

Fund	FY2023-24 Proposed Budget	Adjustments	FY2023-24 Adopted Budget
General Fund (Fund# 110)			
Expenditures			
Administration	1,569,154	-	1,569,154
City Clerk	369,777	-	369,777
Community Development	2,832,565	-	2,832,565
Finance	3,685,801	-	3,685,801
Fire	20,880,808	-	20,880,808
Human Resources	805,967	-	805,967
Police	30,335,622	-	30,335,622
Public Services	6,072,890	-	6,072,890
Expenditures Total	66,552,584	-	66,552,584
Transfers Out	15,199,375	-	15,199,375
Total General Fund	81,751,959	-	81,751,959
Other Funds (Fund# - Name)			
116-State Asset Forfeiture	100,000	-	100,000
117-Equitable Sharing-USDOJ	1,994,339	-	1,994,339
118-Equitable Sharing-Treasury	480,700	-	480,700
119-Air Quality Improvement Trust	226,400	-	226,400
120-Prop A Discretionary	100,000	-	100,000
121-Prop A	3,049,440	-	3,049,440
122-Prop C	2,723,141	-	2,723,141
124-Gasoline Tax	3,611,991	-	3,611,991
127-Police Donations	2,000	-	2,000
128-Transportation Development Act	70,000	-	70,000
129-AB 939	84,715	-	84,715
131-Community Dev. Block Grant	291,511	-	291,511
143-LA County Park Bond	20,200	-	20,200
145-Waste Mgt Enforcement Grant	115,700	-	115,700
146-Senior Meals Program	322,312	-	322,312
149-Used Oil Block Grant	14,710	-	14,710
150-Inmate Welfare	1,500	-	1,500
153-Public Safety Augmentation	1,033,045	-	1,033,045
155-COPS/SLESF	270,650	-	270,650
158-CRV Recycling Grant	28,000	-	28,000
160-Capital Projects	1,030,000	-	1,030,000
161-Construction Tax	20,000	-	20,000
162-Information Technology	323,833	-	323,833

City of West Covina,
West Covina Public Financing Authority,
West Covina Housing Authority, and
Successor Agency to the Former West Covina Redevelopment Agency
Fiscal Year 2023-24 Appropriated Funds

Fund	FY2023-24		FY2023-24
	Proposed Budget	Adjustments	
166-Park Facilities Dev. Impact Fees	99,999	-	99,999
170-PDF A - Del Norte	1,300,000	-	1,300,000
180-Future Street Improvements	171,400	-	171,400
181-Maintenance District #1	616,012	-	616,012
182-Maintenance District #2	457,072	-	457,072
183-WC CSS CFD	103,050	-	103,050
184-Maintenance District #4	1,607,997	-	1,607,997
186-Maintenance District #6	324,946	-	324,946
187-Maintenance District #7	311,866	-	311,866
188-Citywide Maintenance District	2,241,964	-	2,241,964
189-Sewer Maintenance	2,310,834	-	2,310,834
190-Auto Plaza Improvement District	63,520	-	63,520
191-General Plan Update	500,000	-	500,000
197-Measure W Stormwater	790,200	-	790,200
208-Justice Programs (OJP)	100,000	-	100,000
218-Homeland Security Grant	117,577	-	117,577
220-WC Community Svcs Foundation	272,300	-	272,300
224-Measure R	1,429,512	-	1,429,512
232-Non-Federal Grants	500,000	-	500,000
233-Taskforce Reg. Autotheft Prev.	209,968	-	209,968
234-Officer Wellness & Mental Health	65,294	-	65,294
235-Measure M	2,732,810	-	2,732,810
237-SB1 - Road Maintenance Rehab	4,100,000	-	4,100,000
240-Measure H	50,000	-	50,000
242-Sportsplex	905,363	-	905,363
300-Debt Service - City	15,453,591	-	15,453,591
361-Self Insurance General/Auto Liab	3,127,700	-	3,127,700
363-Self-Insurance Workers' Comp	2,054,954	-	2,054,954
365-Fleet Management	1,786,200	-	1,786,200
367-Vehicle Replacement	200,000	-	200,000
368-Retirement Health Savings Plan	4,000	-	4,000
375-Police Enterprise	685,998	-	685,998
810-Redevelopment Obligation Ret.	3,252,488	-	3,252,488
815-Successor Agency Admin.	250,000	-	250,000
820-Successor Housing Agency	978,145	-	978,145
Total Other Funds	65,088,947	-	65,088,947
Total Expenditures & Transfers	146,840,905	-	146,840,905

EXHIBIT B

FISCAL YEAR 2023-24 SCHEDULE OF POSITIONS

Exhibit B

City of West Covina

FY 2023-24 Schedule of Positions

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimate	FY 2023-24 Proposed	Change
Administration					
Full-Time					
Administrative Assistant II	1	0	0	0	0
Assistant City Manager	1	2	2	2	0
City Manager	1	1	1	1	0
Exec Assistant To City Manager	1	1	1	1	0
Sr Administrative Assistant	0	1	1	1	0
Full-Time Total	4	5	5	5	0
Administration Total	4	5	5	5	0
City Clerk					
Full-Time					
Assistant City Clerk	1	1	1	1	0
Deputy City Clerk	1	1	1	1	0
Part-Time					
Intern	1	1	1	1	0
Part-Time Total	1	1	1	1	0
City Clerk Total	3	3	3	3	0
Community Development					
Full-Time					
Administrative Assistant I	1	1	2	2	0
Code Enforcement Director	0	0	0	1	1
Code Enforcement Manager	1	1	1	0	-1
Code Enforcement Officer	0	0	4	4	0
Code Enforcement Supervisor	1	1	1	1	0
Econ Dev Housing Manager	1	1	1	1	0
Econ Dev Project Coordinator	1	1	2	1	-1
Econ Dev Project Manager	0	0	0	1	1
Economic Dev Specialist	1	1	0	0	0
Planning Assistant	2	1	1	1	0
Planning Associate	0	1	1	1	0
Planning Manager	1	1	1	1	0
Sr Administrative Assistant	2	2	1	1	0
Part-Time					
Code Enforcement Officer	2	14	6	7	1
Office Aide III	0	1	1	1	0
Planning Aide	0	0	1	1	0
Planning Intern	0	1	1	1	0
Part-Time Total	2	16	9	10	1
Community Development Total	13	27	24	25	1

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimate	FY 2023-24 Proposed	Change
Finance					
Full-Time					
Account Clerk	1	1	1	1	0
Accountant	4	2	2	2	0
Accounting Technician	1	0	0	0	0
Administrative Assistant I	1	0	0	0	0
Assistant Finance Director	1	1	1	1	0
Communications Technician	1	0	0	0	0
Computer Services Technician	1	1	1	1	0
Finance Director	1	1	1	1	0
GIS Analyst	0	0	1	1	0
Information Tech Analyst I	1	1	1	1	0
Information Technology Manager	1	1	1	1	0
Payroll Specialist	0	2	2	2	0
Purchasing Manager	1	1	1	1	0
Senior Account Clerk	1	1	1	1	0
Senior Accountant	0	1	1	1	0
Sr Administrative Assistant	0	1	1	1	0
Part-Time					
Cable Production Assistant	0	1	1	1	0
Intern - It	0	2	1	1	0
Management Analyst I	2	1	0	0	0
Sr Communications Technician	0	1	1	1	0
Part-Time Total	2	5	3	3	0
Finance Total	17	19	18	18	0
Fire					
Full-Time Sworn					
Assistant Fire Chief	3	3	3	3	0
Fire Captain	15	16	15	15	0
Fire Chief	1	1	1	1	0
Fire Engineer	15	15	15	15	0
Firefighter	3	9	9	9	0
Firefighter/Paramedic	33	27	27	27	0
Full-Time					
Administrative Aide	1	2	2	2	0
Fire Protection Specialist	1	1	1	1	0
Management Analyst I	1	0	1	1	0
Senior Account Clerk	1	0	0	0	0
Sr Administrative Assistant	1	1	1	1	0
Full-Time Total	5	4	5	5	0
Part-Time					
Fire Protection Specialist	0	1	2	1	-1
Part-Time Total	0	1	2	1	-1
Fire Total	75	76	77	76	-1

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimate	FY 2023-24 Proposed	Change
Human Resources					
Full-Time					
Administrative Assistant II	1	1	0	0	0
Human Resources Analyst I	1	0	1	1	0
Human Resources Director	1	1	1	1	0
Human Resources Manager	0	1	1	1	0
Human Resources Technician	1	1	0	0	0
Sr. Human Resources Technician	0	0	1	1	0
Part-Time					
Intern	0	0	1	1	0
Part-Time Total	0	0	1	1	0
Human Resources Total	4	4	5	5	0
Police					
Full-Time Sworn					
Corporal	17	17	17	17	0
Lieutenant	6	6	6	6	0
Officer	53	57	61	61	0
Police Captain	2	2	2	2	0
Police Chief	1	1	1	1	0
Police Officer Recruit	0	6	2	2	0
Sergeant	13	13	13	13	0
Full-Time					
Administrative Assistant I	1	0	0	0	0
Code Enforcement Supervisor	1	1	1	1	0
Communications Manager	1	1	1	1	0
Communications Supervisor	4	4	4	4	0
Community Services Officer	11	8	8	8	0
Criminal Justice Res Analyst I	1	1	1	1	0
Forensic Specialist Supervisor	0	1	1	1	0
Jailer	6	6	6	6	0
Lead Jailer	1	1	1	1	0
Police Admin Svcs Manager	1	1	1	1	0
Police Records Manager	0	1	1	1	0
Police Records Specialist I	6	3	3	3	0
Police Records Specialist II	4	4	4	4	0
Police Records Supervisor	1	0	1	1	0
Public Safety Dispatcher	10	8	8	8	0
Sr Administrative Assistant	2	2	2	2	0
Sr Communications Operator	3	4	4	4	0
User Support Specialist	1	1	1	1	0
Victim Advocate	1	1	1	1	0
Full-Time Total	55	48	49	49	0

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimate	FY 2023-24 Proposed	Change
Part-Time					
Administrative Aide	0	3	0	0	0
Office Aide III	0	2	2	2	0
Pd Lieutenant - Level 1 Reserv	0	1	1	1	0
Pd Officer - Level 1	0	1	1	1	0
Pd Reserve Commander	0	1	1	1	0
Pd Reserve Sergeant - Level 1	0	1	1	1	0
Police Background Investigator	0	0	3	3	0
Sr Communications Operator	1	1	1	1	0
Part-Time Total	1	10	10	10	0
Limited Service PT					
Police Cadet	0	7	9	9	0
Limited Service PT Total	0	7	9	9	0
Police Total	148	167	170	170	0
Public Services					
Full-Time					
Administrative Assistant I	2	1	1	1	0
Administrative Assistant II	1	2	2	2	0
Building Maintenance Leadworker	1	1	1	1	0
Community Services Coordinator	2	4	3	3	0
Contract Coordinator	1	0	0	0	0
Electrician I	0	1	1	1	0
Electrician II	1	1	1	1	0
Electrician Leadworker	1	0	0	0	0
Equipment Operator	1	1	1	1	0
Fleet Services Coordinator	1	0	0	1	1
Head Cook	1	1	1	1	0
Maintenance Leadworker	3	0	2	2	0
Maintenance Services Supervisor	1	0	0	0	0
Maintenance Svcs Coordinator	0	3	3	2	-1
Maintenance Worker II	8	17	22	22	0
Maintenance Worker III	1	1	4	4	0
Management Analyst I	1	1	1	1	0
Office Assistant II	0	1	1	1	0
Operations Technician	1	0	0	0	0
Public Services Deputy Director	0	1	1	1	0
Public Services Manager	1	1	1	1	0
Public Services Superintendent	1	1	1	1	0
Recreation Services Supervisor	1	0	1	1	0
Senior Account Clerk	1	0	0	0	0
Senior Maintenance Worker	0	1	1	0	-1
Street Maintenance Supervisor	0	0	0	1	1
Full-Time Total	31	39	49	49	0

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Estimate	FY 2023-24 Proposed	Change
Part-Time					
Assistant Cook	1	1	1	1	0
Maintenance Assistant	0	1	1	1	0
Limited Service PT					
Day Care Director	0	3	3	3	0
Day Care Teacher	0	5	5	3	-2
Office Assistant I	0	0	1	1	0
Recreation Assistant	0	1	0	0	0
Recreation Leader	0	38	35	35	0
Recreation Site Coordinator	0	9	10	10	0
Limited Service PT Total	0	56	54	52	-2
Public Services Total	32	97	105	103	-2
Grand Total	296	398	407	405	-2