

CITY OF WEST COVINA, CALIFORNIA

1444 W. Garvey Avenue South, West Covina CA 91790

ADOPTED BUDGET

for fiscal year

July 1, 2014 - June 30, 2015

CITY COUNCIL

Steve Herfert, Mayor

Fredrick Sykes, Mayor Pro Tem

Mike Spence

James Toma

Corey Warshaw

CITY MANAGER

Christopher J. Chung

EXECUTIVE MANAGEMENT TEAM

Mike Lee, Assistant City Manager

Arnold Alvarez-Glasman, City Attorney

Sue Rush, Assistant City Clerk

Nita McKay, Finance and Administrative Services Director

Jeff Anderson, Planning Director

Dave Faulkner, Police Chief

Bart Brewer & Larry Whithorn, Interim Fire Chief

Shannon Yauchzee, Public Works Director

Christopher Freeland, Community Services Director

TABLE OF CONTENTS

INTRODUCTION

City Manager's Budget Message ----- i

OVERVIEW

Budget Adoption Resolution ----- 1

Combined Fund Summary ----- 4

REVENUE

Revenue tables ----- 7

CITY DEPARTMENTS

Administration ----- 25

City Attorney ----- 39

City Clerk ----- 43

Finance and Administrative Services --- 51

Planning ----- 65

Police ----- 73

Fire ----- 83

Public Works ----- 95

Community Services ----- 111

CAPITAL IMPROVEMENT PROGRAM

Introduction ----- 121

CIP Project Summary ----- 124

Proposed Funding Sources ----- 125

Project Summary by Fund Number ---- 127

Building ----- 128

Energy Efficiency Conservation ----- 130

General ----- 131

Parks ----- 132

Streets ----- 136

Traffic ----- 138

Utilities ----- 139

Vehicles ----- 140

Youth Sports ----- 141

Unfunded Park Improvement Needs --- 142

Unfunded Building Improvement

Needs ----- 145

CIP Funding Sources and Use

Restrictions ----- 148

FULL TIME EQUIVALENTS ----- 151

FINANCIAL POLICIES ----- 155

NON-DEPARTMENTAL &
SUCCESSOR AGENCY ----- 161





June 17, 2014

Honorable Mayor and Members of the City Council of the City of West Covina

I am pleased to present the City of West Covina's adopted Operating and Capital Improvement Program (CIP) Budget for fiscal year 2014-15. This budget document is responsive to the needs of the citizens and business community of West Covina and is designed to provide a comprehensive financial overview of City activities during the next twelve months. The operating budget includes the City's General Fund with a balanced budget for the fiscal year. The document includes departmental mission statements, goals and objectives, accomplishments for the prior fiscal year, performance measures, approved positions, budget issues and organizational charts for fiscal year 2014-15. The departmental goals complement the City-wide goals adopted by the City Council. The document also includes an overview of the City's finances and related budget issues to enhance utilization of this document as a communication device, financial plan, policy tool and operations guide for the City Council and citizens of West Covina. This financial plan incorporates all amendments approved by the City Council at the June 17, 2014 City Council meeting.

The adopted budget has been prepared in accordance with local ordinances, State statutes and professional standards promulgated by the Governmental Accounting Standards Board governing its development. This budget maintains the excellent service levels that our citizenry rightfully expects and clearly reflects the desires of the City Council. We will continue to make the City's priorities and spending plans available to the public by making this publication available for the public's review.

This budget represents the spending plans for the following fund types: General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Funds, Internal Service Funds, Enterprise Fund, and Private Purpose Trust Fund (Successor Agency). The City's financial condition remains stable for Fiscal Year 2014-15, with an improved economy providing increased stability to the City's major revenue sources. For Fiscal Year 2014-15, estimated revenues (including transfers in) on an all funds basis are \$100,573,240, while appropriations (including transfers out) for all budgeted funds are estimated at \$99,952,870. Certain Special Revenue Funds utilize a portion of prior years' accumulated fund balance to pay for multi-year capital improvement projects. These other funds will display expenditures exceeding revenues for this purpose. However, it is recognized that long term financial stability is reliant upon the General Fund's ability to operate within the current year's sources of revenue. Management is committed to producing a balanced General Fund budget and has accomplished this for Fiscal Year 2014-15.

The General Fund, which is the general operating fund of the City, comprises 58.8% of the total appropriations on an all funds basis. The General fund has a balanced budget and is projected to complete fiscal year 2014-15 with an operating surplus of approximately \$128,210.

The Fiscal Year 2014-15 Operating and CIP Budget provides for the utilization of resources in the amount of \$103,450,320, which includes the utilization of existing fund balances in the amount of \$2,877,080 on an all funds basis. This is summarized in the table below.

	General Fund	All Other Funds	Total
2014-15 Estimated Revenues	\$ 54,702,330	\$ 40,872,300	\$ 95,574,630
2014-15 Transfers In	\$ 2,557,520	\$ 2,441,090	\$ 4,998,610
2014-15 Utilization of Fund Balances	\$ -	\$ 2,877,080	\$ 2,877,080
Total 2014-15 Resources	\$ 57,259,850	\$ 46,190,470	\$ 103,450,320
2014-15 Appropriations	\$ 55,786,250	\$ 39,168,010	\$ 94,954,260
2014-15 Transfers Out	\$ 1,345,390	\$ 3,653,220	\$ 4,998,610
2014-15 Net Resources over Expenditures	\$ 128,210	\$ 3,369,240	\$ 3,497,450

The budget continues the dedicated work of numerous staff hours to produce a budget that continues implementation of organizational efficiencies, cost saving measures including staffing reorganizations, contract revisions, and detailed line item reviews.

General Fund Overview

The City's general financial goal is to provide an appropriate level of municipal services with the ability to adapt to local and regional economic changes while maintaining and enhancing the sound fiscal condition of the City. Although the City's General Fund has been negatively impacted in the past number of years by the economic recession, increases in pension costs, the State's elimination of redevelopment, and the State's raid of local revenues, the City's revenues are rebounding with an overall increase in General Fund revenues of \$3.3 million in the upcoming fiscal year. The General Fund's estimated ending fund balance for fiscal year 2014-15 is \$10.8 million. Of this fund balance, \$6.5 million is considered non-spendable (loans to the former Redevelopment Agency) and \$3.7 million is held in a 10.4% investment, maturing December 10, 2015. This leaves \$0.6 million available in cash to set aside for a financial sustainability/emergency reserve, as discussed in further detail below.

Fiscal year 2014-15 estimated revenues total \$54,702,330. After adjusting for one-time revenues, this is an increase of 2.9%, or \$1,469,540, when compared to the fiscal year 2013-14 estimated revenues. One-time revenues include the federally funded Staffing for Adequate Fire and Emergency Response (SAFER) Grant for additional Fire Department personnel, \$534,100 in fiscal year 2013-14 and \$2,317,350 in fiscal year 2014-15. As stated above, the City's major revenues show signs of recovery, as described in further detail below.

- Property tax revenues represent 36.3% of General Fund revenues for fiscal year 2014-15. Because the previous decline in property taxes was less severe than that of sales taxes, property tax revenues are projected to increase 1.2% from the previous fiscal year. This revenue category includes the City's share of residual tax increment revenues from the former redevelopment agency in the amount of \$800,000.

- Sales tax revenues represent 28.3% of General Fund revenues for fiscal year 2014-15. Estimated revenue for fiscal year 2014-15 is projected to complete the year at a static amount when compared to the prior year's projected revenues, with less than a 1% increase in sales taxes. The continued moderate growth and the addition of new commercial and retail outlets have been factored into the budget estimate for fiscal year 2014-15. Sales tax revenues will be reevaluated during the City's mid-year budget review with potential increase in revenues due to new auto dealerships and businesses coming online during the upcoming fiscal year.

General Fund expenditures for fiscal year 2014-15 are projected to be \$55,786,250, with transfers to other funds totaling \$1,345,390. This equates to an increase in expenditures of 2.4%, or \$1,253,880 when compared to projected expenditures for fiscal year 2013-14, with SAFER Grant expenditures excluded from both fiscal years. As discussed in further detail below, a major contributing factor to this increase includes increasing pension costs for all employee groups.

The more significant cost adjustments to General Fund appropriations are detailed below.

- Rising pension costs will continue to be a challenge for the City of West Covina, as it is for all public agencies. The City's public safety employer contribution rate has risen from 25.2% of pay in 2008-09 to 43.3% in 2014-15, while the non-sworn rate has risen from 9.0% to 17.1% over the same time period. This rise in pension costs is due in large part to the collapse of the stock market during which CalPERS lost significant investment value in the 2007-08 and 2008-09 fiscal years. These rates will continue to increase at a higher rate in the future, as CalPERS adjusts the formulas utilized in calculating employer rates. All City employees continue to pay their entire share of pension costs, which was previously paid by the City. Additionally, all newly hired employees are enrolled in a second tier of pension benefits with a reduced cost to the City.
- Two former departments were combined to form the Finance and Administrative Services Department in the prior year's budget. To assist with the workload of the combined department, the City Council reviewed and preliminarily approved the funding for an Office Assistant II position for fiscal year 2014-15. Additionally, \$35,000 was added for the purchase of training in a cashiering module for the City's financial software. This will be an integral part in the implementation of the Department's newly written cash handling and reconciling procedure to improve internal controls (safeguarding the City's assets) not only - within the Finance Division, but for all external sites that collect cash for the City.
- With the update of City's General Plan slated for kickoff in the upcoming fiscal year, City Council reviewed and tentatively approved the reorganization of the Planning Department. The reorganized department includes the funding for a Principal Planner position, and in place of the former full-time Planning Assistant position, part-time hours to fund two limited service Planning Assistants and one Planning Intern part-time position. The total cost of the departmental reorganization is estimated to be \$41,000.

- In making public safety a priority, the fiscal year 2014-15 proposed budget includes the funding for one additional Police Officer position in the amount of \$155,030. This brings the total sworn positions within the Police Department to 93 for the upcoming fiscal year. Additionally, the proposed budget includes an additional Communications Supervisor for \$100,900 and a Senior Community Enhancement Officer in the amount of \$96,220 included with the transfer of the Code Enforcement Division from Public Works to Police.
- Included in the 2014-15 operating budget is an increase in the funding for thirteen additional personnel for the Fire Department. These additional positions are funded through the City's success in securing SAFER grant funding. The additional funding totals \$2,317,350 for the next two fiscal years. The thirteen positions include one Assistant Chief/Fire Marshal, three Captains, three Engineers, two Firefighters, and four Firefighter/Paramedics and will greatly enhance the service provided by the City's Fire Department.
- The 2014-15 Budget includes the second year funding for financing of Fire Department vehicles in the amount of \$235,330, which includes \$129,860 for the first payment on a ladder truck, \$30,000 to replace the vehicle for the Fire Chief and \$75,470 for the second payment for the two ambulances received during the 2013-14 fiscal year.
- The Public Works Department budget includes efficiencies created as well as funding decreases with the elimination of funding for three positions, including a Maintenance Worker position, Office Assistant position and a Public Works Project Supervisor position. Additionally, the Street Section Coordinator position was reclassified to a Street Maintenance Supervisor for a total cost increase of \$11,740. At the request of City Council, additional efficiencies will be gained in the upcoming fiscal year through alternating work shifts over the weekend to provide coverage within the Maintenance Division for all seven days of the week.
- The elimination of redevelopment continues to create financial strain on the City's General Fund. Included in the budget are continuing costs to defend the City in retaining \$11.5 million, which rightfully belongs to the City's General Fund, received from the former Redevelopment Agency for scheduled payments on outstanding debt owed to the City. Also included in the upcoming budget is a transfer from the General Fund to the Successor Agency in the amount of \$114,890 subsidizing the Successor Agency administrative costs.

Other Funds Budget Overview

Many of the Special Revenue Funds that have been affected by the economic downturn in past years are beginning to show a slow upward trend. Proposition A Transit, Proposition C Transit, Measure R Transit, and Proposition 172 Public Safety Augmentation, are based on sales tax revenues, which are expected to grow in the upcoming fiscal year. Gas Tax revenue is allocated to

cities based on population. Gas Tax revenue had declined sharply in recent years with the drop in demand for gasoline as a result of high fuel prices and changing driving habits. This revenue source, which provides funding for the City's street maintenance program, is expected to remain static after increasing 15.7%, or \$444,000, in fiscal year 2013-14. More detail on other funds revenues and expenditures/expenses is included in Attachment 2 to this report.

Successor Agency Overview

In addition to the uncertainty of the General Fund reserves as a result of the elimination of redevelopment agencies, the wind down of redevelopment also contains many uncertainties. The State Department of Finance wields virtually autonomous authority when making decisions regarding what is an enforceable obligation and how much money will be passed on to successor agencies to pay the debt of the former redevelopment agencies and the cost to administer that process. The City has and will continue to incur both administrative and legal costs to perform the tasks of winding down the agency and to litigate certain matters related to redevelopment agency assets. As stated in the paragraph above concerning the elimination of redevelopment, the State Department of Finance has demanded that the City return \$11.5 million received from the former Redevelopment Agency for scheduled payments on outstanding debt owed to the City. To the extent that the funds allocated to the Successor Agency are not sufficient to cover all administrative costs, the General Fund will be responsible for the difference. A transfer from the General Fund has been included in the upcoming budget for unfunded administrative costs in the amount of \$114,890. This is based on current knowledge, but is subject to change, based on unknown actions by the State Department of Finance.

Capital Improvement Program (CIP)

The City's proposed CIP is also included in the Fiscal Year 2014-15 Proposed Budget. The proposed CIP provides for \$3,329,210 for new projects and is funded with non-General Fund monies (special funds and grants). This is an increase of \$269,210 when compared to one year earlier. Below is a summary of the proposed projects grouped by type of improvement.

Buildings/General	\$ 768,000
Parks	\$ 480,000
Street Improvements	\$ 1,550,000
Traffic	\$ 190,000
Utilities	\$ 60,000
Vehicles	\$ 281,210
Total CIP	\$ 3,329,210

The CIP is detailed in Capital Improvement Program section of this budget.

FUTURE FINANCIAL ISSUES:

Other Retirement Benefits Funding

The City also faces a major financial issue in funding retirement benefits. The City's most recent actuarial valuation as of June 30, 2011, determined the City has a \$69 million unfunded liability for retiree medical benefits. The City took a significant first step towards controlling this escalating cost by placing a cap on all retiree medical benefits. Certain employee agreements in the past had continued to increase based on the "Kaiser two-party rate." Due to the fact that medical costs consistently rise at two to three times the normal CPI rate, keeping up with these cost increases in the future would have been very challenging. If limits had not been put in place on this benefit, it would continue to consume an increasingly larger portion of the budget. The City currently funds this benefit on a pay-as-you-go basis. In addition to the discussion below concerning a financial sustainability/emergency reserve, it would also be prudent to consider pre-funding this liability, which will ultimately reduce the long-term cost to the City, but result in higher costs in the near term. Cost sharing of pre-funding with the various bargaining groups that receive this benefit is an approach the City may consider in the future to mitigate these higher costs.

Financial Sustainability/Emergency Reserve Policy

The City's General Fund reserves have been negatively impacted by conditions and legislation which has been beyond the City's control. These would include the long-lasting economic recession and State legislation dissolving redevelopment. With this budget adoption, the City Council will adopt certain financial policies, including a financial sustainability/emergency reserve policy. The primary purpose of this reserve is to protect the City's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency expenditures that could not be reasonably foreseen during preparation of the budget. The reserve policy is included as one of the financial policies that the City Council will adopt as part of the Fiscal Year 2014-15 Operating and CIP Budget. The goal of 20% of operating expenditures, or \$11,157,250 has been defined in the policy to be adopted by the City Council. The Council will adopt a gradual funding of this emergency reserve by setting aside 25% of the operating surplus when the City's General Fund books are closed at the end of each fiscal year until the 20% emergency reserve goal is reached.

Conclusion

In closing, I would like to express my appreciation to the City Council for providing the positive leadership and direction that has assisted in the preparation of this budget. The budget process this year included additional challenges with the slowly recovering economy, as well as the dissolution of redevelopment. I believe that everyone has worked together to close the budgetary gap that existed at the beginning of the budget process.

Thank you to the City staff for their dedication and effort, not only in the preparation of this budget, but in their commitment to providing quality services that meet the needs of the residents of West

Covina. In addition, I wish to acknowledge the work of the City's Finance and Administrative Services Department who once again have successfully prepared a document that is accurate, concise and easy to read. I am certain you share my appreciation for their effort.

I look forward to working with you, staff and the citizens of West Covina as we implement this financial plan and policy document. I am confident that the result of our efforts will be a continuation of quality public services while providing a continued stable and secure financial position for our community.

Respectfully submitted,

Christopher J. Chung
City Manager



RESOLUTION NO. 2014-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE CITY OF WEST COVINA; COMMUNITY DEVELOPMENT COMMISSION; SUCCESSOR AGENCY; WEST COVINA COMMUNITY SERVICES FOUNDATION, INCORPORATED; CAPITAL IMPROVEMENT PROGRAM; AND LOCAL ENFORCEMENT AGENCY OPERATING BUDGETS AND APPROVING THE APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2014 AND ENDING JUNE 30, 2015

WHEREAS, the City Council of the City of West Covina has conducted a public meeting to consider the fiscal year 2014-15 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 year 2014-15 budget for the City, Community Development Commission, Successor Agency, West Covina Community Services Foundation Incorporated, Capital Improvement Program 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, 2014, and ending June 30, 2015, 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, 2014, and ending June 30, 2015, 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 budget for the Successor Agency to the West Covina Redevelopment Agency for the fiscal year commencing July 1, 2014, and ending June 30, 2015, as prepared and submitted by the Executive Director and as modified by the Agency Board Members, is hereby approved and adopted as the Budget of the Successor Agency to the West Covina Redevelopment Agency 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 4. The budget for the West Covina Community Services Foundation, Incorporated for the fiscal year commencing July 1, 2014, and ending June 30, 2015, as prepared and submitted by the President and as modified by the Foundation Board Members, is hereby approved and adopted as the West Covina Community Services Foundation, incorporated 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 5. The operating budget for the Capital Improvement Program for the fiscal year commencing July 1, 2014, and ending June 30, 2015, 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 6. The operating budget for the Local Enforcement Agency for the fiscal year commencing July 1, 2014, and ending June 30, 2015, 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 7. 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 8. 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 9. 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 10. From the effective date of said budget, appropriations may be reallocated from one activity account to another within the Successor Agency 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/Agency Board Members.

Section 11. From the effective date of said budget, monies received by the Community Services Foundations may be allocated by the City Manager upon recommendation from the City staff and review by the Finance Department for public purposes activities as authorized by Foundation bylaws and applicable law.

Section 12. From the effective date of said budget, the total amount as stated therein for each project in the Capital Improvement Program 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 13. 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.

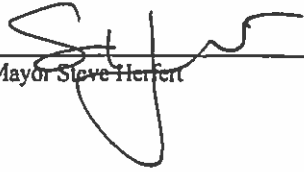
Section 14. At close of each fiscal year, unexpended appropriations in the Operating Budget will be carried forward to the next fiscal year as necessary to underwrite the expense of outstanding purchase commitments and programs.

Section 15. At the close of the 2014-15 fiscal year, unexpended appropriations in the Operating Budget may be carried forward to the 2015-16 fiscal year upon review by the Finance Department and approval of the City Manager.

Section 16. Except for additions to the Adopted Budget made pursuant to Sections 8 and 11 of this resolution, total appropriations for the Operating Budget of any fund may be increased or decreased only by motion of the City Council.

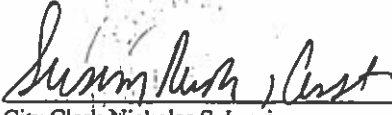
Section 17. The City Clerk shall certify to the adoption of this resolution.

APPROVED AND ADOPTED on this 17th day of June 2014.



Mayor Steve Herfert

ATTEST:



City Clerk Nickolas S. Lewis

I, NICKOLAS S. LEWIS, 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 17th day of June 2014 by the following vote of the City Council:

AYES: Sykes, Toma, Warsaw, Herfert
NOES: None
ABSENT: Spence
ABSTAIN: None



City Clerk Nickolas S. Lewis

APPROVED AS TO FORM:



City Attorney Arnold Alvarez-Glasman

COMBINED FUND SUMMARY FISCAL YEAR 2014-15

FUND FUND DESCRIPTION	07/01/14			INTERNAL SERVICE FUND CHARGES			TRANSFERS IN			ESTIMATED AVAILABLE RESOURCES			PRELIMINARY BUDGET			CIP BUDGET			DEBT SERVICE BUDGET			INTERNAL SERVICE FUND EXPENSES			TOTAL PRELIMINARY BUDGET			TRANSFERS OUT			06/JUN/15		
	ESTIMATED AVAILABLE BALANCE	ESTIMATED REVENUES FY/LE	ESTIMATED AVAILABLE BALANCE	INTERNAL SERVICE FUND CHARGES	TRANSFERS IN	ESTIMATED AVAILABLE RESOURCES	PRELIMINARY BUDGET	CIP BUDGET	DEBT SERVICE BUDGET	INTERNAL SERVICE FUND EXPENSES	TOTAL PRELIMINARY BUDGET	TRANSFERS OUT	06/JUN/15 PROJECTED AVAILABLE BALANCE	FUND BALANCE	CHANGE																		
1 110 GENERAL FUND	10,486,900	53,407,450	10,486,900	-	2,437,520	66,253,870	54,399,500	-	-	54,399,500	1,345,390	10,584,940	100,000																				
2 111 FEE & CHARGE	91,950	1,277,880	91,950	-	120,000	1,349,200	1,349,200	-	-	1,349,200	-	140,630	48,640																				
3 219 FIRE TRAINING	121,960	17,000	121,960	-	37,510	138,960	37,510	-	-	37,510	-	101,410	(20,550)																				
TOTAL - GENERAL FUND TYPES	10,622,810	54,702,330	10,622,810	-	2,557,530	67,882,640	55,786,250	-	-	55,786,250	1,345,390	10,751,030	128,210																				
SPECIAL REVENUE FUND TYPES																																	
4 116 STATE ASSET FOREFEITURES	5,920	-	5,920	-	-	5,920	-	-	-	-	-	5,920	-																				
5 117 DRUG ENFORCEMENT REBATE	234,450	20,000	234,450	-	-	234,450	-	-	-	-	-	234,450	20,000																				
6 118 BUSINESS IMPROVEMENT TAX	4,500	-	4,500	-	-	4,500	-	-	-	-	-	4,500	10	(4,490)																			
7 119 AIR QUALITY IMPROVEMENT TRUST	19,770	128,000	19,770	-	-	147,770	23,630	61,350	-	87,000	-	60,770	41,000																				
8 120 INTEGRATED WASTE MANAGEMENT	45,960	70,000	45,960	-	-	115,960	52,150	-	-	52,150	-	63,810	17,850																				
9 121 PROPOSITION "A"	181,650	1,978,910	181,650	-	-	2,160,030	1,907,990	-	-	1,907,990	-	252,040	70,990																				
10 122 PROPOSITION "C"	480,240	1,517,740	480,240	-	-	2,038,680	1,214,780	670,000	-	1,884,780	-	153,900	(327,040)																				
11 123 TRAFFIC SAFETY	190,960	675,000	190,960	-	-	865,960	-	-	-	-	-	865,960	10	(190,950)																			
12 124 GASOLINE TAX	(377,510)	2,891,760	-	-	50,000	2,608,250	1,869,160	-	-	1,869,160	-	719,790	19,200	356,810																			
13 126 PROP FB	30	-	30	-	-	30	-	-	-	-	-	30	-																				
14 127 POLICE DONATIONS	6,600	-	6,600	-	-	6,600	-	-	-	-	-	6,600	-																				
15 128 TRANSPORTATION DEV ACT	(5,520)	90,150	84,630	-	-	84,630	-	80,000	-	80,000	-	4,630	10,150																				
16 129 AB 939	282,120	173,000	282,120	-	-	455,120	168,150	-	-	168,150	-	286,970	4,850																				
17 130 BUREAU OF JUSTICE ASSISTANCE GRANT	-	23,000	-	-	-	23,000	-	-	-	-	-	23,000	23,000																				
18 131 COMMUNITY DEVEL BLOCK GRANT	444,700	840,000	444,700	-	-	1,324,700	400,890	455,000	-	855,890	-	468,810	24,110																				
19 140 HSIP GRANT	-	165,000	-	-	-	165,000	-	165,000	-	165,000	-	-	-																				
20 143 LA COUNTY PARK BOND	3,500	199,050	3,500	-	-	162,550	75,460	125,000	-	200,460	-	(37,910)	(41,410)																				
21 144 TREE FUND	110	-	110	-	-	110	-	-	-	-	-	110	-																				
23 145 WASTE MGT ENFORCEMENT - GRANT	78,260	210,000	78,260	-	-	288,260	213,420	-	-	213,420	-	74,840	(3,420)																				
24 146 SENIOR MEALS PROGRAM	31,248	30,500	31,248	-	-	61,748	28,310	-	-	28,310	-	33,430	2,190																				
25 149 USED OIL BLOCK GRANT	(4,000)	-	(4,000)	-	-	-	-	-	-	-	-	-	4,000																				
26 150 INMATE WELFARE	197,600	650,000	197,600	-	-	847,600	-	-	-	-	-	650,000	197,600																				
28 154 PRIVATE GRANTS	8,150	-	8,150	-	-	8,150	-	-	-	-	-	8,150	-																				
30 158 C.R.V. (LITTER REMOVAL GRANT	68,290	27,100	68,290	-	-	96,090	39,190	-	-	39,190	-	36,200	140,000																				
31 159 SUMMER MEALS PROGRAM	26,690	-	26,690	-	-	26,690	-	-	-	-	-	26,690	(12,090)																				
32 181 MAINTENANCE DISTRICT #1	1,285,230	395,000	1,285,230	-	-	1,684,830	342,870	110,000	-	452,870	-	1,200	1,319,760	49,970																			
33 182 MAINTENANCE DISTRICT #2	468,990	138,500	468,990	-	-	607,990	101,060	-	-	101,060	-	10,200	379,230	(89,760)																			
34 183 COASTAL SAGE CFD	160,480	107,400	160,480	-	-	267,880	117,300	-	-	117,300	-	150,510	(9,900)																				
35 184 MAINTENANCE DISTRICT #4	2,037,610	1,040,000	2,037,610	-	9,000	3,086,610	962,800	25,000	-	987,800	-	3,570	2,095,230	57,620																			
36 186 MAINTENANCE DISTRICT #6	316,000	185,000	316,000	-	-	471,000	143,910	15,000	-	158,910	-	3,570	308,530	(7,480)																			
37 187 MAINTENANCE DISTRICT #7	316,280	147,000	316,280	-	-	463,280	149,390	-	-	149,390	-	3,580	310,310	(5,970)																			
38 188 CITYWIDE MAINTENANCE DISTRICT	451,230	1,588,000	-	-	13,130	2,052,360	1,519,660	80,000	-	1,519,660	-	532,700	81,470																				
39 189 SEWER MAINTENANCE	1,317,450	2,899,800	-	-	-	4,177,250	2,616,860	-	-	2,616,860	-	50,000	1,430,390	121,940																			
40 190 BUSINESS IMPROVEMENT DISTRICT	2,300	12,000	2,300	-	-	14,200	46,580	-	-	46,580	-	(31,300)	(34,500)																				
44 204 COPS TECHNOLOGY GRANT	2,660	-	2,660	-	-	2,660	-	-	-	-	-	2,660	-																				
45 205 CHARTER REG FUND	244,950	-	244,950	-	-	244,950	10,000	50,000	-	60,000	-	184,950	(60,000)																				
49 212 ART IN PUBLIC PLACES	104,050	45,000	104,050	-	-	151,050	-	130,000	-	130,000	-	21,050	(85,000)																				

COMBINED FUND SUMMARY FISCAL YEAR 2014-15

FUND/FUND DESCRIPTION	ESTIMATED AVAILABLE BALANCE	ESTIMATED REVENUES FY 14-15	INTERNAL SERVICE FUND CHARGES	TRANSFERS IN	ESTIMATED AVAILABLE RESOURCES	PRELIMINARY BUDGET	CIP BUDGET	DEBT SERVICE BUDGET	INTERNAL SERVICE FUND EXPENSES	TOTAL PRELIMINARY BUDGET	TRANSFERS OUT	PROJECTED AVAILABLE BALANCE	FUND BALANCE CHANGE
51 215 N AZUSA RELINQUISHMENT	1,340	-	-	-	1,340	-	-	-	-	-	-	1,340	-
53 220 WC COMMUNITY SERVICES FOUNDATION	10,000	100,000	-	-	110,000	-	10,000	-	-	10,000	100,000	-	(10,000)
54 221 POLICE PRIVATE GRANTS	250	-	-	-	250	-	-	-	-	-	-	250	-
57 224 MEASURE R	118,170	1,168,320	-	-	1,286,490	672,420	600,000	-	-	1,272,420	-	13,070	(105,100)
62 229 RUBBERIZED ASPHALT CONCRETE GRANT	23,840	-	-	-	23,840	-	-	-	-	-	-	23,840	-
63 230 ENERGY EFFICIENCY GRANT	59,650	-	-	-	59,650	-	-	-	-	-	-	59,650	-
64 231 ADVANCED TRAFFIC MGMT SYSTEM	3,620	-	-	-	3,620	-	-	-	-	-	-	3,620	-
65 370 DARE ENTERPRISE	10,020	-	-	-	10,020	-	-	-	-	-	-	10,020	-
66 820 HOUSING SUCCESSOR AGENCY	11,874,350	15,000	-	-	11,889,350	819,060	-	-	-	819,060	-	11,070,290	(804,060)
TOTAL - SPECIAL REVENUE FUND TYPES	20,961,980	17,691,450	-	72,130	38,724,560	13,553,700	2,576,350	-	-	16,130,050	2,407,470	30,316,640	(771,340)
CAPITAL PROJECT FUND TYPE													
67 160 CAPITAL PROJECTS	450,650	-	-	-	450,650	-	-	-	-	-	-	450,650	-
68 161 CONSTRUCTION TAX	247,990	30,000	-	-	277,990	9,990	268,000	-	-	277,990	-	-	(247,990)
69 163 PARKS	45,350	-	-	-	45,350	-	-	-	-	-	-	45,350	-
70 170 PARK DEDICATION FEES "A"	30	-	-	-	30	-	-	-	-	-	-	30	-
71 172 PARK DEDICATION FEES "C"	17,880	-	-	-	17,880	-	-	-	-	-	-	17,880	-
72 173 PARK DEDICATION FEES "D"	175,000	-	-	-	175,000	-	175,000	-	-	175,000	-	-	(175,000)
74 174 PARK DEDICATION FEES "E"	2,280	1,018,310	-	-	1,020,590	-	-	-	-	-	-	1,020,590	-
75 175 PARK DEDICATION FEES "F"	70	503,700	-	-	503,770	-	-	-	-	-	-	503,770	-
76 176 PARK DEDICATION FEES "G"	840	-	-	-	840	-	-	-	-	-	-	840	-
77 177 PARK DEDICATION FEES "H"	60	-	-	-	60	-	-	-	-	-	-	60	-
TOTAL - CAPITAL PROJECT FUND TYPES	940,150	1,532,020	-	-	2,472,270	9,990	443,000	-	-	452,990	-	2,019,280	1,099,040
DEBT SERVICES FUND TYPES													
78 300 DEBT SERVICE - CITY	13,711,680	1,785,000	-	2,254,070	17,750,750	-	-	3,236,600	-	3,236,600	-	14,514,150	802,310
TOTAL - DEBT SERVICES FUND TYPES	13,711,680	1,785,000	-	2,254,070	17,750,750	-	-	3,236,600	-	3,236,600	-	14,514,150	802,310
PROPRIETARY FUND TYPES													
INTERNAL SERVICE FUND TYPES													
79 361 LIABILITY UNINSURED LOSSES	481,750	-	956,440	-	1,440,200	-	-	-	1,256,340	1,256,340	-	183,750	(300,000)
80 363 WORKER'S COMPENSATION	2,431,230	-	1,200,210	-	3,212,940	-	-	-	1,382,620	1,382,620	-	2,330,320	(102,410)
81 365 FLEET MANAGEMENT	9,440	-	1,613,840	-	1,623,280	-	-	-	1,622,280	1,622,280	-	1,000	(8,440)
82 367 VEHICLE REPLACEMENT	1,489,910	-	-	-	1,489,910	-	-	-	1,76,980	1,76,980	-	1,382,930	(176,980)
83 368 RETIREE LUMP SUM BENEFITS	631,650	-	87,700	-	719,350	-	-	-	59,100	59,100	-	659,550	27,900
ENTERPRISE FUND TYPES:													
84 375 DEBT SERVICE GROUP	(40,070)	1,600,000	-	-	1,557,930	1,573,230	-	-	4,498,230	6,071,460	101,780	(117,000)	(75,010)
TOTAL - PROPRIETARY FUND TYPES	4,975,110	1,600,000	3,970,290	-	10,513,780	1,573,230	-	-	6,071,460	6,071,460	101,780	4,340,470	(644,940)
SUCCESSOR AGENCY													
85 810 REDEY OBLIGATION RETIREMENT FUND	-	9,131,510	-	-	9,131,510	-	-	5,462,790	-	7,987,940	1,143,570	0	-
87 815 SUCCESSOR AGENCY ADMINISTRATION	-	269,900	-	114,890	384,790	-	-	-	-	-	-	0	-
88 853 CFD DEBT SERVICE	-	4,904,100	-	-	4,904,100	775,000	-	4,129,100	-	4,904,100	-	0	-
TOTAL - SUCCESSOR AGENCY	-	14,305,510	-	114,890	14,420,400	3,684,940	-	9,591,890	-	13,276,330	1,143,570	-	-



Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
GENERAL FUND				
PROPERTY TAXES				
CURRENT SECURED	8,217,268	8,414,884	8,600,000	9,010,440
SUPPLY IN LIEU OF VEHICLE LICENSE FEE	8,689,769	8,804,570	9,100,000	9,316,970
RESIDUAL/EXCESS TAX INCREMENT (COUNTY)	257,099	813,994	750,000	800,000
CURRENT UNSECURED	359,916	348,278	350,000	375,440
SUPPLEMENTAL (SB813)	135,895	255,461	225,000	229,500
REDEMPTIONS	301,498	177,264	250,000	150,000
HOMEOWNERS EXEMPTIONS	75,113	72,959	75,000	75,000
TAXPAYER REFUNDS	(94,946)	(12,207)	(50,000)	(100,000)
CALIFORNIA RDA ANNUAL GROWTH ADJUSTMENTS	139,960	257,959	325,000	-
TOTAL FOR SOURCE	18,081,572	19,133,162	19,625,000	19,857,350
OTHER TAXES				
SALES TAX	9,168,735	9,862,928	11,386,000	11,536,580
SALES TAX COMPENSATION FUND	3,313,253	3,444,808	4,039,000	3,931,100
FRANCHISE TAX	3,224,053	3,361,812	3,350,000	3,386,000
TRANSIENT OCCUPANCY TAX	1,052,091	1,228,062	1,250,000	1,268,750
BUSINESS LICENSE TAX	1,962,157	2,089,460	1,750,930	1,980,000
DOCUMENTARY TRANSFER TAX	304,973	283,755	270,000	275,000
CONTRACTORS LICENSE TAX	149,986	121,946	200,000	45,000
CONSTRUCTION TAX	(505)	-	-	-
TOTAL FOR SOURCE	19,174,743	20,392,771	22,245,930	22,422,430
LICENSES & PERMITS				
DOG LICENSES	226,501	201,299	225,000	200,000
SOLICITATIONS	150	194	-	250
GAMES OF SKILL/SCIENCE PERMITS	1,664	1,354	400	10,000
BINGO PERMIT	242	280	200	300
HYPNOTIST PERMITS	-	55	-	-
VEHICLE/HIRE PERMITS	518	438	500	800
FORTUNE TELLER	-	102	100	200
MASSAGE THERAPIST PERMITS	1,214	743	1,000	700
MOBILE FOOD VENDOR PERMIT	110	-	-	100
BUILDING PERMITS	331,051	439,329	366,590	480,000
ELECTRICAL PERMITS	37,785	58,133	55,870	70,000
PLUMBING PERMITS	34,394	50,074	40,750	55,000
FIRE PERMIT FEES	26,538	75,222	60,690	60,000
STREET IMPROVEMENTS	3,275	6,448	5,000	25,000
MAINLINE, LATERALS & PLANTS	70	4,234	500	5,000
WALLS (RETAINING, OVERHEIGHT)	1,973	9,902	7,000	15,000
LANDSCAPING IRRIGATION	4,975	8,700	7,000	1,000
ONSITE IMPROVEMENTS	33,430	73,234	40,000	73,000
GRADING	21,726	27,186	15,000	25,000
CURB & GUTTER	240	160	-	-
DRIVEWAY APPROACH	1,236	1,149	1,500	1,500
SIDEWALK	14,053	17,690	15,000	17,000
CURB DRAINS, ALL OTHER INSPECTIONS	472	1,335	800	1,000
ASPHALT CONCRETE PAVING	57,230	44,096	50,000	30,000
EXCAVATION	34,167	59,379	35,000	35,000
MISCELLANEOUS SEWER FACILITIES	390	827	3,000	3,500
STREET OBSTRUCTION	25,201	56,201	25,000	36,500
ENCROACHMENT	237	5,743	500	500
SEWER MAINTENANCE	457	163	500	100
OTHER LICENSES & PERMITS	7,343	12,531	7,000	14,100
TOTAL FOR SOURCE	866,642	1,156,201	963,900	1,160,550

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
FINES AND FORFEITURES				
OTHER COURT FINES	3,240	2,850	1,500	500
VEHICLE IMPOUND FEES	80,520	58,285	70,000	70,000
ADMINISTRATIVE CITATIONS	25,574	18,605	15,000	25,000
WASTE DIVERSION PLAN FORFEITURE	46,150	32,250	10,000	30,000
TOTAL FOR SOURCE	155,484	111,990	96,500	125,500
USE OF MONEY AND PROPERTY				
INTEREST INCOME	113,765	352,840	360,000	374,000
INTEREST INCOME-RDA	1,310,827	-	-	-
FAIR VALUE ADJUSTMENT	34,043	(505,100)	-	-
AMORTIZATION - PREMIUM	-	(22,953)	-	-
RENTAL INCOME	381,696	370,913	362,970	370,000
TOTAL FOR SOURCE	1,840,331	195,700	722,970	744,000
REVENUE FROM OTHER AGENCIES				
MOTOR VEHICLE IN LIEU	55,881	57,902	60,000	50,000
COUNTY PROPOSITION A MAINTENANCE	72,603	63,707	23,000	80,000
FEDERAL GRANTS	967,209	1,288,879	534,104	2,317,350
FEDERAL PASS THRU	-	-	36,411	-
CROSSING GUARD AID	6,010	3,649	5,000	3,000
FIRE STATE MANDATED INSPECTION	-	19,594	3,300	20,000
STATE MANDATED REVENUE	31,403	29,105	25,000	30,000
POST	50,124	59,787	50,000	46,000
PROPOSITION A EXCHANGE	1,125,000	1,500,000	1,500,000	1,408,490
TOTAL FOR SOURCE	2,308,230	3,022,623	2,236,815	3,954,840
CHARGES FOR SERVICES				
TOWING FRANCHISE	191,646	165,282	165,000	150,000
DUI ACCIDENT RESPONSE INVESTIGATION	4,312	617	4,000	-
GROUND EMERGENCY MEDICAL TRANSPORT	-	-	-	325,000
JAIL BOOKING	34,153	41,230	35,000	30,000
CLEARANCE LETTER AND PROCESS	456	376	400	300
TRAINING SEMINARS	2,460	-	5,000	-
JUVENILE DETENTION COSTS	873	(693)	1,000	-
AMBULANCE SERVICES	1,837,470	1,749,806	1,825,800	2,000,000
BUSINESS LICENSE PROCESSING FEE	43,283	45,778	41,600	50,000
PLANNING FILING FEES	229,704	281,086	311,560	292,500
PLAN REVIEW SURCHARGE	-	-	-	60,000
PLAN CHECK FEES	76,920	106,368	101,660	100,000
CONTRACT PLAN CHECK	88,454	111,379	100,000	100,000
SEARCH FEES	3,860	3,317	3,000	3,000
AFTER HOURS PLAN CHECK	1,287	6,798	-	5,000
EXPEDITED PLAN CHECK (ENGINEERING)	1,256	500	2,000	5,000
FORECLOSURE REGISTRATION	-	122,250	70,000	95,000
FIRE PLAN CHECK/INSPECTION FEES	164,309	182,196	192,710	170,000
FIRE INCIDENT REPORT COPYING	859	914	1,000	1,000
FIRE COMPANY STAND-BY	(100)	-	-	-
FALSE ALARMS	76,567	55,251	80,000	65,000
PHOTOCOPYING	1,179	746	1,000	1,000
RETURNED CHECK FEE	745	875	1,000	1,000
ADDRESS CHANGE	384	782	500	-
PASSPORT SERVICES	16,605	25,923	20,000	28,000
POLICE REIMBURSEMENTS	32,340	21,425	10,000	20,000
GRAFFITI RESTITUTION	28,969	18,198	12,000	16,000
MISCELLANEOUS REIMBURSEMENT	156,501	132,573	75,000	50,000
FIRE SAFETY INSPECTIONS	4,950	3,300	5,000	5,000

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
SPECIAL EVENTS	6,065	1,525	5,000	-
ADMINISTRATIVE COST RECOVERY FEE	24,294	20,700	20,000	20,000
PASSPORT PHOTOS	4,156	6,549	5,000	6,500
AMBULANCE SUBSCRIPTION FEE	15,266	12,924	18,000	16,000
PAID PARKING - CMVC CENTER	62,810	68,402	70,000	65,000
TOTAL FOR SOURCE	3,112,033	3,186,377	3,182,230	3,680,300
INTERDEPARTMENTAL CHARGES				
OVERHEAD CHARGEBACKS	1,449,306	1,234,995	1,254,136	1,300,940
SALES TAX REIMBURSEMENT	-	-	-	-
TOTAL FOR SOURCE	1,449,306	1,234,995	1,254,136	1,300,940
OTHER REVENUES				
ADVERTISING REVENUE	30,080	56,166	40,000	60,000
SALE REAL/PERSONAL PROPOSITION	36,018	-	-	-
SALE MAPS/PLANS/DOCUMENTS	3,790	2,378	3,500	3,540
PROCEEDS FROM AUCTION	24,859	5,230	10,000	10,000
FINAL MAP	1,204	21,840	1,000	30,000
DUI ARREST AND REPORT	-	1,600	-	-
MISCELLANEOUS	48,575	2,028,841	45,000	12,000
LANDSCAPING - COUNTY	38,047	38,047	38,000	38,000
CONTRACTUAL REIMBURSEMENT	11,178	12,568	8,000	8,000
CLAIMS SETTLEMENTS	-	150,700	-	-
MISCELLANEOUS RESTITUTION	500	-	-	-
CIVIL SUBPOENAS	-	-	400	-
DEBT PROCEEDS	475	-	-	-
PROPERTY TAX ADMINISTRATIVE SETTLEMENT	-	1,007,245	-	-
TOTAL FOR SOURCE	194,726	3,324,615	145,900	161,540
TRANSFERS IN	5,503,428	2,478,900	2,565,237	2,437,520
GENERAL FUND TOTAL	52,686,495	54,237,334	53,038,618	55,844,970
FEE & CHARGE				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	-	30	-	-
PARK RESERVATION FEES	-	-	-	45,000
TOTAL FOR SOURCE	-	30	-	45,000
CHARGES FOR SERVICES				
AFTERSCHOOL PROGRAM-CALIFORNIA	81,933	75,626	80,000	92,000
AFTERSCHOOL PROGRAM-WESCOVE	85,056	104,214	90,000	119,990
DAY CARE PROGRAM-WILLOWOOD	-	(100)	-	-
AFTERSCHOOL PROGRAMS-VINE	163,786	161,257	170,130	133,010
AFTERSCHOOL PROGRAM-ORANGEWOOD	79,827	78,566	75,000	105,960
RECREATION CLASSES/PROGRAMS - CCC	98,189	95,276	102,250	100,000
SPORTS - CCC	47,278	32,245	35,000	35,000
FACILITY RENTAL - CCC	122,151	152,111	135,000	135,000
RECREATION CLASSES	100,062	90,703	90,000	104,000
PALM VIEW AFTER SCHOOL PROGRAM	53,835	110,514	99,000	118,600
RENTAL - ROLLER HOCKEY	55,063	64,846	65,000	65,000
FACILITY RENTALS	64,001	59,980	68,000	24,320
SPORTS	-	(100)	-	-
SENIOR DONATIONS	6,999	6,026	7,000	6,000
SENIOR CENTER RENTALS	40,346	37,275	40,000	55,000
MEALS PROGRAM DONATION	240	-	-	-
SENIOR EXCURSIONS	8,589	7,877	8,000	6,000
SENIOR CLASSES	66	189	-	-
MUNICIPAL POOL	81,610	87,280	87,380	85,000
TOTAL FOR SOURCE	1,089,031	1,163,785	1,151,760	1,184,880

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
OTHER REVENUES				
POOL MAINTENANCE - SCHOOL DISTRICT	35,833	51,098	48,000	48,000
TRANSFERS IN	132,335	116,050	120,000	120,000
TOTAL FEE & CHARGE	1,257,199	1,330,963	1,319,760	1,397,880
STATE ASSET FORFEITURE				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	365	183	-	-
REVENUE FROM OTHER AGENCIES				
DRUG ENFORCEMENT REBATE	1,459	990	1,000	-
TOTAL STATE ASSET FORFEITURE	1,824	1,173	1,000	-
DRUG ENFORCEMENT REBATE				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	10,370	6,137	-	-
REVENUE FROM OTHER AGENCIES				
DRUG ENFORCEMENT REBATE	3,134,024	939,086	10,000	10,000
D.E.R TREASURY	11,643	832,085	-	10,000
TOTAL FOR SOURCE	3,145,667	1,771,171	10,000	20,000
TOTAL DRUG ENFORCEMENT REBATE	3,156,037	1,777,308	10,000	20,000
BUSINESS IMPROVEMENT TAX				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	167	51	-	-
OTHER REVENUES				
MISCELLANEOUS	-	2,005	-	-
TOTAL BUSINESS IMPROVEMENT TAX	167	2,056	-	-
AIR QUALITY IMPROVEMENT TRUST				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	618	575	-	-
REVENUE FROM OTHER AGENCIES				
STATE GRANT	133,469	95,023	125,000	128,000
TOTAL AIR QUALITY IMPROVEMENT TRUST	134,087	95,598	125,000	128,000
INTEGRATED WASTE MANAGEMENT				
CHARGES FOR SERVICES				
WASTE MANAGEMENT FEES	70,162	71,628	70,000	70,000
TOTAL INTEGRATED WASTE MANAGEMENT	70,162	71,628	70,000	70,000
PROPOSITION A				
OTHER TAXES				
SALES TAX	1,649,657	1,744,428	1,775,000	1,877,980
USE OF MONEY AND PROPERTY				
INTEREST INCOME	265	87	-	-

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
REVENUE FROM OTHER AGENCIES PROPOSITION A DISCRETIONARY INCENTIVE	157,759	119,496	125,000	101,000
TOTAL PROPOSITION A	1,807,681	1,864,011	1,900,000	1,978,980
PROPOSITION C OTHER TAXES SALES TAX	1,370,700	1,449,734	1,512,500	1,557,740
USE OF MONEY AND PROPERTY INTEREST INCOME	9,529	2,984	-	-
TOTAL PROPOSITION C	1,380,229	1,452,718	1,512,500	1,557,740
TRAFFIC SAFETY FINES AND FORFEITURES VEHICLE CODE FINES PARKING CODE FINES TOTAL FOR SOURCE	456,977 485,375 942,352	368,113 446,466 814,579	350,000 545,000 895,000	300,000 375,000 675,000
USE OF MONEY AND PROPERTY INTEREST INCOME	1,189	-	-	-
TOTAL TRAFFIC SAFETY	943,541	814,579	895,000	675,000
GASOLINE TAX LICENSES & PERMITS STREET NAME SIGNS	102	102	-	-
USE OF MONEY AND PROPERTY INTEREST INCOME	10,833	3,412	1,500	-
REVENUE FROM OTHER AGENCIES GAS TAX SECTION 2105 GAS TAX SECTION 2106 GAS TAX SECTION 2107 GAS TAX SECTION 2107.5 GAS TAX SECTION 2103 STATE GRANT TOTAL FOR SOURCE	513,938 337,607 737,675 10,000 1,518,900 - 3,118,120	488,718 344,139 712,893 97,938 887,389 68,483 2,599,560	527,663 354,598 785,604 10,000 1,598,742 - 3,276,607	542,640 427,100 666,760 10,000 1,180,780 68,480 2,895,760
CHARGES FOR SERVICES MISCELLANEOUS REIMBURSEMENT	1,798	2,974	-	-
TRANSFER IN	50,000	50,000	50,000	50,000
TOTAL GASOLINE TAX	3,180,853	2,656,048	3,328,107	2,945,760
PROPOSITION 1B USE OF MONEY AND PROPERTY INTEREST INCOME	48	24	-	-
TOTAL PROPOSITION 1B	48	24	-	-
POLICE DONATIONS USE OF MONEY AND PROPERTY INTEREST INCOME	121	64	-	-

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
OTHER REVENUES				
POLICE EXPLORER DONATIONS	-	1,250	-	-
SHOP DONATIONS	1,890	1,181	200	-
K-9 DONATIONS	-	-	15,450	-
MISCELLANEOUS POLICE DONATIONS	350	600	100	-
TOTAL FOR SOURCE	2,240	3,031	15,750	-
TOTAL POLICE DONATIONS	2,361	3,095	15,750	-
TRANSPORTATION DEVELOPMENT ACT				
REVENUE FROM OTHER AGENCIES				
STATE GRANT	99,650	30,324	45,000	90,150
TOTAL TRANSPORTATION DEVELOPMENT ACT	99,650	30,324	45,000	90,150
AB 939				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	1,591	768	-	-
CHARGES FOR SERVICES				
RECYCLING REVENUE	4,285	4,823	3,000	3,000
MISCELLANEOUS REIMBURSEMENT-ATHENS AB 939	168,432	170,185	170,000	170,000
TOTAL FOR SOURCE	172,717	175,008	173,000	173,000
TOTAL AB 939	174,308	175,776	173,000	173,000
BUREAU OF JUSTICE ASSISTANCE				
REVENUE FROM OTHER AGENCIES				
FEDERAL GRANTS	12,291	29,433	-	23,000
TOTAL FOR SOURCE	12,291	29,433	-	23,000
COMMUNITY DEVELOPMENT BLOCK GRANT				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	-	152	-	-
REVENUE FROM OTHER AGENCIES				
FEDERAL GRANTS	1,740,356	926,687	800,000	800,000
CHARGES FOR SERVICES				
MISCELLANEOUS REIMBURSEMENT	-	33,995	-	-
OTHER REVENUES				
LOAN REPAYMENTS	163,751	239,017	100,000	80,000
TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT	1,904,107	1,199,851	900,000	880,000
ISTEAT-21				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	80	-	-	-
REVENUE FROM OTHER AGENCIES				
FEDERAL GRANTS	161,016	528,922	-	-
FEDERAL - PASS THRU CALTRANS	-	-	-	165,000
TOTAL FOR SOURCE	161,016	528,922	-	165,000
TOTAL ISTEAT-21	161,096	528,922	-	165,000

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
LOS ANGELES COUNTY PARK BOND				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	167	-	-	-
REVENUE FROM OTHER AGENCIES				
STATE GRANT				
COUNTY GRANTS	-	-	265,000	159,050
TOTAL LOS ANGELES COUNTY PARK BOND	167	-	265,000	159,050
TREE FUND				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	6	2	-	-
TOTAL TREE FUND	6	2	-	-
WASTE MANAGEMENT ENFORCEMENT GRANT				
REVENUE FROM OTHER AGENCIES				
STATE GRANT	15,765	15,760	15,700	15,760
TOTAL WASTE MANAGEMENT ENFORCEMENT GRANT	15,765	15,760	15,700	15,760
SENIOR MEALS PROGRAM				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	312	160	-	-
REVENUE FROM OTHER AGENCIES				
FEDERAL GRANTS	157,384	179,137	160,000	160,000
CHARGES FOR SERVICES				
MEALS PROGRAM DONATION	45,567	49,444	46,000	50,000
TOTAL SENIOR MEALS PROGRAM	203,263	228,741	206,000	210,000
USED OIL BLOCK GRANT				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	71	68	-	-
REVENUE FROM OTHER AGENCIES				
STATE GRANT	62,141	36,952	30,000	30,500
TOTAL USED OIL BLOCK GRANT	62,212	37,020	30,000	30,500
INMATE WELFARE				
OTHER REVENUES				
INMATE PHONE REVENUE	3,934	9,477	7,000	4,000
TOTAL INMATE WELFARE	3,934	9,477	7,000	4,000
PUBLIC SAFETY AUGMENTATION				
OTHER TAXES				
SALES TAX	602,327	636,492	650,000	650,000
USE OF MONEY AND PROPERTY				
INTEREST INCOME	30	168	-	-
TOTAL PUBLIC SAFETY AUGMENTATION	602,357	636,660	650,000	650,000

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
PRIVATE GRANTS				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	45	22	-	-
TOTAL PRIVATE GRANTS	45	22	-	-
COPS/SLESF				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	1,092	908	-	-
REVENUE FROM OTHER AGENCIES				
STATE GRANT	232,034	154,902	171,532	140,000
TOTAL COPS/SLESF	233,126	155,810	171,532	140,000
COST REDEMPTION VALUE RECYCLING GRANT				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	356	211	-	-
REVENUE FROM OTHER AGENCIES				
STATE GRANT	28,770	28,769	38,000	27,800
TOTAL COST REDEMPTION VALUE RECYCLING GRANT	29,126	28,980	38,000	27,800
SUMMER MEALS PROGRAM				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	1	-	-	-
REVENUE FROM OTHER AGENCIES				
FEDERAL GRANTS	24,630	17,812	25,019	26,690
TOTAL SUMMER MEALS PROGRAM	24,631	17,812	25,019	26,690
CAPITAL PROJECTS				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	6,578	2,775	-	-
TOTAL CAPITAL PROJECTS	6,578	2,775	-	-
CONSTRUCTION TAX				
OTHER TAXES				
CONSTRUCTION TAX	41,495	50,667	30,000	30,000
USE OF MONEY AND PROPERTY				
INTEREST INCOME	394	36	-	-
TOTAL CONSTRUCTION TAX	41,889	50,703	30,000	30,000
PARKS				
CHARGES FOR SERVICES				
MISCELLANEOUS REIMBURSEMENT	75,482	33,635	-	-
TOTAL PARKS	75,482	33,635	-	-
PDF A - DEL NORTE				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	22	-	-	-
TOTAL PDF A - DEL NORTE	22	-	-	-

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
PDF B PALM VIEW				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	17	-	-	-
TOTAL PDF B PALM VIEW	17	-	-	-
PDF C ORANGEWOOD - CA				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	563	194	-	-
CHARGES FOR SERVICES				
MISCELLANEOUS REIMBURSEMENT	12,500	13,645	-	-
TOTAL PDF C ORANGEWOOD - CA	13,063	13,839	-	-
PDF E - CORTEZ				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	101	13	-	-
DEVELOPER CONTRIBUTIONS	-	-	-	1,018,350
TOTAL PDF E - CORTEZ	101	13	-	1,018,350
PDF F - GAL-WOODGROVE-CAM				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	40	-	-	-
DEVELOPER CONTRIBUTIONS	-	-	-	503,700
TOTAL PDF F - GAL-WOODGROVE-CAM	40	-	-	503,700
PDF G - SHADOW O/GING/SHAKES				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	330	5	-	-
TOTAL PDF G - SHADOW O/GING/SHAKES	330	5	-	-
PDF H - FRIENDSHIP				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	1	-	-	-
TOTAL PDF H - FRIENDSHIP	1	-	-	-
MAINTENANCE DISTRICT #1				
PROPERTY TAXES				
CURRENT SECURED	384,843	451,031	395,000	395,000
RESIDUAL/EXCESS TAX INCREMENT (COUNTY)	-	1,218	1,000	-
CRA ANNUAL GROWTH ADJUSTMENTS	-	-	-	-
TOTAL FOR SOURCE	384,843	452,249	396,000	395,000
USE OF MONEY AND PROPERTY				
INTEREST INCOME	6,483	3,450	-	-
TOTAL MAINTENANCE DISTRICT #1	391,326	455,699	396,000	395,000
MAINTENANCE DISTRICT #2				
PROPERTY TAXES				
CURRENT SECURED	155,025	131,346	138,500	138,500
RESIDUAL/EXCESS TAX INCREMENT (COUNTY)	-	863	500	-
CRA ANNUAL GROWTH ADJUSTMENTS	-	-	-	-
TOTAL FOR SOURCE	155,025	132,209	139,000	138,500

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
USE OF MONEY AND PROPERTY				
INTEREST INCOME	2,219	1,243	-	-
TOTAL MAINTENANCE DISTRICT #2	157,244	133,452	139,000	138,500
WEST COVINA COASTAL SAGE & SCRUB COMM FACILITIES DIST				
OTHER TAXES				
OTHER TAXES	107,344	107,344	107,400	107,400
USE OF MONEY AND PROPERTY				
INTEREST INCOME	717	432	-	-
TOTAL WC COASTAL SAGE & SCRUB COMM FACILITIES DIST	108,061	107,776	107,400	107,400
MAINTENANCE DISTRICT #4				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	9,326	5,038	-	-
CHARGES FOR SERVICES				
SPECIAL ASSESSMENTS	1,044,881	1,040,875	1,044,881	1,040,000
TRANSFER IN	9,000	9,000	9,000	9,000
TOTAL MAINTENANCE DISTRICT #4	1,063,207	1,054,913	1,053,881	1,049,000
MAINTENANCE DISTRICT #6				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	1,188	728	-	-
CHARGES FOR SERVICES				
SPECIAL ASSESSMENTS	156,653	152,567	156,651	155,000
TOTAL MAINTENANCE DISTRICT #6	157,841	153,295	156,651	155,000
MAINTENANCE DISTRICT #7				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	1,318	747	-	-
CHARGES FOR SERVICES				
SPECIAL ASSESSMENTS	128,407	222,019	147,543	147,000
TOTAL MAINTENANCE DISTRICT #7	129,725	222,766	147,543	147,000
CITYWIDE MAINTENANCE DISTRICT				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	181	533	-	-
CHARGES FOR SERVICES				
STREET LIGHTING ASSESSMENTS	1,477,304	1,547,727	1,571,004	1,588,000
TREE REMOVAL	9,919	11,753	-	-
TOTAL FOR SOURCE	1,487,223	1,559,480	1,571,004	1,588,000
TRANSFER IN	13,115	13,115	13,125	13,130
TOTAL CITYWIDE MAINTENANCE DISTRICT	1,500,519	1,573,128	1,584,129	1,601,130

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
SEWER MAINTENANCE				
PROPERTY TAXES				
CURRENT SECURED	184,890	196,250	181,800	181,800
RESIDUAL/EXCESS TAX INCREMENT (COUNTY)	5,275	794,868	-	-
CRA ANNUAL GROWTH ADJUSTMENTS	-	-	-	-
TOTAL FOR SOURCE	190,165	991,118	181,800	181,800
INTEREST INCOME	542	1,281	-	-
CHARGES FOR SERVICES				
SEWER ASSESSMENTS	2,453,692	2,536,524	2,648,487	2,678,000
WORK ORDER REIMBURSEMENTS	-	4,627	-	-
MISCELLANEOUS REIMBURSEMENT	1,184	-	-	-
TOTAL FOR SOURCE	2,454,876	2,541,151	2,648,487	2,678,000
TOTAL SEWER MAINTENANCE	2,645,583	3,533,550	2,830,287	2,859,800
BUSINESS IMPROVEMENT DISTRICT				
OTHER TAXES				
OTHER TAXES	55,292	10,957	12,000	12,000
USE OF MONEY AND PROPERTY				
INTEREST INCOME	226	114	-	-
TOTAL BUSINESS IMPROVEMENT DISTRICT	55,518	11,071	12,000	12,000
COPS TECHNOLOGY GRANT				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	14	7	-	-
TOTAL COPS TECHNOLOGY GRANT	14	7	-	-
PEG FUND				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	2,192	951	-	-
TOTAL PEG FUND	2,192	951	-	-
OTS GRANTS				
REVENUE FROM OTHER AGENCIES				
STATE GRANT	4,316	5,623	-	-
FEDERAL PASS THRU STATE	2,346	-	-	-
TOTAL OTS GRANTS	6,662	5,623	-	-
REVENUE FROM OTHER AGENCIES				
FEDERAL GRANTS	13,380	8,390	-	-
FEDERAL - JAG	-	-	-	-
TOTAL FOR SOURCE	13,380	8,390	-	-
TOTAL JUSTICE ASSISTANCE GRANT	13,380	8,390	-	-
LA COUNTY GRANT - 1ST DISTRICT				
REVENUE FROM OTHER AGENCIES				
COUNTY GRANTS	-	-	60,000	-
TOTAL LOS ANGELES COUNTY GRANT - 1ST DISTRICT	-	-	60,000	-
ART IN PUBLIC PLACES				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	471	189	-	-

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
OTHER REVENUES				
ART IN PUBLIC PLACES	25,965	67,026	10,000	45,000
TOTAL ART IN PUBLIC PLACES	26,436	67,215	10,000	45,000
UNITED STATES DEPARTMENT OF JUSTICE COPS GRANT				
REVENUE FROM OTHER AGENCIES				
FEDERAL GRANTS	-	5,578	-	-
TOTAL UNITED STATES DEPARTMENT OF JUSTICE COPS GRANT	-	5,578	-	-
N. AZUSA RELINQUISHMENT				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	2,191	919	-	-
TOTAL N. AZUSA RELINQUISHMENT	2,191	919	-	-
FIRE TRAINING				
CHARGES FOR SERVICES				
FIRE SEMINAR	37,532	34,257	-	17,000
TOTAL FIRE TRAINING	37,532	34,257	-	17,000
WEST COVINA COMMUNITY SERVICES FOUNDATION				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	378	317	-	-
CHARGES FOR SERVICES				
SPECIAL EVENTS	14,650	67,964	70,115	50,000
SENIOR DONATIONS	-	-	-	-
TOTAL FOR SOURCE	14,650	67,964	70,115	50,000
OTHER REVENUES				
POLICE EXPLORER DONATIONS	1,020	1,000	-	-
MISCELLANEOUS POLICE DONATIONS	17,000	62,090	50,000	50,000
DONATIONS	21,158	34,391	14,826	-
DONATIONS-CAMERON COMMUNITY CENTER	2,750	3,850	-	-
DONATIONS-SHADOW OAK COMMUNITY CENTER	1,600	-	-	-
WALL OF HONOR	7,250	-	-	-
BANNERS	-	1,600	300	-
GOLF TOURNAMENT	-	27,254	-	-
DONATIONS-YOUTH COUNCIL	-	-	1,362	-
TOTAL FOR SOURCE	50,778	130,185	66,488	50,000
TOTAL WEST COVINA COMMUNITY SERVICES FOUNDATION	65,806	198,466	136,603	100,000
POLICE PRIVATE GRANTS				
INTEREST INCOME	52	14	-	-
OTHER REVENUES				
PRIVATE GRANTS	7,000	3,500	-	-
TOTAL POLICE PRIVATE GRANTS	7,052	3,514	-	-
HAZARD ELIMINATION SAFETY				
INTEREST INCOME	-	265	-	-
TOTAL HAZARD ELIMINATION SAFETY	-	265	-	-

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
MEASURE R				
SALES TAX	1,019,621	1,083,917	1,100,000	1,168,320
INTEREST INCOME	5,064	2,095	-	-
TOTAL MEASURE R	1,024,685	1,086,012	1,100,000	1,168,320
CDBG - R				
FEDERAL GRANTS	3,655	-	-	-
TOTAL CDBG - R	3,655	-	-	-
ARRA - Stimulus Projects				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	923	153	-	-
TRANSFER IN	125,000	-	-	-
TOTAL ARRA - Stimulus Projects	125,923	153	-	-
HOMELAND SECURITY GRANT				
REVENUE FROM OTHER AGENCIES				
FEDERAL GRANTS	280,066	17,637	-	-
TOTAL HOMELAND SECURITY GRANT	280,066	17,637	-	-
RECOVERY BYRNE GRANT				
REVENUE FROM OTHER AGENCIES				
FEDERAL GRANTS	129,360	1,390	-	-
TOTAL RECOVERY BYRNE GRANT	129,360	1,390	-	-
RUBBERIZED ASPHALT CONCRETE GRANT (RAC)				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	127	-	-	-
TOTAL RAC GRANT	127	-	-	-
ENERGY EFFICIENCY GRANT				
REVENUE FROM OTHER AGENCIES				
STATE GRANT	4,941	21,186	-	-
STATE GRANT	2,370	688	-	-
STATE GRANT - SGV ENERGY WISE PARTNERSHIP	-	3,625	54,050	-
TOTAL ENERGY EFFICIENCY GRANT	7,311	25,499	54,050	-
ADVANCED TRAFFIC MANAGEMENT SYSTEM				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	3,067	555	-	-
REVENUE FROM OTHER AGENCIES				
COUNTY GRANTS	475,000	-	-	-
COUNTY GRANTS	305,000	-	-	-
TOTAL FOR SOURCE	780,000	-	-	-
TOTAL ADVANCED TRAFFIC MANAGEMENT SYSTEM	783,067	555	-	-
NON-FEDERAL GRANTS				
REVENUE FROM OTHER AGENCIES				
TRANSPORTATION GRANT - MTA	-	-	70,000	-
TOTAL NON-FEDERAL GRANTS	-	-	70,000	-

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
DEBT SERVICE - CITY				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	1,098,804	838,967	788,300	820,000
INTEREST INCOME - FISCAL AGENT	25,530	25,530	24,000	25,000
FAIR VALUE ADJUSTMENT	100,012	(203,075)	-	-
AMORTIZATION - PREMIUM	(44,452)	(21,499)	-	-
TOTAL FOR SOURCE	1,179,894	639,923	812,300	845,000
CHARGES FOR SERVICES				
MISCELLANEOUS REIMBURSEMENT	499,231	477,916	581,300	490,000
BLD REIMBURSEMENT	436,035	410,157	450,000	450,000
TOTAL FOR SOURCE	935,266	888,073	1,031,300	940,000
OTHER REVENUES				
DEBT PROCEEDS	9,590,595	7,580,383	7,500,000	-
TRANSFER IN	1,969,000	2,237,500	2,245,700	2,254,070
TOTAL DEBT SERVICE - CITY	13,674,755	11,345,879	11,589,300	4,039,070
SELF INSURANCE-UNINSURED LOSS				
OTHER REVENUES				
PROPERTY DAMAGE RECOVERY	(23,421)	36,397	-	-
TOTAL SELF INSURANCE-UNINSURED LOSS	(23,421)	36,397	-	-
SELF INSURANCE GENERAL/AUTO LIABILITY				
CHARGES FOR SERVICES				
MISCELLANEOUS REIMBURSEMENT	1,169	1,376	-	-
SPECIAL EVENT INSURANCE	3,136	8,168	-	-
TOTAL FOR SOURCE	4,305	9,544	-	-
MISCELLANEOUS REIMBURSEMENTS				
INTERDEPARTMENTAL CHARGES	1,099,391	1,426,014	1,425,444	956,540
TOTAL SELF INSURANCE GENERAL/AUTO LIABILITY	1,103,696	1,435,558	1,425,444	956,540
SELF-INSURANCE - WORKERS' COMP				
CHARGES FOR SERVICES				
MISCELLANEOUS REIMBURSEMENT	34,001	6,628	-	-
INTERDEPARTMENTAL CHARGES				
INTERDEPARTMENTAL CHARGES	1,122,160	1,024,170	1,300,498	1,280,210
OTHER REVENUES				
CONTRACTUAL REIMBURSEMENT	-	-	-	-
TOTAL SELF-INSURANCE - WORKERS' COMP	1,156,161	1,030,798	1,300,498	1,280,210
OVERHEAD CHARGEBACKS				
INTERDEPARTMENTAL CHARGES	739,529	720,306	846,464	857,570
INTERDEPARTMENTAL CHARGES - FUEL	792,765	756,260	795,777	756,270
TOTAL FOR SOURCE	1,532,294	1,476,566	1,642,241	1,613,840

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
OTHER REVENUES				
SALE REAL/PERSONAL PROPOSITION	4,000	-	-	-
MISCELLANEOUS	160	-	-	-
CONTRACTUAL REIMBURSEMENT	-	-	-	-
TOTAL FOR SOURCE	4,160	-	-	-
TRANSFER IN	-	-	-	-
TOTAL FLEET MANAGEMENT	1,536,454	1,476,566	1,642,241	1,613,840
VEHICLE REPLACEMENT				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	1,222	601	-	-
OTHER REVENUES				
SALE REAL/PERSONAL PROP	(6,760)	-	-	-
TOTAL VEHICLE REPLACEMENT	(5,538)	601	-	-
RETIREE LUMP SUM BENEFITS				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	2,567	1,405	-	-
INTERDEPARTMENTAL CHARGES				
INTERDEPARTMENTAL CHARGES - RETIREE LUMP SUM	125,568	106,005	94,068	87,770
TOTAL RETIREE LUMP SUM BENEFITS	128,135	107,410	94,068	87,770
DARE ENTERPRISE				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	53	26	-	-
TOTAL DARE ENTERPRISE	53	26	-	-
POLICE ENTERPRISE				
CHARGES FOR SERVICES				
CITY OF LA MESA	98,943	99,936	101,911	99,540
CITY OF CORONA	97,539	125,620	100,465	99,120
CITY OF COVINA	82,831	85,316	85,316	85,320
CITY OF CYPRESS	75,457	77,720	77,721	77,720
CITY OF EL MONTE	98,811	101,775	101,775	101,780
CITY OF EL SEGUNDO	19,000	19,000	19,570	10,000
CITY OF FOUNTAIN VALLEY	96,675	99,575	99,575	-
CITY OF LOS ALAMITOS	78,020	80,360	80,361	80,360
CITY OF LA PALMA	77,235	84,551	79,552	42,280
CITY OF MONTCLAIR	76,084	78,366	78,367	78,340
CITY OF LA HABRA	89,715	92,406	92,407	92,410
CITY OF SEAL BEACH	72,780	74,963	74,963	74,960
CITY OF PORTERVILLE	73,644	93,853	75,853	85,850
CITY OF SPARKS, NV	39,919	41,116	41,117	41,120
CITY OF TUSTIN	95,550	103,416	98,417	103,420
CITY OF CHINO	97,535	100,461	100,461	-
CITY OF TRACY	94,109	96,932	96,932	-
CITY OF SAN MARINO	119,151	87,894	122,726	87,890
CITY OF ALHAMBRA	98,620	101,579	101,579	101,580
SALES - DOS PALOS	56,587	58,975	58,285	58,980
SALES - WEST COVINA FIRE DEPARTMENT	27,037	27,848	27,848	27,850
SALES - PASADENA	140,000	139,050	144,200	139,050
SALES - HEMET	-	234,704	117,000	75,670
TOTAL FOR SOURCE	1,805,242	2,105,416	1,976,401	1,563,240
USE OF MONEY AND PROPERTY				
OTHER REVENUES	-	5	-	36,760
TOTAL POLICE ENTERPRISE	1,805,242	2,105,421	1,976,401	1,600,000

Revenues

	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
RDA OBLIGATION RETIREMENT FUND				
PROPERTY TAXES				
CURRENT SECURED	5,374,891	10,107,859	8,857,212	8,996,510
INTEREST INCOME	5,102	25,948	15,000	20,000
INTEREST INCOME - FISCAL AGENT	31,053	62,105	62,000	65,000
FAIR VALUE ADJUSTMENT	21,997	(104,842)	-	-
RENTAL INCOME	12,500	64,825	50,000	50,000
TOTAL FOR SOURCE	70,652	48,036	127,000	9,131,510
TRANSFER IN	4,402,654	-	-	-
TOTAL RDA OBLIGATION RETIREMENT FUND	9,848,197	10,155,895	8,984,212	9,131,510
SUCCESSOR AGENCY MERGED DS				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	4,945	2,715	-	-
TOTAL SUCCESSOR AGENCY MERGED DS	4,945	2,715	-	-
SUCCESSOR AGENCY ADMINISTRATION				
PROPERTY TAXES				
CURRENT SECURED	250,000	343,100	265,716	269,900
USE OF MONEY AND PROPERTY				
INTEREST INCOME	4,483	30	-	-
OTHER REVENUES				
MISCELLANEOUS	25,000	25,000	-	-
TRANSFER IN	292,805	826,365	123,090	114,890
TOTAL SUCCESSOR AGENCY ADMINISTRATION	572,288	1,194,495	388,806	384,790
SUCCESSOR HOUSING AGENCY				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	894	7,793	7,000	-
OTHER REVENUES				
MISCELLANEOUS	-	66	-	-
LOAN REPAYMENTS	445,733	653,556	300,000	-
LOAN REPAYMENT-EQUITY SHARE	15,178	32,663	15,000	15,000
TOTAL FOR SOURCE	460,911	686,285	315,000	15,000
TRANSFER IN	-	-	1,900,900	-
TOTAL SUCCESSOR HOUSING AGENCY	461,805	694,078	2,222,900	15,000
CFD DEBT SERVICE				
PROPERTY TAXES				
CURRENT SECURED	1,418,816	1,840,000	1,500,000	1,645,600
OTHER TAXES				
SALES TAX	639,345	991,078	800,000	810,000
OTHER TAXES	2,386,125	2,146,433	2,050,000	2,091,000
TOTAL FOR SOURCE	3,025,470	3,137,511	2,850,000	4,546,600
USE OF MONEY AND PROPERTY				
INTEREST INCOME	15,033	7,009	7,300	7,500
INTEREST INCOME - FISCAL AGENT	335,430	309,733	352,000	350,000
FAIR VALUE ADJUSTMENT	-	(20,263)	-	-
TOTAL FOR SOURCE	350,463	296,479	359,300	357,500
TOTAL CFD DEBT SERVICE	4,794,749	5,273,990	4,709,300	4,904,100

Revenues

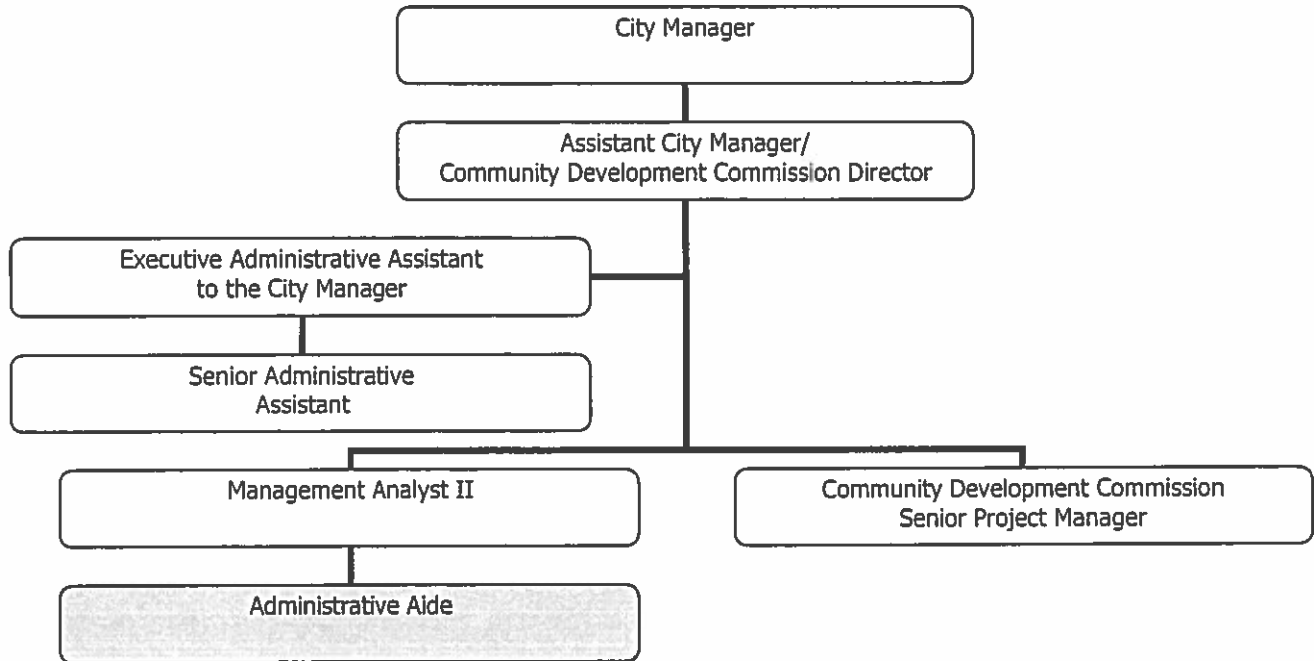
	2011-12 Actuals	2012-13 Actuals	2013-14 Amended Budget	2014-15 Proposed
HOUSING SET ASIDE				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	8,316	-	-	-
INTEREST INCOME - FISCAL AGENT	24,023	-	-	-
FAIR VALUE ADJUSTMENT	-	-	-	-
TOTAL FOR SOURCE	32,339	-	-	-
OTHER REVENUES				
MISCELLANEOUS	112	-	-	-
LOAN REPAYMENTS	152,748	-	-	-
LOAN REPAYMENT-EQUITY SHARE	16,197	-	-	-
GAIN/LOSS ON PROPERTY	-	-	-	-
TOTAL FOR SOURCE	169,057	-	-	-
TRANSFER IN	-	-	-	-
TOTAL HOUSING SET ASIDE	201,396	-	-	-
MERGED PROJECT AREA CAPITAL PROJECTS				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	15,561	-	-	-
RENTAL INCOME	39,825	-	-	-
TOTAL FOR SOURCE	55,386	-	-	-
OTHER REVENUES				
MISCELLANEOUS	411,101	-	-	-
TRANSFER IN	1,166,667	-	-	-
TOTAL MERGED PROJECT AREA CAPITAL PROJECT	1,633,154	-	-	-
CITYWIDE PROJECT AREA CAPITAL PROJECTS				
USE OF MONEY AND PROPERTY				
INTEREST INCOME	6,720	-	-	-
FAIR VALUE ADJUSTMENT	-	-	-	-
TOTAL FOR SOURCE	6,720	-	-	-
TRANSFER IN	291,667	-	-	-
TOTAL CITYWIDE PROJECT AREA CAPITAL PROJ	298,387	-	-	-
MERGED PROJECT AREA DEBT SERVICE				
PROPERTY TAXES				
CURRENT SECURED	6,906,490	-	-	-
CURRENT UNSECURED	747,432	-	-	-
SUPPLEMENTAL (SB813)	32,289	-	-	-
REDEMPTIONS	62,341	-	-	-
HOMEOWNERS EXEMPTIONS	-	-	-	-
TAXPAYER REFUNDS	67,301	-	-	-
TOTAL FOR SOURCE	7,815,853	-	-	-
USE OF MONEY AND PROPERTY				
INTEREST INCOME	8,416	-	-	-
INTEREST INCOME-RDA	-	-	-	-
INTEREST INCOME - FISCAL AGENT	7,029	-	-	-
FAIR VALUE ADJUSTMENT	-	-	-	-
TOTAL FOR SOURCE	15,445	-	-	-
TOTAL MERGED PROJECT AREA DEBT SERVICES	7,831,298	-	-	-

Revenues

	<u>2011-12</u> <u>Actuals</u>	<u>2012-13</u> <u>Actuals</u>	<u>2013-14</u> <u>Amended Budget</u>	<u>2014-15</u> <u>Proposed</u>
CITYWIDE PROJECT AREA DEBT SERVICE				
PROPERTY TAXES				
CURRENT SECURED	953,317	-	-	-
CURRENT UNSECURED	120,434	-	-	-
SUPPLEMENTAL (SB813)	2,993	-	-	-
REDEMPTIONS	26,717	-	-	-
HOMEOWNERS EXEMPTIONS	-	-	-	-
TAXPAYER REFUNDS	(379)	-	-	-
TOTAL FOR SOURCE	<u>1,103,082</u>	-	-	-
USE OF MONEY AND PROPERTY				
INTEREST INCOME	525	-	-	-
FAIR VALUE ADJUSTMENT	-	-	-	-
TOTAL FOR SOURCE	<u>525</u>	-	-	-
	18,389	-	-	-
TOTAL CITYWIDE PROJECT AREA DEBT SERVICE	<u>1,121,996</u>	-	-	-

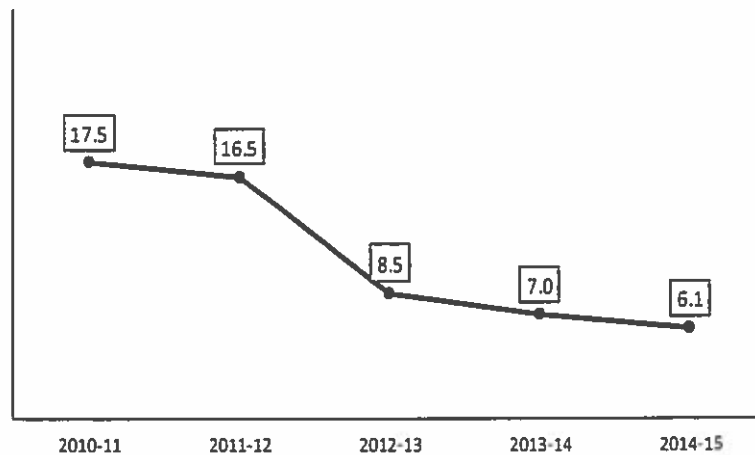
City Manager/Community Development Commission

Organizational Chart by Position



Shading denotes part time staff

2014-15	
Full Time Equivalents	
	Proposed Budget
Managerial	3
General	3
Part Time	0.1
Total FTEs:	6.1



City Manager/Community Development Commission

CITY COUNCIL

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

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 Council Members 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 Council Members. City Council appoints 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.

The City Council also appoints the City Manager and City Attorney. The City Manager is the Chief Administrative Officer and is responsible for the operations of the City. The City Attorney serves as the City's chief legal officer.

The City Council also serves as the Board to the Successor Agency of the former West Covina Redevelopment Agency.

2013-14 ACCOMPLISHMENTS

- Adopted a balanced 2013-2014 Operating and Capital Improvement Budget.
- Established City Council priorities through the facilitation of a Goals and Objectives session.
- Committed to being a "Host Town" for the 2015 Special Olympic World Games to be held in Los Angeles.
- Released and posted additional information on the City's website to increase transparency and accountability of the City of West Covina.
- Represented the City at over 50 community events and on several regional boards and committees.
- Successfully began an Adopt-A-Park program to provide community groups with volunteerism opportunities to help beautify our City parks.
- Increase funding resources to hire additional police officers.

City Manager/Community Development Commission

- Improved traffic at the intersection of Azusa and Amar through a multi-year street widening project funded through grant funds and local transportation dollars.
- Approved a new Go West transit provider and unveiled a new fleet of fixed route and dial-a-ride shuttles.
- Created the Community Services Group as a forum to promote local non-profit groups and the efforts they make to better West Covina.
- Added new community events that celebrate the diverse culture of our community, including the Chinese Lantern Festival held at Hong Kong Plaza, the Cherry Blossom Festival at South Hills Plaza, and the Hispanic Heritage Celebration at Plaza West Covina.
- Implemented additional financial policies and procedures to increase oversight and efficiencies in the management of the City's finances.
- Implemented structural reorganizations to combine the Finance and Human Resources Departments into the Finance and Administrative Services Department, and placed the Community Development Commission under the City Manager's Office. This allowed the City greater opportunities to promote economic development and generate significant cost savings to the City.
- Approval of approximately \$12 million in Recognized Obligations Payment Schedule (ROPS) for the Successor Agency.

FY 2014-15 GOALS AND OBJECTIVES

- Develop City Council Goals and Objectives.
 - Complete a financial health and sustainability report that reviews revenue structures, establish reserve levels, and prioritizes expenditures.
 - Establish a Public Safety (Police and Fire) and Code Enforcement response and framework and assess Citizen's sense of health, safety, and well-being.
 - Initiate an update to the City's General Plan.
 - Update City website to be easy access, user-friendly, transparent and informative.
 - Commence construction of soccer complex at Orangewood Park.
 - Foster volunteerism and sense of community with the Community Services Group.
-

City Manager/Community Development Commission

- Update City's Campaign Ordinance.
- Explore the development of a joint-use transit center at the Plaza West Covina or at the Civic Center.
- Update the Public Records request process.
- Promote the Sister City relationship with Ohtawara, Japan, and Wuhu, China.
- Develop concept plan for a community aquatics complex.
- Commence preparation of specific plan to revitalize the Glendora Avenue corridor that creates a sense of community identity and sense of place.
- Optimize developable land at the former BKK site.
- Update municipal code.

PERFORMANCE MEASURES

Performance measures will be provided to the City Council for review and approval during July 2014 in conjunction with the adoption of the City Council goals and objectives.

City Manager/Community Development Commission

ADMINISTRATION

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

Office of the City Manager

The City Manager's Office oversees the daily operations of the City of West Covina and coordinates the operations of the various City Departments.

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/her 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.

The City Manager's Office provides increased transparency and information of the activities and operation of the City of West Covina through the *Discover West Covina* newsletter, the City's website, press releases to local media outlets, and through programming on the City's local community cable television Channel 3 (WCCT).

The City Manager's Office also provides oversight to special projects directed by the City Council including: negotiation of lease agreements to generate revenues from the use of public property (i.e. cell tower leases and office space rentals); establishment of a Community Service Volunteerism Day; participation in the Special Olympics; outreach to local non-profit organizations; campaign finance reform; Sister City relationships; etc.

Community Development Commission (CDC)

In 2013, the City of West Covina incorporated the Community Development Commission (CDC) under the City Manager's Office as a cost savings measure.

With the elimination of redevelopment by the State of California in 2011, the City of West Covina established the West Covina Successor Agency to unwind the operations of West Covina's former redevelopment agency.

The CDC is tasked with the administrative duties of the Successor Agency; management of the City's affordable housing programs; and the promotion of economic development in the community, which spurs business growth and job creation within West Covina.

City Manager/Community Development Commission

The Successor Agency is charged with overseeing the winding down operations of the former redevelopment agency, including preparing the Recognized Obligations Payment Schedule (ROPS), developing the Long Range Property Management Plan (LRPMP), and completing contractual obligations. CDC also oversees pending Successor Agency litigation, and is responsible for monitoring legislation affecting the Successor Agency and the Housing Successor Agency, and ensuring compliance.

In addition, the CDC manages the administrative duties of the State formed Oversight Board, which regulates the actions of the Successor Agency.

CDC is responsible for the Housing Successor Agency which assumed the housing obligations of the former Redevelopment Agency. CDC monitors the housing compliance of six affordability agreements consisting of 420 units with long term affordability covenants, processes the loan repayments of former redevelopment housing loan programs, and is responsible for overseeing the disposition of Low and Moderate Income Housing funds for the development of affordable housing for West Covina residents.

The CDC is responsible for the City's economic development programs and activities through a proactive marketing campaign that, aggressively markets West Covina opportunities to over 1,800 prospective tenants and promotes West Covina as a "business friendly city".

CDC provides entitlement assistance to the business community and manages the City's Economic Development Team. The team is comprised of staff from Planning, Building, Engineering, Fire, and Police that works collaboratively to facilitate the development projects.

CDC staff serves as the business ombudsman for the business community. In addition, CDC works collaboratively with the Greater West Covina Business Association (GWC) in joining efforts to better serve the local business community.

CDC staff also manages the Auto Plaza Business Improvement District (BID).

CDC will continue to promote the City's "business friendly environment" to attract businesses and developments to West Covina.

City Manager/Community Development Commission

FY 2013-14 ACCOMPLISHMENTS

City Manager's Office

- Presented the City Council with a balanced budget and a \$3.1 million in citywide capital improvements.
- Negotiated cell and radio tower lease agreements on City property, generating new General Fund revenues.
- Successfully obtained over \$4 million of grant funding to provide additional staffing in the Fire Department, update the General Plan, build a new park playground, plant new trees, and provide the tools necessary for police officers serving West Covina.
- Successfully reorganized the City Manager's Office with the addition of the Community Development Commission.
- Brought back cable television coverage of City Council meetings.
- Maximized advertisement revenues in the Discover West Covina to reduce the General Fund cost of the newsletter.
- Negotiated a reduction in City Prosecutor legal costs.
- Appointed a new Police Chief.
- Advocated to federal, State, and county elected officials on legislation impacting the community.

Successor Agency

- Approval of approximately \$12 million in Recognized Obligations Payment Schedule (ROPS) for the Successor Agency.

Housing

- Administered the repayment of the Housing Loan Programs, processing the reconveyance of 23 loans totaling repayment of \$221,016 of loan funds.
- Monitored the housing compliance of 420 affordable housing units restricted by affordability covenants pursuant to former redevelopment housing projects.

Economic Development

- Economic Development efforts resulted in the generation of over \$230,000 in new annual sales tax revenues to the City and 700 in new full and part time jobs.

City Manager/Community Development Commission

- Created the Economic Development Team and facilitated the development of over 41 projects in over 223,362 square feet of development.
- Assisted in the attraction of new businesses including, BevMo!, 4Wheel Parts, Lucille's Smokehouse Bar-B-Que, Amapola Deli & Market, Hobby Lobby, Ulta, and Pier 1 Imports, resulting in over 120,000 square feet of vacant space leased.
- Assisted Premier Automotive in opening the Premier Chrysler Dodge Jeep Ram Dealership on 298 N. Azusa Avenue.
- Distributed quarterly mailer to over 1,800 prospective tenants.
- As a result of West Covina's "Business Friendly" environment, over 250 new businesses opened in the community.
- Administered the Auto Plaza Business Improvement District (BID).
- Coordinated 13 Grand Opening and Ribbon Cutting events to welcome new businesses into West Covina.
- Established a collaborative relationship with Greater West Covina Business Association and met monthly to work in partnership to address the needs of the business community.
- Maintained West Covina's Available Property Listing (APL) and the Expanding Retailers Listing that is distributed quarterly to tenants and commercial property owners.
- Served as business ombudsman to the local business community, assisted property owners (Plaza West Covina, Eastland, Quail Ridge Shopping Center, Samantha Courtyard, Hong Kong Plaza, The Heights at West Covina, South Hills Plaza, West Covina Village, McIntyre Square, and others) in marketing opportunities and provided entitlement assistance to tenants.
- Attended International Council of Shopping Centers (ICSC) convention, ACRE Southern California meetings, and Greater West Covina Network Breakfast to market the community and outreach to businesses.

City Manager/Community Development Commission

FY 2014-15 GOALS AND OBJECTIVES

City Manager's Office

- Implement and administer adopted City Council goals and objectives.
- Provide excellent customer service to serve the City Council, residents, and business community of West Covina.
- Assist City Council in the selection of a City Attorney.
- Host a re-dedication ceremony for the Cory Lidle sculpture at Big League Dreams.
- Host Special Olympics delegation in 2015.
- Replace older public safety vehicles (police and fire).
- Review current fee structures and examine opportunities to reduce subsidizing basic services to offset increased costs in providing essential City services.
- Continue to promote West Covina's business friendly environment to increase sales tax revenues to the City and create employment opportunities.
- Address the possibility of contracting with the Los Angeles County Fire.
- Develop a West Covina Community Service Day.
- Update administrative policies and procedures.

Successor Agency

- Prepare Successor Agency's Long Range Property Management Plan (LRPMP). Obtain Successor Agency and Oversight Board approval and submit to Department of Finance (DOF). Upon DOF approval implement LRPMP.
- Prepare and obtain approval of Recognized Obligation Payment Schedules (ROPS) and Successor Agency Administrative Budget.
- Continue to administer development agreements, owner participation agreements, bond agreements, reciprocal easement agreements, CC&R's, and covenants of the former redevelopment agency.
- Continue legal challenges against the State of California for invalidating Agency/City loans.

City Manager/Community Development Commission

- Continue to protect property rights of Successor Agency properties against condemnation from Caltrans.

Housing

- Monitor housing compliance of 420 housing units with long term affordability covenants on former redevelopment affordable housing projects.
- Administer the repayment of the housing loan programs and process reconveyances.
- Identify possible funding for affordable housing projects and programs for West Covina.

Economic Development

- Implement Economic Development Programs to attract businesses, create jobs and increase revenues.
- Increase sales tax revenues and employment opportunities by continuing aggressive and strategic marketing efforts to attract businesses to West Covina.
- Facilitate key development projects in West Covina including, Hobby Lobby, Ulta, Pier 1 Imports, Dog Haus, and Sushi Damu.
- Facilitate the development of Holiday Inn Express at the former Rodeway Inn, to generate additional Transient Occupancy Tax to the City.
- Facilitate the development of Lotus of West Covina Dealership on 2501 E. Garvey Avenue.
- Serve as business ombudsman to local business community to assist property owners (Plaza West Covina, Eastland, Quail Ridge Shopping Center, Samantha Courtyard, Hong Kong Plaza, The Heights at West Covina, South Hills Plaza, West Covina Village, McIntyre Square, and others) in marketing opportunities and provide entitlement assistance to tenants.
- Develop and maintain a West Covina LinkedIn Page to market West Covina opportunities.
- Coordinate 20 Grand Opening and Ribbon Cutting events to welcome new businesses to West Covina.
- Attend and participate in industry conferences, workshops, seminars, networking events, including; International Council of Shopping Centers, California Association for Local Economic Development, ACRE Southern California,

City Manager/Community Development Commission

Greater West Covina Business Association, Los Angeles County Economic Development Corporation, Small Business Association, and others.

- Identify possible State funding for economic development programs to assist West Covina businesses.

PERFORMANCE MEASURES

Performance measures will be provided to the City Council for review and approval during July 2014 in conjunction with the adoption of the City Council goals and objectives.

City Manager/Community Development Commission

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE CITY MANAGER'S OFFICE/COMMUNITY DEVELOPMENT COMMISSION			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
SALARY & BENEFITS					
FULL TIME SALARIES	442,789	646,533	702,893	641,130	
PART TIME SALARIES	87,379	74,677	2,000	3,760	
OVERTIME	2,701	-	-	1,990	
ELECTIVE/APPOINTED	44,691	45,230	54,900	45,890	
BILINGUAL PAY	2,078	2,466	3,180	2,570	
SICK/VACATION/HOLIDAY/ADMINISTRATIVE LEAVE	57,288	28,120	43,066	27,640	
WORKERS' COMPENSATION	1,691	2,836	3,174	3,120	
HEALTH/DENTAL/VISION INSURANCE	114,160	131,127	129,976	92,030	
LIFE INSURANCE/LONG TERM DISABILITY	4,086	6,204	6,959	6,360	
MEDICARE	12,620	13,090	13,272	11,810	
RETIREMENT - NONSWORN	70,915	97,600	112,421	128,180	
DEFERRED COMPENSATION	31,071	36,281	44,459	36,280	
RETIREE MEDICAL BENEFIT	1,831	1,242	4,230	4,360	
RETIREMENT HEALTH SAVINGS PLAN	3,347	4,935	5,640	5,510	
SUPPLEMENTAL RETIREMENT PLAN	69,934	69,693	62,267	65,910	
LEAVE LUMP SUM	59,694	9,221	-	-	
AUTO ALLOWANCE	21,689	24,455	26,868	25,790	
SALARY & BENEFITS TOTAL	1,027,964	1,193,710	1,215,305	1,102,330	

City Manager/Community Development Commission

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE City Manager's Office/Community Development Commission			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
MAINTENANCE & OPERATIONS					
EDUCATIONAL	-	116	1,000	2,400	
MEMBERSHIPS	939	1,357	1,330	4,240	
CITY COUNCIL ALLOWANCES	3,851	10,603	37,600	23,500	
TRAINING & SEMINARS	14,241	24,840	22,093	21,700	
CONTRACTUAL SERVICES	79,405	106,658	331,408	155,270	
LEGAL SERVICES	471,519	145,065	10,000	5,000	
WEBSITE DEVELOPMENT & MAINTENANCE	-	-	12,080	-	
ELECTRICITY	9,507	11,238	12,000	13,000	
TELEPHONES/CELLULAR PHONES	5,494	6,336	8,367	4,610	
GRAFFITI	-	15,003	15,525	15,530	
ADVERTISING & PUBLICATIONS	171	143	800	800	
SUBSCRIPTIONS	-	12	-	-	
OFFICE SUPPLIES	2,810	6,855	11,700	11,500	
REPROGRAPHIC SERVICES	7,989	9,012	10,335	11,620	
POSTAGE	-	23	500	500	
SPECIAL DEPARTMENT SUPPLIES	4,752	4,540	2,250	8,700	
POOL CAR USAGE	79	18	600	500	
CHARGEBACK - FUEL & OIL	2,784	2,497	3,561	2,500	
CHARGEBACK - VEHICLE MAINTENANCE	3,815	1,082	4,250	5,560	
EQUIPMENT MAINTENANCE AND REPAIR	11,856	12,701	12,600	13,400	
CHARGEBACK - PROPERTY LIABILITY INSURANCE	7,917	10,792	10,792	15,610	
CLAIMS PAID	6,601	12,416	4,000	4,100	
CAPITALIZED LEASE PAYMENTS	974	1,064	3,500	2,920	
AMORTIZATION EXPENSE	4,861	11,667	-	-	
CITY NEWSLETTER	34,762	52,277	60,000	77,500	
PROJECT IMPROVEMENTS	750	1,500	2,000	3,000	
ADMINISTRATION AND OVERHEAD	20,448	71,490	20,435	115,640	
WORKERS' COMPENSATION MEDICAL	316	10,486	-	-	
BANNERS	-	439	1,462	-	
NON-CAPITAL EQUIPMENT	-	1,840	-	3,000	
MAINTENANCE & OPERATIONS TOTAL	695,841	532,070	600,188	522,100	

City Manager/Community Development Commission

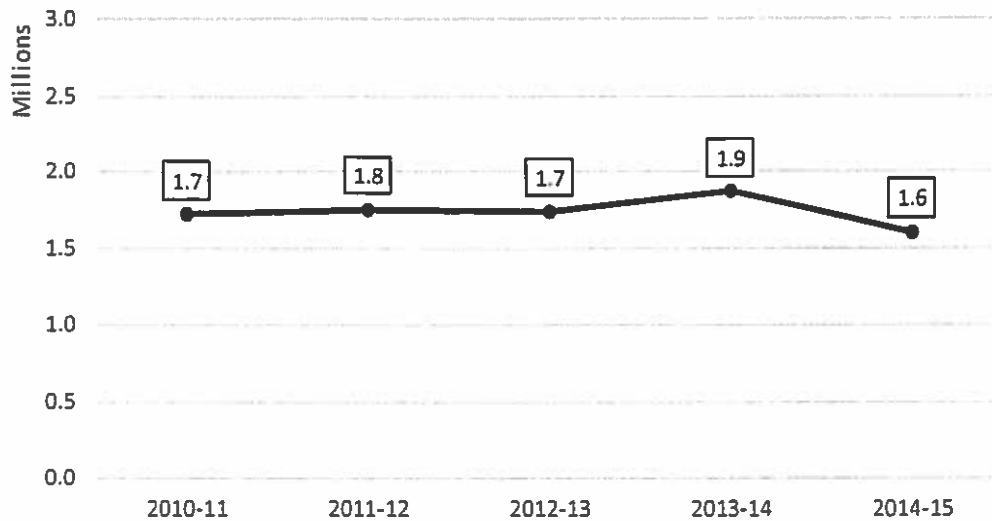
FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE City Manager's Office/Community Development Commission			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
CAPITAL OUTLAY					
FURNITURE AND FIXTURES	-	-	-	1,500	
OTHER EQUIPMENT	31,564	13,328	50,000	10,000	
CAPITAL OUTLAY TOTAL	31,564	13,328	50,000	11,500	
DEPARTMENT TOTAL	1,755,369	1,739,108	1,865,493	1,635,930	

TOTAL BY FUND

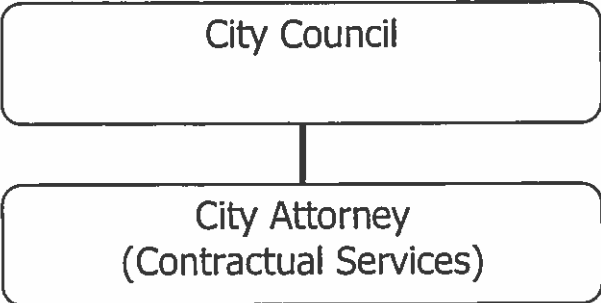
FUND TITLE	
GENERAL FUND	760,290
BUSINESS IMPROVEMENT DISTRICT FUND	46,580
PEG FUND	10,000
SUCCESSOR HOUSING AGENCY FUND	819,060
TOTAL CITY MANAGER'S OFFICE/ COMMUNITY DEVELOPMENT COMMISSION BY FUND	1,635,930

**Note: An additional \$210,840 City Manager/Community Development Commission salary and benefits is funded from the Successor Agency Administration.*

Departmental Expenditures Fiscal Years 2010-11 to 2014-15



Organizational Chart by Position



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.

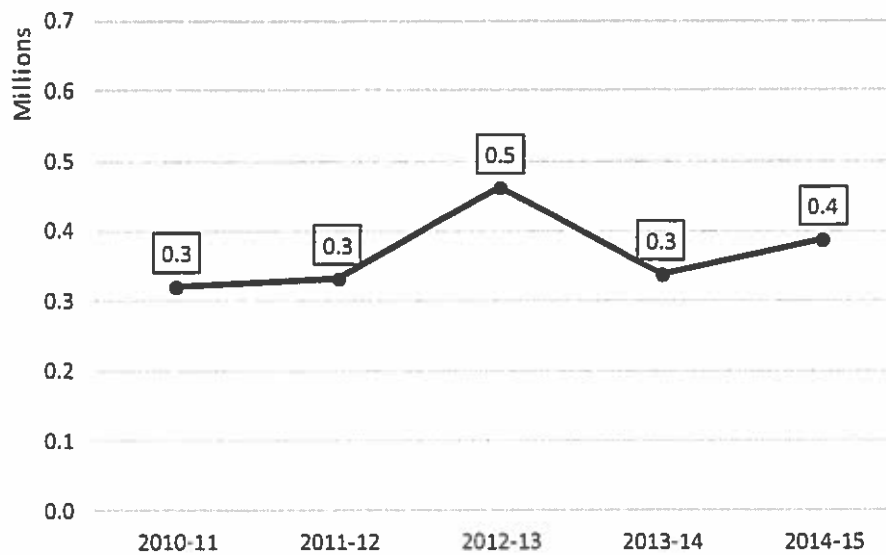
FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE CITY ATTORNEY		
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET
MAINTENANCE & OPERATIONS				
CITY ATTORNEY COSTS ABOVE RETAINER	83,319	133,732	90,000	150,000
CITY PROSECUTOR	45,758	48,800	50,000	50,000
LITIGATION	28,330	167,134	75,000	90,000
TELEPHONES	310	630	630	130
CITY ATTORNEY RETAINER	87,000	96,000	96,000	96,000
LEGAL SERVICES - PERSONNEL	86,298	15,226	25,000	-
SUPPLIES	42	-	200	200
DEPARTMENT TOTAL	331,057	461,522	336,830	386,330

TOTAL BY FUND

FUND TITLE

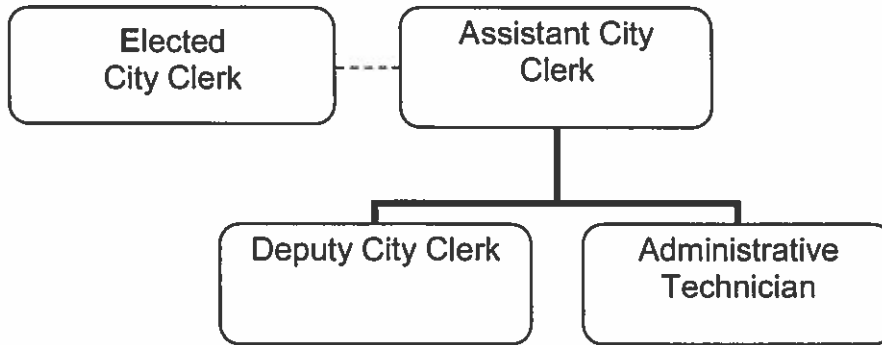
GENERAL FUND	386,330
COMMUNITY DEVELOPMENT BLOCK GRANT FUND	11,500

***Departmental Expenditures
Fiscal Years 2010-11 to 2014-15***

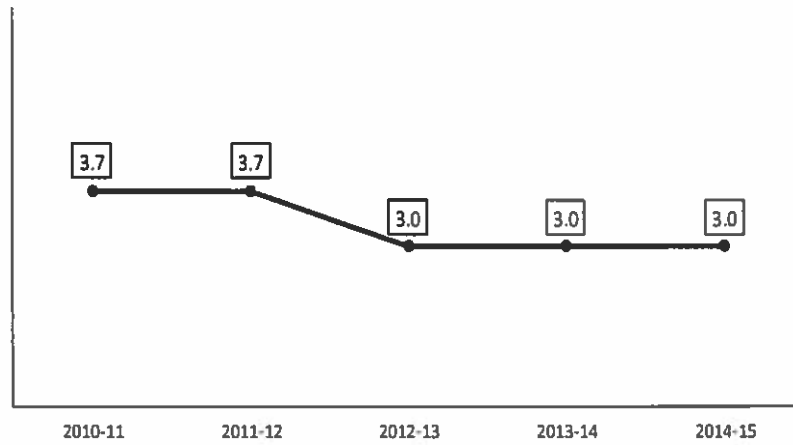




Organizational Chart by Position



2014-15	
Full Time Equivalents	
	Proposed Budget
Managerial	1
General	2
Total FTEs:	3



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.

The City Clerk's Office is a support department that provides support to the City Council, Administration, other City departments, and the public. The department consists of three full time employees. The City Clerk is an elected official; the Assistant City Clerk is the Department Head managing the day-to-day office activities. The City Clerk's Office maintains custody, control, and storage of official City documents and records pertaining to the operation of City government.

Administration

The City Clerk's Office is in charge of the preparation, publication, and distribution of all agenda material for the City Council, the Successor Agency to the West Covina Redevelopment Agency, and the Public Financing Authority, including the recordation of all meeting minutes. The department ensures that actions are in compliance with all federal, state, and local statutes and regulations, and that all actions are properly executed, recorded, and archived. The department certifies and distributes ordinances and resolutions as appropriate, publishes and posts legal notices as required, and codifies ordinances into West Covina Municipal Code. The department also receives and opens Capital Improvement Project bids; receives claims, subpoenas and lawsuits; and records documents with the Los Angeles County Registrar Recorder's Office. The Assistant City Clerk serves as the secretary to the Oversight Board of the Successor Agency to the West Covina Redevelopment Agency, preparing the agenda material and related documents.

Elections

The City Clerk's Office coordinates all City elections for elective office, initiatives, referenda, and recalls. The City's general municipal elections are consolidated with the Los Angeles County Elections Division and are held in November of odd numbered years.

Political Reform Act

Pursuant to the Political Reform Act, the City Clerk serves as the filing officer/official for Campaign Disclosure Statements for elected officials, candidates, and committees; and for Statement of Economic Interests filed by public officials and designated employees. The City's Conflict of Interest Code is reviewed and updated on a bi-annual basis.

Public Records Act & Public Information

The City Clerk's Office provides public information and responds to requests for documents pursuant to the provisions of the *California Public Records Act*. The department also assists staff with research of legislative history and actions.

Commissions

The City Clerk's office oversees the appointment process for the City's Commissions and Advisory Boards. The office facilitates all required noticing pertaining to recruitments for vacancies and expiring terms pursuant to State Law and administers the oath of office to all newly appointed commissioners.

Animal Care and Control

The City Clerk's Office serves as the liaison with the Los Angeles County Department of Animal Care and Control overseeing contract administration and providing complaint resolution.

Records Management Program

This City Clerk's Office is the custodian and the depository for all official records and documents of the City, Public Financing Authority, and Successor Agency to the West Covina Redevelopment Agency. The Records Management Program provides for the safekeeping and storage of the records and provides a retention schedule for all records.

The program monitors the retention guidelines providing for the destruction of documents in accordance with State laws. The department continues to improve efficiency and customer service through utilization of SIRE Technologies' electronic document management system (EDMS). The implementation of SIRE has increased the ease of access to information to internal staff and the public.

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 book or card from the U.S. Department of State. Service is available Monday through Thursday. An on-site passport photo service is also available.

City Clerk

FY 2013-2014 ACCOMPLISHMENTS

- Prepared, published, and distributed agendas and agenda packets for the City Council, Community Development Commission, Successor Agency to the West Covina Redevelopment Agency, Public Financing Authority, and Oversight Board meetings; published and posted required legal notices; prepared minutes; and maintained the legislative action of such meetings.
- Coordinated and conducted the recruitment process for a Human Resources Commissioner vacancy and a Community and Senior Services Commissioner vacancy.
- Executed, indexed, scanned and distributed all resolutions, ordinances, contracts, and recorded documents approved by the City Council.
- Continued ongoing scanning efforts to convert files into electronic format.
- Revised the Public Record Document Request Administrative Policy.
- Developed policy on the execution process of City Contracts and Agreements.
- Received, processed and responded Public Records Act requests, claims, subpoenas, and summons.
- Provided legislative research services to City department and the public.
- Fulfilled duties as filing officer for campaign statements for officeholders, candidates, and political action committees.
- Received and reviewed Statements of Economic Interests for elected officials, city commissioners, and designated employees pursuant to the Political Reform Act.
- Processed approximately 1700 passport applications and 700 passport photos.
- In conjunction with the Los Angeles Elections Division managed the November 5, 2013 Municipal Election for the offices of three Councilmembers, City Clerk and City Treasurer.
- Updated over 80 West Covina Municipal Code books and reviewed all Code books for completeness. Newly adopted ordinances are posted on the website as adopted so current code information is continually available.

- Facilitated the destruction of over 450 boxes of non-essential, obsolete records.

FY 2014-2015 GOALS AND OBJECTIVES

- Prepare and facilitate the nomination process for all candidates running in the November 3, 2015 general municipal election.
- Research paperless agenda packet for implementation.
- Maintain high level daily operations of the City Clerk's Office and the accurate recordings of the legislative actions of the City Council, Community Development Commission, Successor Agency to the West Covina Redevelopment Agency, Public Financing Authority and Oversight Board.
- Provide continued support to the City Council, staff and the public.
- Continue conversion of official City documents to electronic format on an on-going basis.
- Update the process used to monitor and track Public Records Request.
- Implement Sire's AgendaPlus electronic agenda preparation program for Human Resources Commission, Community and Senior Services Commission, Traffic Committee and the Oversight Board.
- Prepare and present to the City Council and update of the City's Conflict of Interest Code.
- Develop a "Citizens Guide to Your City Council Meeting", a guide that will assist residents with general information and procedures in which public business is transacted at a City Council meeting.

PERFORMANCE MEASURES

Performance measures will be provided to the City Council for review and approval during July 2014 in conjunction with the adoption of the City Council goals and objectives.

City Clerk

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE CITY CLERK			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
SALARY & BENEFITS					
FULL TIME SALARIES	172,654	198,071	190,771	192,660	
PART TIME SALARIES	5,521	185	-	-	
ELECTIVE/APPOINTED	1,810	1,805	1,800	1,790	
BILINGUAL PAY	906	1,083	1,020	1,020	
SICK/VACATION/HOLIDAY/ADMINISTRATIVE LEAVE	9,758	12,889	13,999	12,360	
WORKERS' COMPENSATION	386	684	697	710	
HEALTH/DENTAL/VISION INSURANCE	25,053	29,791	28,543	30,670	
LIFE INSURANCE/LONG TERM DISABILITY	1,302	1,652	1,707	1,710	
MEDICARE	2,825	3,130	2,980	3,060	
RETIREMENT - NONSWORN	25,534	27,540	28,324	33,160	
DEFERRED COMPENSATION	3,617	4,333	4,080	4,080	
RETIREMENT HEALTH SAVINGS PLAN	1,562	1,715	2,220	2,780	
RETIREE LUMP SUM BENEFIT	1,497	1,961	1,778	1,620	
SUPPLEMENTAL RETIREMENT PLAN	2,048	2,853	3,347	4,070	
UNEMPLOYMENT	-	8,098	3,234	-	
AUTO ALLOWANCE	2,710	3,259	3,060	3,060	
SALARY & BENEFITS TOTAL	257,183	299,049	287,560	292,750	
MAINTENANCE & OPERATIONS					
MEMBERSHIPS	-	-	-	480	
TRAINING & SEMINARS	-	-	-	660	
ELECTIONS	253,065	570	305,000	600	
CONTRACTUAL SERVICES	8,605	12,350	17,893	17,020	
TELEPHONES/CELLULAR PHONES	2,080	1,630	1,630	820	
ANIMAL SHELTER SERVICES	359,323	344,816	370,000	370,000	
LOS ANGELES COUNTY COYOTE CONTROL	3,097	-	2,800	2,800	
ADVERTISING & PUBLICATIONS	2,038	1,770	4,000	4,000	
MUNICIPAL CODE SUPPLEMENTS	2,570	3,391	4,500	4,500	
SUPPLIES	3,450	3,224	3,700	4,200	
REPROGRAPHIC SERVICES	5,884	6,700	7,611	8,570	
EQUIPMENT MAINTENANCE & REPAIR	-	380	-	-	
CHARGEBACK - PROPERTY & LIABILITY INSURANCE	6,092	6,092	6,092	3,780	
MISCELLANEOUS EXPENSES	575	525	575	580	
NON-CAPITAL EQUIPMENT	-	-	-	3,000	
MAINTENANCE & OPERATIONS TOTAL	646,779	381,448	723,801	421,010	
DEPARTMENT TOTAL	903,962	680,497	1,011,361	713,760	

TOTAL BY FUND

FUND TITLE

GENERAL FUND

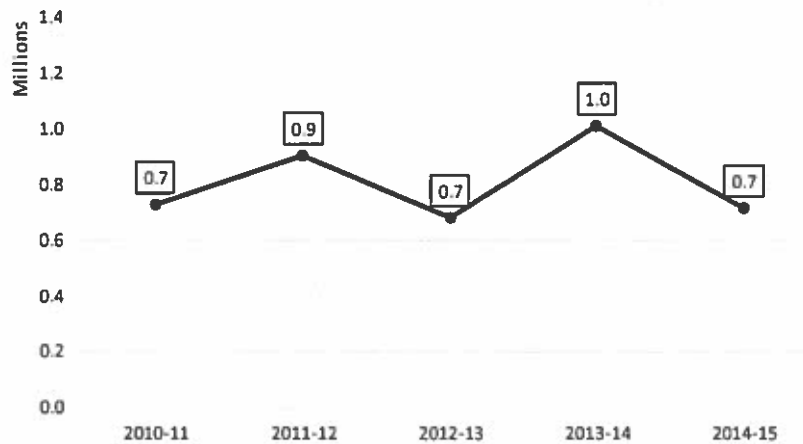
713,760

TOTAL CITY CLERK BY FUND

713,760

**Note: An additional \$8,610 City Clerk salary and benefits is funded from the Successor Agency Administration.*

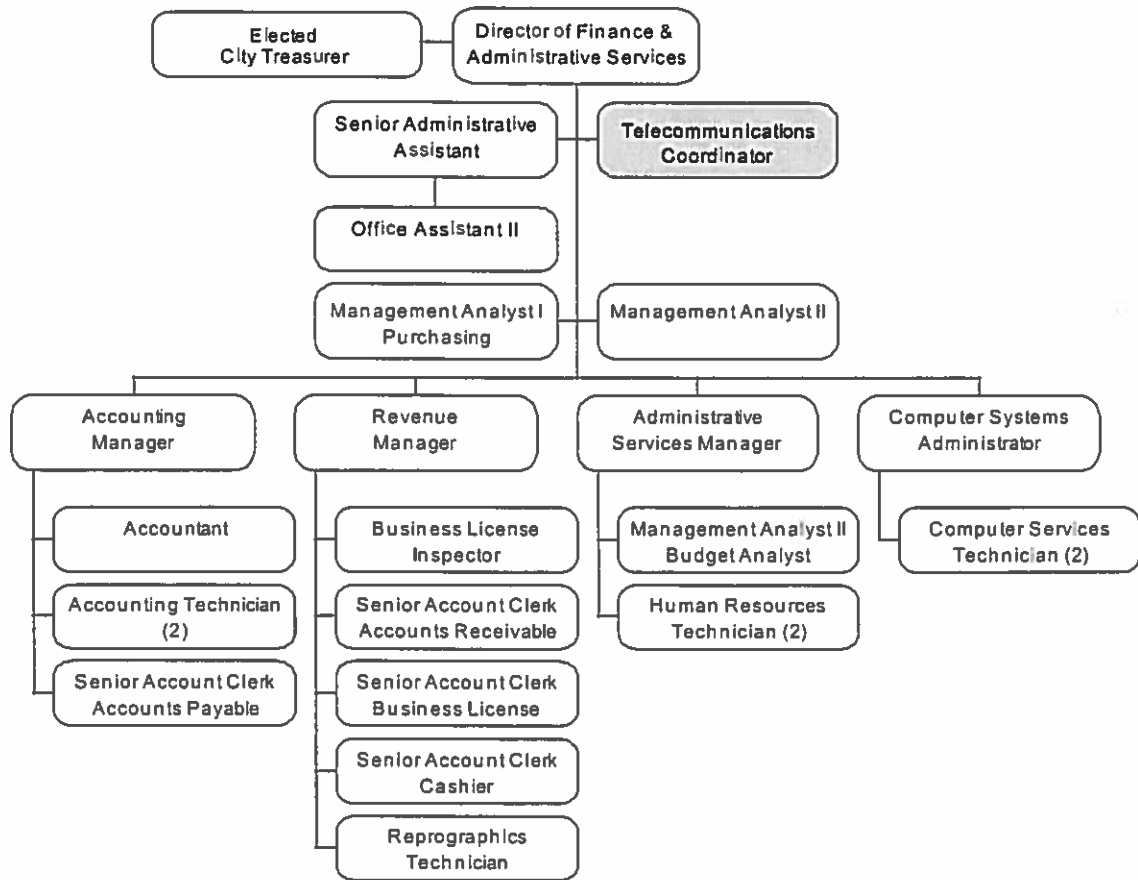
Departmental Expenditures Fiscal Years 2010-11 to 2014-15





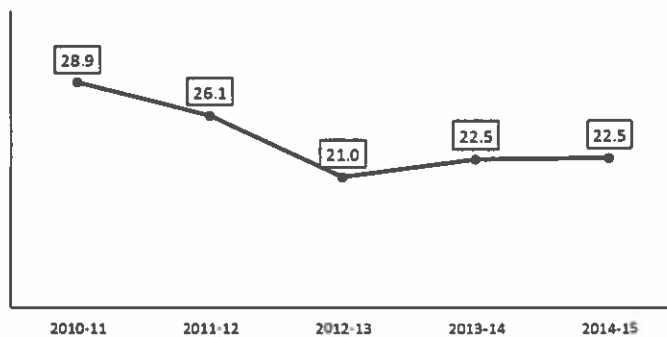
Finance and Administrative Services

Organizational Chart by Position



Shading denotes part time staff

Full Time Equivalents	
	Proposed Budget
Managerial	5
General	17
Part Time	0.5
Total FTE's:	22.5



Finance and Administrative Services

FINANCE & ADMINISTRATIVE SERVICES

MISSION STATEMENT: To manage and to protect the City's financial resources by applying generally accepted accounting and investment principles, to provide reliable 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. To hire quality employees who meet the needs of the City, enhance the workplace for all employees and to identify and minimize exposures that could result in financial loss to the City through creative and cost-effective human resource and risk management.

This department is responsible for all financial affairs and human resources of the City of West Covina. The goal of the Finance and Administrative Services 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 four divisions.

Administrative Services Division

The administrative services division oversees all aspects of the finance function and is responsible for the City's budget preparation. This division is also responsible for administration of citywide telecommunications including supervision of the part time telecommunications coordinator, management of the 9-1-1 system and dispatch databases, the City's telephone system, and City cell phones.

This division also serves 338 full-time and approximately 150 part-time staff. The department provides consultation and management services in the areas of training, recruitment, and selection; benefits management; employee and labor relations; workers' compensation, general and auto liability; insurance procurement; loss prevention including claims management, organizational development, classification, and compensation; employee evaluation, training, safety, 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 Administrative Services Manager, regular full-time staff includes one safety and claims manager, one administrative assistant II, two human resources technicians and a management analyst II.

Finance and Administrative Services

It also oversees the purchasing section that 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. The purchasing division reviews City contracts to ensure they are in compliance with the terms and conditions in the Request for Proposal (RFP) specifications.

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 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 or 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.

Finance and Administrative Services

Revenue Management Division

This division manages debt and cash activity for the City, and is responsible for the receipt, deposit, accounts receivable and investment of funds. It also oversees the business license function that 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 Finance and Administrative Services Director 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.

It coordinates the reprographics section that provides 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.

Accounting Division

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

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 and Administrative Services

FY 2013-14 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.
- Coordinated the financial aspects of the dissolution of the West Covina Redevelopment Agency.
- As a result of the redevelopment agency dissolution, prepared, the semi-annual Recognized Obligation payment Schedule (ROPS) for the periods January to June 2014, July – December 2014.
- Corresponded with State Department of Finance and County Auditor Controller's Office regarding redevelopment agency dissolution.
- Revised all budget chargebacks to more adequately address cost recovery.
- Continued to review all phone bills for accuracy and areas to streamline costs.
- 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 of the financial software.
- Adjusted business license fees by Consumer Price Index increase.
- Completed \$1.7 million in Proposition A exchanges with another city.
- Published the annual budget and CIP document for the 2013-14 fiscal year in both electronic and hardcopy format.
- Prepared an enhanced format for the annual operating and CIP budget document for fiscal year 2014-15 to provide increased transparency for the Council and community.

Finance and Administrative Services

- Cross-training efforts were continued within the department, particularly in the accounts payable, payroll, and business license functions.
- Prepared a Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2013 and submitted the CAFR to the Government Finance Officers' Association Certificate of Achievement for Excellence in Financial Reporting Award program.
- Prepared financial reports required by federal, state, and county agencies.
- Continued to improve departmental efficiencies through technology advances such as establishing on-line access with governmental agencies, certain vendors, and payroll benefit providers.
- Reported payroll information to the California Public Employees Retirement System using their myCalPERS software system.
- Administered the billing and collection component of the City's police false alarm ordinance.
- Maintained a web link on the City's web page where specifications for formal Requests for Proposals can be downloaded.
- Assisted departments with computer purchase and configuration.
- Cleaned computer viruses and spyware on infected computers.
- Assisted Public Works and LA County to complete the implementation of the Traffic Control System and the Power Control System.
- Assisted the Fire Department to complete the implementation of the SmartClass training room at station 4.
- Segregated the City's network to provide Internet access for the Greater West Covina organization.
- Successfully installed wireless Wi-Fi at the Senior Center.
- Hosted on-site training on Microsoft Office 2013.
- Completed installation and configuration of the power saving software system.

Finance and Administrative Services

- Continued to weigh organizational needs and liabilities against the ever-changing insurance market while managing approximately 67 active liability claims, 175 workers' compensation cases, and 51 new uninsured losses each year.
- Successfully processed a variety of employee and labor relations issues.
- Coordinated staff participation in four training workshops, conducted by outside firms, on topics such as discipline, labor negotiations, leaves of absence, performance management, and other current legal employment issues.
- Coordinated recruitments resulting in 13 full-time and 43 part-time new hires, 58 full-time and six part-time promotions.
- Assisted approximately 18 full-time and 41 part-time employees who separated from City service.
- Completed the Air Quality Investment Program Annual Report and Citywide employee rideshare survey as required by the South Coast Air Quality Management District (SCAQMD).
- Continued to improve our processing of employee benefit enrollments and changes by participating in an online process of managing employee medical dental, and vision insurance.
- Continued our efforts to enhance and streamline our recruitment process by posting all open and competitive recruitments on web-based job sites.
- Continued to post 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 2014-15 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 response to ongoing fiscal challenges.
 - Work closely with City departments to identify new revenue sources and methods to reduce costs.
 - 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.

Finance and Administrative 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.
 - Continue financial responsibility for the Successor Agency of the West Covina Redevelopment Agency and Housing Successor Agency.
 - Continue dialog and correspondence with the State Department of Finance and County Auditor Controller regarding the dissolution of the former redevelopment agency.
 - Continue ongoing administration of the Oversight Board as needed.
 - Coordinated the implementation of the Health Care Reform Affordable Care Act.
 - Continue to work with outside vendors to investigate reducing operational costs by performing cost analyses.
 - Coordinate exchange of \$1,877,990 in Proposition A funds with a city.
 - Coordinate the posting of financial data to the City's website.
 - Oversee compliance with continuing disclosure requirements for the City's bonded debt.
 - Continue to review all phone bills for accuracy and areas to streamline costs.
 - Review debt for refinancing and credit enhancement opportunities.
- Provide outstanding customer service to City departments to assist them in performing their departmental operations.
 - Implement quarterly financial reporting to City Council.
 - 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.
 - Continue to work with senior administrative assistants to update the City directory.
- 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 Officers Association award program which ensures the report is
-

Finance and Administrative Services

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.
 - Prepare and timely file the compensation report with the State Controller's Office to ensure transparency of compensation for all employees and elected officials of the City.
-
- 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.
 - Continue to upgrade Windows Server to the latest version.
 - Continue to upgrade Microsoft Office and Exchange email to the latest version.
 - Continue to provide computer training to staff.
 - Assist the City Manager's office to redesign the City's website.
 - Increase inspection of businesses operating within the city to ensure business license compliance and increase revenue.
 - Implement an Eden cashiering module.
 - Continue online tracking of collections activity for departments.
 - Expand the use of on-line business license renewal payments.
 - 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 a timely fashion during any absences.
-

Finance and Administrative Services

- Convert Police Internet to new provider Charter, resulting in costs savings and better signal.
- Continue to meet the needs of the organization by creatively managing recruitments.
- Integrate the operations of the human resources and risk management functions.
- Complete negotiations and implement the provisions of the Memorandums of Understanding (MOU's) for the five miscellaneous bargaining units: Confidential, General, Maintenance & Crafts, Mid-Management, and Non-Sworn Public Safety as well as the four safety bargaining units: Police Officers' Association, Police Management Association, Firefighters' Association, and Fire Management Association.
- Continue to assist departments with employee investigations, grievances, discipline, and Americans with Disability Act (ADA) issues.
- Protect public and employee safety.
- Recommend changes to all departments to remove City from any possible liability.
- 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.
- Continue with Safety Committee to communicate safe work practices throughout the organization.
- Provide the City insurance coverage without interruption throughout the upcoming fiscal year.
- Coordinate the City's sexual harassment training in compliance with AB 1825.
- Review current City policies, Personnel Rules, as well as various forms and work with employee bargaining units to update as needed.
- Review insurance carriers to ensure cost effective benefits being offered to employees.
- Complete the Air Quality Investment Program Annual Report and citywide employee rideshare survey as required by the South Coast Air Quality Management District (SCAQMD).

Finance and Administrative Services

- Continue to work with departments to revise the recruitment process to meet their needs.

PERFORMANCE MEASURES

Performance measures will be provided to the City Council for review and approval during July 2014 in conjunction with the adoption of the City Council goals and objectives.

Finance and Administrative Services

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE FINANCE & ADMINISTRATIVE SERVICES		
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET
SALARY & BENEFITS				
FULL TIME SALARIES	1,362,128	1,126,455	1,376,688	1,426,940
PART TIME SALARIES	100,057	177,260	36,000	36,440
OVERTIME	2,190	2,941	2,300	7,470
ELECTIVE/APPOINTED	6,153	1,683	2,700	1,200
BILINGUAL PAY	6,345	6,506	7,200	7,180
SICK/VACATION/HOLIDAY/ADMINISTRATIVE LEAVE	65,028	32,998	59,017	19,230
WORKERS' COMPENSATION	3,640	4,811	5,535	5,590
HEALTH/DENTAL/VISION INSURANCE	236,027	216,500	258,801	299,650
LIFE/LONG TERM DISABILITY	10,662	9,767	12,770	13,150
MEDICARE	22,855	19,119	21,026	21,100
RETIREMENT - NONSWORN	203,101	156,791	204,393	245,610
DEFERRED COMPENSATION	24,142	15,801	23,400	20,400
RETIREE MEDICAL BENEFIT	5,687	4,969	9,870	11,620
RETIREMENT HEALTH SAVINGS PLAN	19,074	16,782	21,750	28,350
COMPENSATED ABSENCES ADJUSTMENT	(31,982)	1,463	-	-
RETIREE LUMP SUM BENEFIT	15,352	13,581	11,901	11,670
SUPPLEMENTAL RETIREMENT PLAN	9,545	14,843	9,115	5,210
UNEMPLOYMENT	5,364	-	-	-
LEAVE LUMP SUM	81,703	21,510	-	-
AUTO ALLOWANCE	2,753	1,655	6,300	2,700
SALARY & BENEFITS TOTAL	2,149,824	1,845,435	2,068,766	2,163,510

Finance and Administrative Services

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE FINANCE & ADMINISTRATIVE SERVICES		
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET
MAINTENANCE & OPERATIONS				
TUITION REIMBURSEMENT	20,622	13,468	24,720	29,450
JOURNALS & PUBLICATIONS	1,043	21,469	1,389	5,610
MEMBERSHIPS	4,114	2,450	3,338	2,890
TRAINING & SEMINARS	3,116	3,016	8,862	21,980
CONTRACTUAL SERVICES	428,391	376,450	472,830	433,560
LEGAL SERVICES	-	(1,039)	475,000	455,000
TELEPHONES/CELLULAR PHONES	116,814	103,493	118,406	71,970
NETWORK MAINTENANCE	74,285	17,693	31,000	23,660
SUPPLIES	23,840	22,161	49,183	46,060
REPROGRAPHIC SERVICES	48,327	59,985	69,888	53,610
POSTAGE	29,171	43,533	55,551	51,460
DEPOSITION COPYING RELATED LEGAL SERVICES	1,457	977	-	-
POOL CAR USAGE	1,303	356	350	-
EQUIPMENT MAINTENANCE & REPAIR	3,247	2,476	10,500	27,360
SPECIAL EVENTS INSURANCE	5,111	6,193	-	5,000
BAD DEBT EXPENSE	(92,955)	62,846	-	-
ACTUARIAL ADJUSTMENT	(1,133,385)	(1,030,622)	-	-
CHARGEBACK - PROPERTY/LIABILITY INSURANCE	51,744	51,744	51,744	29,430
INSURANCE	515,280	479,407	535,000	565,050
ACCIDENTAL DEATH & DISABLEMENT	8,675	8,633	10,000	10,000
BONDS	3,015	2,715	2,800	2,800
UNINSURED LOSSES	90,067	79,016	100,000	100,000
CLAIMS PAID	-	931	600,000	600,000
CAPITALIZED LEASE PAYMENTS	15,899	17,144	14,263	14,970
MISCELLANEOUS EXPENSES	17,461	14,513	14,705	11,720
WORKERS' COMPENSATION	64,158	123,801	500,000	600,000
ALLOCATION	(252,801)	(272,931)	(292,605)	(253,620)
NON-CAPITAL EQUIPMENT	6,996	21,817	-	-
MAINTENANCE & OPERATIONS TOTAL	54,995	231,695	2,856,924	2,907,960

Finance and Administrative Services

CAPITAL OUTLAY				
OFFICE EQUIPMENT	9,547	-	-	-
DATA PROCESSING EQUIPMENT	-	6,565	-	35,000
CAPITAL OUTLAY TOTAL	9,547	6,565	-	35,000
DEPARTMENT TOTAL	2,214,366	2,083,695	4,925,690	5,106,470

TOTAL BY FUND

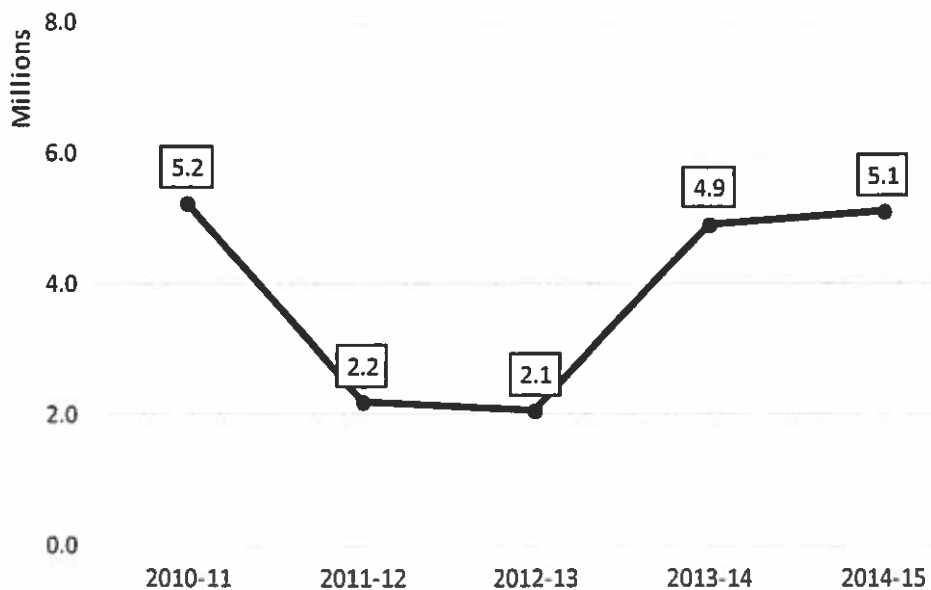
FUND TITLE

GENERAL FUND	2,467,310
SELF INSURANCE-UNINSURED LOSS FUND	100,000
SELF INSURANCE GENERAL/AUTO LIABILITY FUND	1,156,540
SELF INSURANCE WORKERS' COMPENSATION FUND	1,382,620

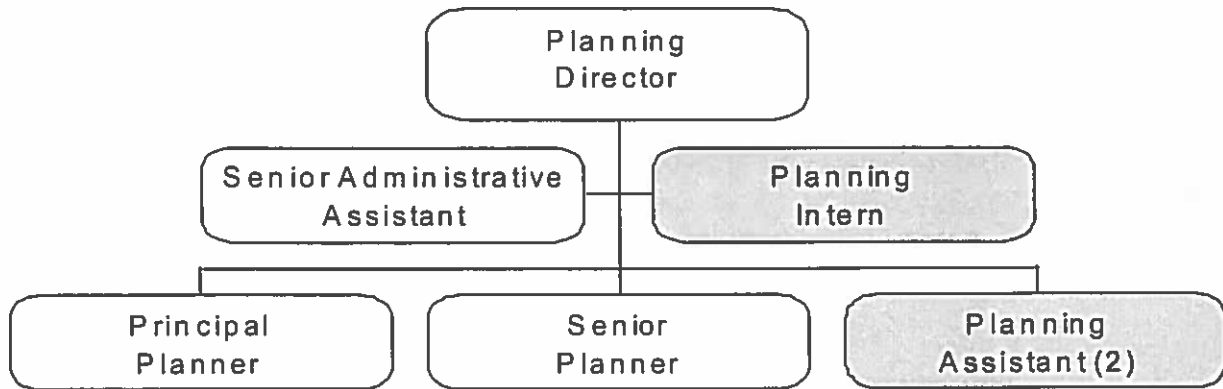
TOTAL FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT BY FUND 5,106,470

***Note: An additional \$40,240 Finance & Administrative Services salary and benefits is funded from the Successor Agency Administration.**

**Departmental Expenditures
Fiscal Years 2010-11 to 2014-15**

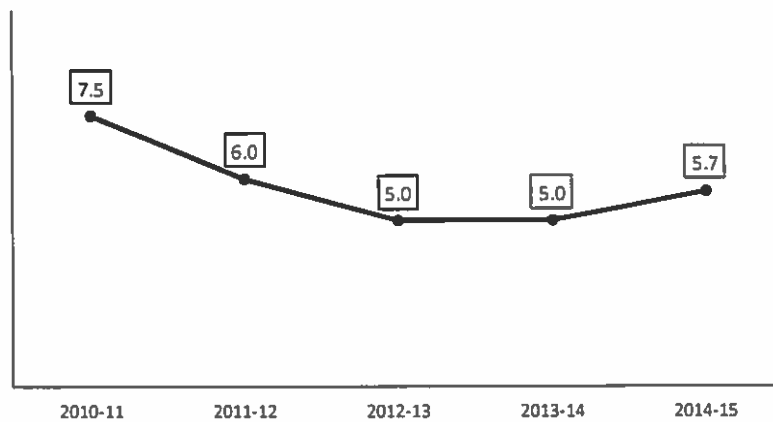


Organizational Chart by Position



Shading denotes part time staff

2014-15	
Full Time Equivalents	
	Proposed Budget
Managerial	2
General	2
Part Time	1.7
Total FTE's:	5.7



Planning

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.

This department develops, implements and maintains a comprehensive land use plan and land development standards in the Municipal Code. The Department is responsible for implementing City Council policies related to planning and managing the City's growth. In performing those tasks, the Department is involved in a variety of responsibilities.

Long Range Planning

The Planning Department administers the long-range planning projects, such as the updates or amendments to the General Plan as well as the processing of land development applications. Its central focus is to implement the General Plan and other adopted City Council policies. In addition, this responsibility includes Municipal Code amendments to the Zoning section or to other relevant sections of the Municipal Code.

Current Planning & Environmental Review

The department is currently staffed by five full-time positions and maintains liaisons with other cities and planning agencies to address problems of mutual concern consistent with reasonable and sound planning practices.

Liaison with Other Agencies

The current planning function is implemented through the application of the City's zoning code. This responsibility involves reviewing various development applications submitted by residents or developers. 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).

City Council & Planning Commission

Planning for the future of the City of West Covina involves the coordination of different agencies 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 economic development.

Art in Public Places

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 administers the Art in Public Places program as well as the preservation program for historic resources.

2013-14 ACCOMPLISHMENTS

- Prepared and processed 6 municipal code amendments.
- Processed 50 development applications through the Planning Commission, including conditional use permits, planned community developments, precise plans, variances, tentative tract and parcel maps, and art in public places applications.
- Processed 175 administrative applications, including temporary use permits, special event permits, administrative modifications, planning director's modifications, slight modifications, and film permits.
- Completed 172 building, grading, and landscape plan checks.
- Completed 430 counter reviews for improvements such as patio covers, air conditioners, swimming pools, and small room additions.
- Completed review of 256 business license applications.
- Processed 86 single-family house improvements for review by the Planning Commission Subcommittee for Design Review.
- Completed processing and approval of residential and commercial development projects. Residential projects included a 45-unit single family development at 502 and 520 S. Lark Ellen Avenue (Dove Day Care and St. Martha's Episcopal Church), a 135-unit multi-family residential at 1611, 1623, and 1733 W. San Bernardino Rd, and the development of 22 lots in the South Hills Subdivision. Mixed use projects reviewed included the revision to 301 S. Glendora Avenue, allowing 450 residential units and 20,000 square feet of commercial space. Commercial projects included a Lotus automobile dealership at 2505 E. Garvey Avenue North.
- Code amendments processed include establishing standards revisions to the commercial parking standards, revision to guest house standards, establish standards for donation drop boxes, medical marijuana, adult oriented business (including a moratorium), and second unit standards.
- Completion of the General Plan Housing Element update for planning period of 2014 through 2021.

Planning

Preparation and release of Request for Proposals for consultants to assist in the preparation of a General Plan Update.

2014-15 GOALS AND OBJECTIVES

- General Plan Update – Hire consultant and begin Update process.
- Complete process for Veterans Memorial art project by end of 2014.
- Complete Code Amendment to modify standards for Guest Houses (Accessory Living Quarters) – August 2014.
- Complete Code Amendment to create standards for Donation Drop Boxes – September 2014.
- Complete Code Amendment to modify commercial parking standards – October 2014.
- Complete Code Amendment to prohibit/prepare standards for Medical Marijuana Dispensaries –February 2015
- Complete Code Amendment to modify standards for Second Dwelling Units – March 2015.
- Impact Fee Study – Hire consultant and complete capital facilities study – June 2015
- Process Code Amendment to consider modification to Adult Oriented Business standards. Hold Study Sessions with Planning Commission, September 2014 through January 2015.
- Provide excellent customer service.
 - Respond to all questions and inquiries in a polite, courteous manner.
 - Provide options to allow applicants to achieve their needs.
- Address applications to provide a business friendly environment.
- 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 will be provided to the City Council for review and approval during July 2014 in conjunction with the adoption of the City Council goals and objectives.

Planning

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE PLANNING			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
SALARY & BENEFITS					
FULL TIME SALARIES	350,934	351,813	360,321	322,110	
PART TIME SALARIES	-	-	-	95,750	
OVERTIME	-	-	-	8,770	
ELECTIVE/APPOINTED	12,207	2,616	4,500	3,000	
BILINGUAL PAY	1,207	1,203	1,200	1,200	
SICK/VACATION/HOLIDAY/ADMINISTRATIVE LEAVE	12,728	12,012	11,070	14,670	
WORKERS' COMPENSATION	757	1,159	1,269	1,750	
HEALTH/DENTAL/VISION INSURANCE	57,163	58,976	54,011	49,180	
LIFE INSURANCE/LONG TERM DISABILITY	2,717	2,994	3,263	2,950	
MEDICARE	5,767	5,601	5,796	7,740	
RETIREMENT - NONSWORN	52,754	48,745	53,382	55,340	
DEFERRED COMPENSATION	5,128	6,060	6,042	7,840	
RETIREE MEDICAL BENEFIT	1,422	1,242	1,410	1,450	
RETIREMENT HEALTH SAVINGS PLAN	3,991	3,475	4,365	3,160	
RETIREE LUMP SUM BENEFIT	3,132	3,690	3,212	3,060	
SUPPLEMENTAL RETIREMENT PLAN	1,866	3,706	3,879	5,290	
AUTO ALLOWANCE	2,571	3,331	3,312	3,310	
SALARY & BENEFITS TOTAL	514,344	506,623	517,032	586,570	
MAINTENANCE & OPERATIONS					
JOURNALS & PUBLICATIONS	55	65	250	250	
MEMBERSHIPS	375	400	705	710	
TRAINING & SEMINARS	404	668	3,250	3,250	
COMMISSION EXPENSES	263	44	500	500	
CONTRACTUAL SERVICES	7,045	45,742	26,800	44,950	
TELEPHONES/CELLULAR PHONES	3,474	3,527	3,670	2,430	
SUPPLIES	2,184	2,002	4,500	4,500	
REPROGRAPHIC SERVICES	10,925	12,931	14,131	15,910	
POOL CAR USAGE	378	196	300	300	
CHARGEBACK - FUEL & OIL	123	-	-	-	
EQUIPMENT MAINTENANCE & REPAIR	-	380	400	-	
CHARGEBACK - PROPERTY/LIABILITY INSURANCE	11,433	11,433	11,433	5,840	
CAPITALIZED LEASE PAYMENTS	2,193	2,027	6,551	2,000	
ADMINISTRATION AND OVERHEAD	28,638	27,495	28,638	20,890	
NON-CAPITAL EQUIPMENT	-	-	-	4,500	
MAINTENANCE & OPERATIONS TOTAL	67,490	106,910	101,128	106,030	
DEPARTMENT TOTAL	581,834	613,533	618,160	692,600	

TOTAL BY FUND

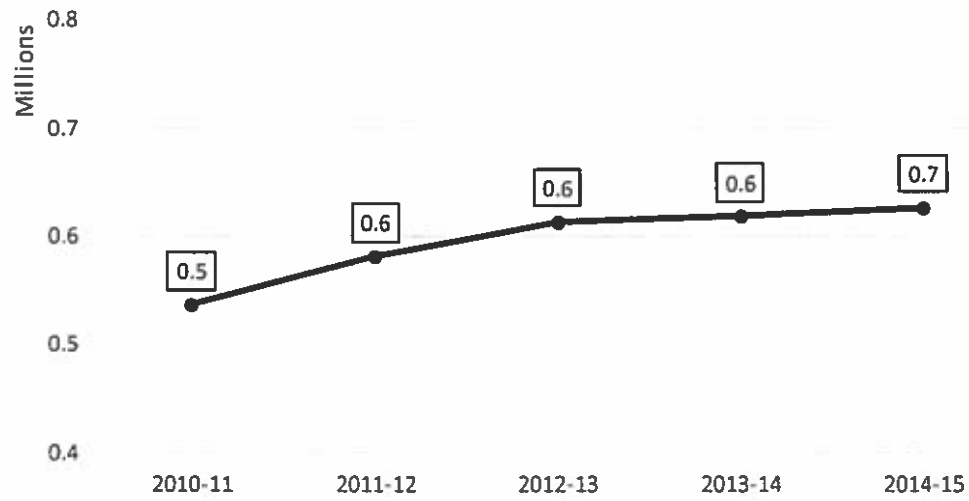
FUND TITLE

GENERAL FUND	583,990
PROPOSITION C FUND	108,610

TOTAL PLANNING DEPARTMENT BY FUND

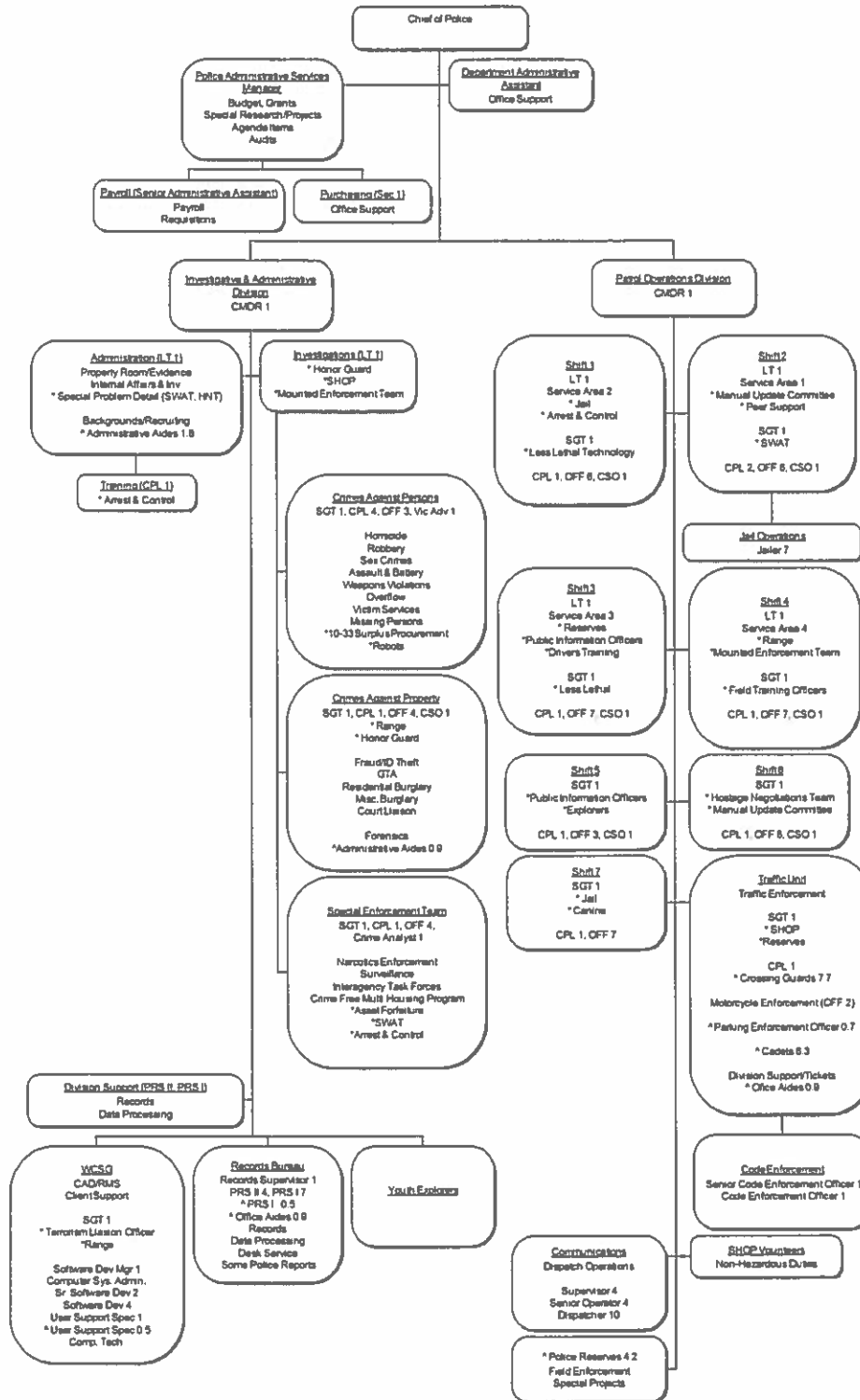
692,600

*Departmental Expenditures
Fiscal Years 2010-11 to 2014-15*





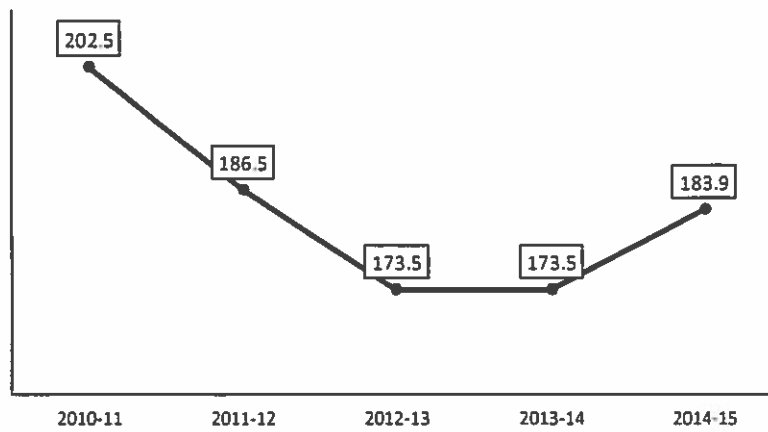
Organizational Chart by Position



*Denotes a collateral duty
^Denotes part time staff

Police

2014-15	
Full Time Equivalents	
	Proposed Budget
Managerial (Swom)	9
Swom	84
General	66
Part Time	24.9
Total FTEs:	183.9



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.

The Police Department has a proud history of integrity and service. The Police Department has an authorized 2014-15 full-time workforce of 93 sworn officers and 63 civilians, including 17 dispatchers. Several authorized civilian positions had their funding suspended last year. There are also 24 full-time equivalents with part-time positions including reserve officers, crossing guards, and other support 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. In addition to patrol officers, this division includes 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.

Police

- 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 2010-11, two divisions were combined into one. This division is responsible for providing investigation and follow-up services associated with all major crimes, as well as 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) - This team works irregular schedules dictated by the demands of their specialized investigations, which include narcotics, surveillance, interagency intelligence, and other targeted enforcement.

Administration: Focusing on the centralized administrative division functions of the Police Department, Administration includes the Records Division, the Professional Standards and Training (PS&T) section, and the Property and Evidence unit. 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.

FY 2013-14 ACCOMPLISHMENTS

- 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.
- Continued to focus on front-line law enforcement and crime prevention activities to improve public safety. Crime in West Covina remains at near historic lows. While property crime has shown a slight increase in the past year, violent crime was at a ten-year low.
- Police personnel continued to focus on assertive law enforcement. Police Officers participated in task forces and regional groups targeting narcotics enforcement, regional traffic safety, and violent offender monitoring. Officers also implemented special patrol deployments at key shopping locations during holidays.
- The community enjoyed improved information from and connectivity to the police department. The West Covina Police Department used social media (e.g., Facebook, Nixle, and Twitter) to provide the community with up to date information. The department offered crime statistics, graffiti reporting, access to traffic accident reports, as well as the ability to dispute parking, noise, and graffiti citations—all online. These computer based services saved both residents and staff valuable time.
- The Special Enforcement Team seized an estimated \$12,000,000 worth of illegal narcotics. During FY 2013-14, the SET team brought in about over \$1,600,000 in asset forfeiture revenue, which helped fund department needs such as vehicles and technology projects.
- The West Covina Service Group provided comprehensive Dispatch and Records services to about twenty agencies, and generated \$1.8 million in revenue for operational costs and development.

The department's award-winning SHOP program, which has saved the City about \$8 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 and other funds, funding items including a new Mobile Command Vehicle, other vehicles, supplemental overtime to address community concerns, tactical and surveillance gear, graffiti analysis software, computer infrastructure items compliant with federal and State computer security policies, weapons components, and a range of frontline police equipment.

Police

FY 2014-15 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.

- Continue to focus on the core mission of providing front-line law enforcement services to the community, adapting to limits in resources
 - Continue participation in task forces and regional law enforcement efforts including the AB109 (prisoner realignment) task force to actively monitor repeat violent offenders, L.A. IMPACT focusing on regional narcotics enforcement, the "Avoid" program targeting regional traffic safety
 - Utilize part-time and volunteer positions to aid officers and civilian personnel
 - Utilize non-General Fund sources to the highest possible degree
- 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, along with cost effectiveness, has been clearly demonstrated
- 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
- Maintain traffic safety citywide
 - Work to provide quality traffic enforcement and safety services within the limits of available resources
 - Focus special enforcement efforts on factors that most commonly contribute to collisions in the City, with special attention to those factors that contribute to fatal an injury collisions
 - Continue efforts focusing on hazardous traffic citations and parking citations
- Pursue grant opportunities to address department needs
 - Continue the department's excellent record and expertise in the area of obtaining grants from multiple sources
 - Obtain radio communications equipment compatible with the technology utilized by the East San Gabriel Valley Interagency Communications Interoperability System (ICIS)
 - Continue to fully leverage multiple funding sources
- 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)
- 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
 - Work to improve organizational efficiency and effectiveness at the operational level, utilizing the Service Area Policing and Crime Impact Officer programs
 - Integrate Code Enforcement into Police Department operations
 - Utilize computerized Department policy manual
 - Refine timely deployment of police resources to address neighborhood crime trends utilizing CompStat
 - Work to improve effectiveness, marketability, and revenue generation of the West Covina Service Group

PERFORMANCE MEASURES

Performance measures will be provided to the City Council for review and approval during July 2014 in conjunction with the adoption of the City Council goals and objectives.

Police

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE POLICE			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
SALARY & BENEFITS					
SWORN FULL TIME SALARIES	8,624,418	8,419,345	8,677,606	8,911,560	
FULL TIME SALARIES	3,298,002	3,194,534	3,546,722	3,659,180	
PART TIME SALARIES	894,985	747,980	781,588	736,580	
OVERTIME	2,254,737	2,801,423	2,403,748	1,327,100	
BILINGUAL PAY	33,825	31,301	28,799	32,290	
LONGEVITY PAY	222,097	195,842	224,468	233,640	
EDUCATIONAL INCENTIVE	373,676	364,308	384,168	371,040	
SICK/VACATION/HOLIDAY/ADMINISTRATIVE LEAVE	511,027	544,202	502,349	513,410	
SPECIAL ASSIGNMENT PAY	(115,208)	(77,193)	(75,000)	-	
UNIFORM ALLOWANCE	115,482	112,016	116,196	121,450	
WORKERS' COMPENSATION	761,721	683,487	659,438	620,550	
HEALTH/VISION/DENTAL INSURANCE	1,778,845	1,823,746	2,036,150	2,206,330	
LIFE INSURANCE/LONG TERM DISABILITY	45,233	44,622	49,513	51,810	
MEDICARE	244,930	235,602	221,508	242,540	
RETIREMENT - SAFETY	4,494,977	3,344,789	3,772,849	4,226,960	
RETIREMENT - NONSWORN	510,043	460,604	529,781	713,900	
DEFERRED COMPENSATION	237,892	31,087	30,000	33,500	
RETIREE MEDICAL BENEFIT	938,376	1,054,592	1,155,249	1,068,740	
RETIREMENT HEALTH SAVINGS PLAN	53,149	53,535	73,200	90,550	
COMPENSATED ABSENCES ADJUSTMENT	(66,554)	(216)	-	-	
SUPPLEMENTAL RETIREMENT PLAN	61,085	146,851	42,560	40,030	
UNEMPLOYMENT	4,042	21,969	8,851	-	
POLICE SPECIAL PAY	101,743	100,183	99,673	95,120	
LEAVE LUMP SUM	280,828	226,351	200,000	-	
SALARY SAVINGS	-	-	(72,460)	-	
SALARY & BENEFITS TOTAL	25,659,351	24,560,960	25,396,956	25,296,270	

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE POLICE			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
MAINTENANCE & OPERATIONS					
UNIFORM	7,988	21,243	27,500	18,210	
POST REIMBURSABLE TRAINING/EDUCATION	28,329	51,004	52,000	46,000	
MEMBERSHIPS	6,348	5,170	9,075	6,290	
TRAINING & SEMINARS	65,555	142,550	156,264	101,200	
CONTRACTUAL SERVICES	389,802	443,654	488,208	382,920	
LEGAL SERVICES	533,887	329,548	-	-	
MISCELLANEOUS EQUIPMENT CONTRACTS	17,410	17,055	19,500	20,160	
TELEPHONES/CELLULAR PHONES	214,069	208,007	235,870	220,980	
GRAFFITI	82,038	103,018	103,000	109,040	
SUPPLIES	316,007	332,633	453,869	272,310	
REPROGRAPHIC SERVICES	48,894	58,967	63,288	75,130	
SOFTWARE LICENSING	52,527	51,862	65,500	-	
SMALL TOOLS	5,422	21,139	-	-	
CHARGEBACK - FUEL & OIL	404,001	400,755	415,979	401,520	
CHARGEBACK - VEHICLE MAINTENANCE	209,992	182,998	265,329	298,170	
OTHER VEHICLE SUBLET REPAIRS	34,985	30,092	43,000	50,000	
EQUIPMENT MAINTENANCE & REPAIR	9,442	8,861	7,500	7,500	
BAD DEBT EXPENSE	3,183	(3,170)	-	-	
CHARGEBACK - PROPERTY/LIABILITY INSURANCE	583,346	930,488	930,488	400,910	
CLAIMS PAID	1,167,361	938,442	-	-	
CAPITALIZED LEASE PAYMENTS	32,425	25,744	39,946	27,660	
EVERY 15 MINUTES EXPENDITURE	-	477	-	-	
EXPLORERS	50	788	4,042	-	
MISCELLANEOUS POLICE DONATIONS EXPENSES	1,950	26,735	4,131	-	
ADMINISTRATION & OVERHEAD	163,421	136,338	163,421	134,680	
WORKERS' COMPENSATION MEDICAL	225,187	302,512	-	-	
WALL OF HONOR	-	-	7,250	-	
K-9	14,083	16,628	31,100	30,000	
COMMUNITY POLICING	7,559	2,187	2,500	3,500	
REWARD - CRIMES	700	600	2,000	2,000	
SHOP PROGRAM	104	1,659	3,274	-	
MOUNTED ENFORCEMENT TEAM	132	-	10,420	-	
NON-CAPITAL EQUIPMENT	-	56,073	213,969	-	
MAINTENANCE & OPERATIONS TOTAL	4,626,197	4,844,057	3,818,423	2,608,180	

Police

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE POLICE			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
CAPITAL OUTLAY					
DATA PROCESSING EQUIPMENT	-	24,204	112,500	-	
OTHER EQUIPMENT	74,093	296,462	565,982	25,000	
VEHICLES & MOBILE EQUIPMENT	520,407	84,164	867,485	101,510	
PURCHASES - PASADENA	69,375	14,608	-	-	
PURCHASES - HEMET	87,200	16,019	-	-	
CAPITAL OUTLAY TOTAL	751,075	435,457	1,545,967	126,510	
DEPARTMENT TOTAL	31,036,623	29,840,474	30,761,346	28,030,960	

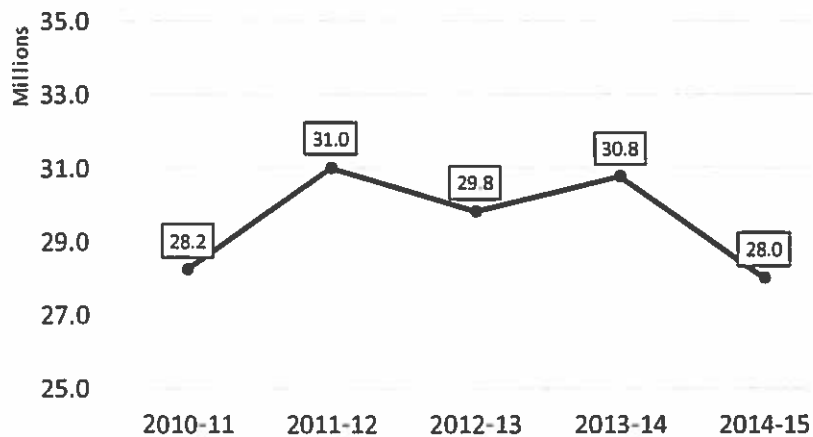
TOTAL BY FUND

FUND TITLE

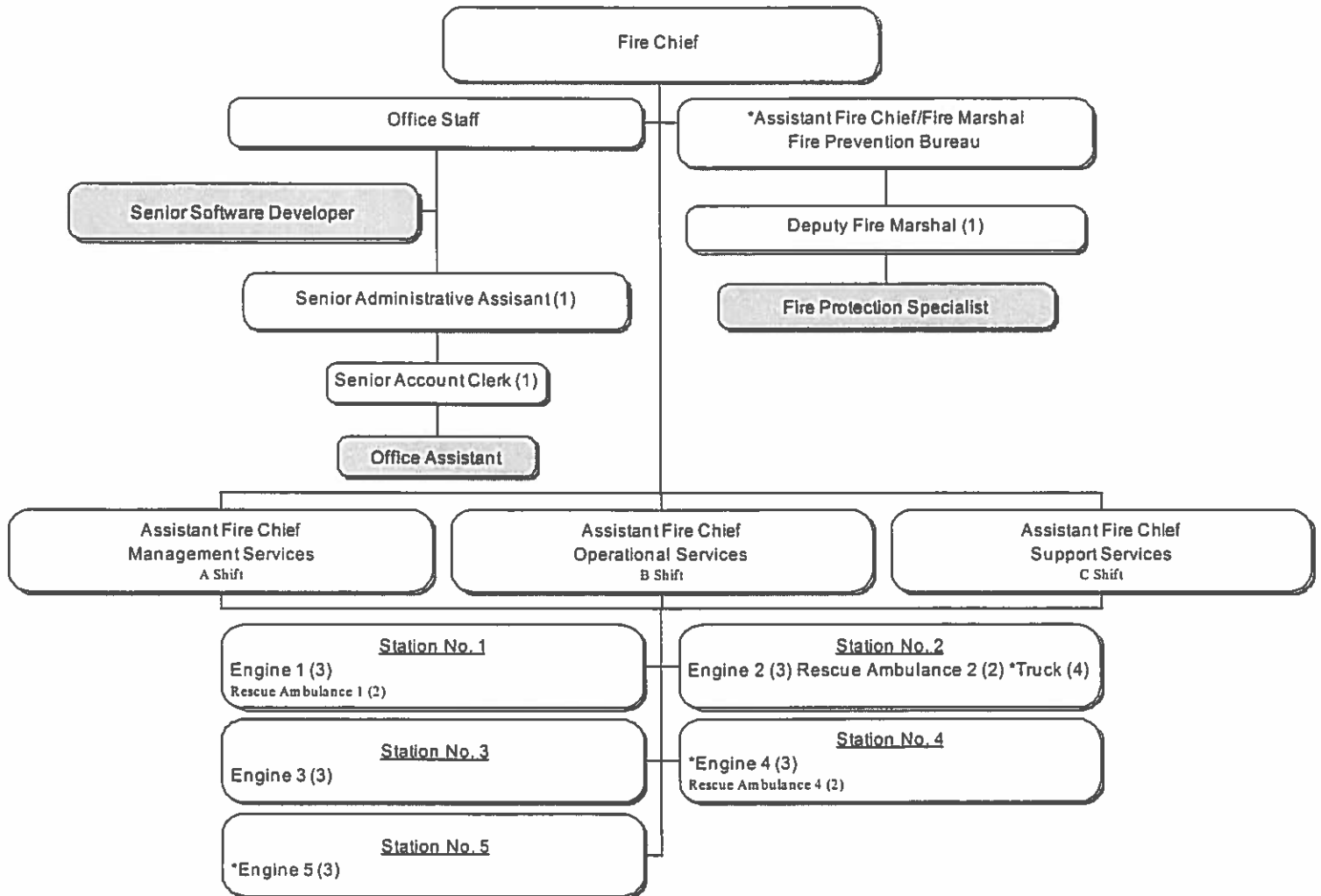
GENERAL FUND	26,290,000
COMMUNITY DEVELOPMENT BLOCK GRANT FUND	66,220
VEHICLE REPLACEMENT FUND	101,510
POLICE ENTERPRISE FUND	1,573,230
TOTAL POLICE DEPARTMENT BY FUND	28,030,960

*Note: Fiscal year 2013-14 Amended Budget includes \$3,288,470 in expenditures funded with Asset Seizure monies

**Departmental Expenditures
Fiscal Years 2010-11 to 2014-15**



Organizational Chart by Position



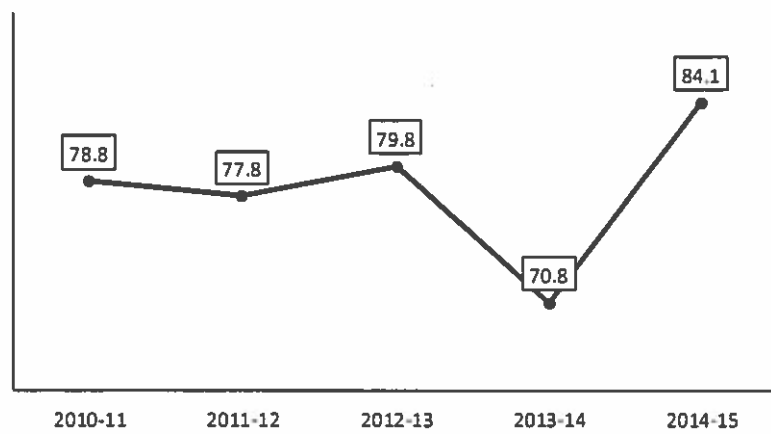
* Denotes 13 positions that are funded by the Staffing for Adequate Fire and Emergency Response (SAFER) Grant

- 1 Assistant Chief/Fire Marshal
- 3 Captains
- 3 Engineers
- 2 Firefighters
- 4 Firefighter Paramedics

Shading denotes part time staff

Fire

2014-15	
Full Time Equivalents	
	Proposed Budget
Managerial (Swom)	5
Swom	75
General	3
Part Time	1.1
Total FTE's:	84.1



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.

This department is comprised of a combination of dedicated career 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 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, 2013 to December 31, 2013, the Fire Department had an increase of unit responses, which totaled 17,114 for this period. These responses were for 8,016 reported emergency incidents. They included 5,935 medical emergencies, 1,909 public assistance/hazardous conditions/fire alarms/false alarms, and 172 hostile fires, unfortunately resulting in 5 reported injuries. The total fire loss for the 12-month period amounted to \$3,267,742.

The department serves the community by responding from the following five community 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

Operational Services

Fire

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 currently delivered 24 hours a day, 365 days a year, by four paramedic- assessment fire engine companies, one paramedic assessment truck company, three paramedic ambulances, and one assistant fire chief. This service level will be supplemented during Fiscal Year 2014-15 with the acquisition of a Federal SAFER (Staffing for Adequate Fire and Emergency Response) grant. This grant will fund an additional paramedic-assessment fire engine company, increase staffing to the department's truck company, and add an Assistant Chief/Fire Marshal position for a two year period. These professional and highly skilled firefighters are 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 utilize aggressive interior-attack firefighting to control fires quickly and increase the life safety of trapped occupants whenever possible. Using a 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 more than 1,800 additional calls for service ranging from infants locked in vehicles, chemical and product spills, inadvertent fire alarm activations, and responses to assist in adjacent communities through Automatic and Mutual Aid agreements.

Management Services

In an effort to provide appropriate leadership, management, and standard operating procedures, an assistant fire chief is responsible for overseeing all personnel related functions. Included in these functions are the department's labor relations, staffing, recruiting, public education, and promotional exams. Also provided is oversight of the California Department of Motor Vehicle requirements and Risk Management documents.

- **Emergency 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.

In addition, the assigned assistant fire chief oversees the delivery of Emergency Medical Services (EMS).

- **Paramedic Ambulance Services** – Approximately 74 percent of the department's activity is directed towards emergency medical services. The department delivers extremely high-level advanced life support medical treatment. The department assists approximately 5,600 patients each year. About one half of these individuals are in severe medical distress and require paramedic level care. On an annual basis, approximately 4,000 patients are transported to area hospitals in one of the three fire department ambulances, and are assessed fees for medical treatment and transportation services. 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

In a continued effort to streamline costs, an assistant fire chief of administration had been vacated and those responsibilities are currently being performed by the Fire Chief. This vacancy continues to require the Fire Chief to assume the position of Fire Marshal. Managing and enforcing all City of West Covina fire codes and ordinances, and providing these services in a timely manner are critical. The Fire Prevention Bureau 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. A deputy fire marshal inspects fire sprinkler systems, fire alarm systems, hazardous storage, and ensures 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. The services provided to contractors and developers are designed to be cost effective for the City and businesses. In fiscal year 2012-13, these services provided revenue in the amount of approximately \$200,000. Note: The acceptance of the previously mentioned SAFER grant will restore the Assistant Fire Chief of administration position for a period of two years.

The deputy fire marshal currently 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.

Fire

- 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, Every 15 Minutes, and the Red Ribbon Rally to educate the residents about fire and life safety and drowning prevention.

Support Services

The department remains committed to providing training and professional development opportunities for first responders that are in-line with the delivery of state-of-the-art fire suppression, rescue, and property conservation services.

- Fire Investigators – The Assistant Chief of support services is 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.
- Training – 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.

FY 2013-2014 ACCOMPLISHMENTS

- In concert with the City's Core Values, provided "exceptional" customer service by quickly responding to citizen's requests for assistance with appropriate resources.
- 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.
- Implemented a new records management system for fire incident reporting, fire prevention reports, and training records.
- Obtained 2013 Federal SAFER grant to supplement staffing that had been reduced due to budget concerns.
- Continued implementation of a State Homeland Security Grant funding for the replacement of VHF radio communication equipment. These devices have greatly enhance fireground communications within the City and on Mutual Aid assignments.
- Incorporated new single gas carbon monoxide detectors on all front line fire engines.
- Continued advanced level training with new self-contained breathing apparatus (SCBA's) that were purchased using regional grant funds.
- Equipped all front line fire units with additional wildland firefighting equipment.
- Continued to work with the West Covina Service Group to transition to "Inventory Dispatching" to improve the efficiency of Computer Aided Dispatch.
- Finalized a strategic plan for regional fire service training through the Los Angeles Area Fire Chiefs Association.
- The Fire Prevention Bureau maintained a reasonable amount of fire and life safety throughout the community with minimal impact on the general fund. Cost recovery is able to provide for the sustainment of this division.
- Performed annual state mandated fire inspections at 28 commercial day care facilities, 12 hospital/convalescent/ medical facilities, 9 hotels/motels, and 95 apartments.
- Conducted quarterly "after hours" inspections of dining facilities that offered live entertainment and service of alcoholic beverages.

Fire

- Provided consistent investigations to determine the fire origin and cause. Provided informative data to assist with fire code violations, criminal filings, and felony convictions.
- Conducted “Sidewalk CPR” training for citizens at the Westfield West Covina shopping mall in conjunction with the Los Angeles County Department of Health Services.
- Initiated cell phone pairing to department monitor/defibrillators to transmit data to emergency room doctors prior to patient arrival to specialty receiving hospitals.
- Prepared to initiate transition to electronic documentation of reports.
- Installed CPR modules in the department’s heart monitors / defibrillators in order to capture data on CPR quality.
- Purchased and received two new rescue ambulances.

FY 2014-2015 GOALS AND OBJECTIVES

- Actively pursue alternate funding opportunities to assist the challenging budget time.
- Ensure that all emergency response personnel receive mandated training opportunities to maintain continued technical competency and professional development.
- Evaluate and recommend alternate staffing models that can maximize the use of available funding.
- Continue to implement a comprehensive fleet replacement plan with the purchase of a new Ladder Truck.
- Continue involvement in the UCLA Research CPR project which has proven to double or triple survival of cardiac arrest.
- Respond as quickly as possible to save life and property, to minimize fire loss, and react to severe staffing reductions.
- Continue implementation of a joint powers agreement with the 30 other fire departments in Los Angeles County for the delivery of safe, consistent, and unified fire service training, also known as SMART Classroom.
- 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.
- Continue implementation of electronic patient care reports for emergency medical patients to increase effectiveness cost recovery.
- Implement electronic fire inspection reports for use by Fire Prevention Bureau and suppression personnel.
- In our continued effort to maintain “business friendly” status, provide for the timely, fair, and consistent application of inspection services and code enforcement with a philosophy of extreme customer service.
- Continue to promote public education opportunities within the city by providing life safety programs to local schools, community groups, and residents.
- Actively investigate fire causes to determine the area of origin. Refer suspicious fires to the police department to determine whether the crime of arson has occurred

PERFORMANCE MEASURES

Performance measures will be provided to the City Council for review and approval during July 2014 in conjunction with the adoption of the City Council goals and objectives.

Fire

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE FIRE			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
SALARY & BENEFITS					
SWORN FULL TIME SALARIES	6,759,835	6,640,227	7,084,154	7,632,660	
FULL TIME SALARIES	142,732	157,274	165,336	170,920	
PART TIME SALARIES	64,082	132,153	85,000	63,500	
OVERTIME	1,461,493	1,803,173	1,119,500	1,511,500	
PARAMEDIC PAY	113,674	119,649	121,813	144,140	
FIRE INVESTIGATOR PAY	6,032	6,016	6,000	2,990	
BILINGUAL PAY	13,112	14,134	13,199	14,350	
FIRE FLSA OVERTIME	143,161	137,077	143,000	139,600	
LONGEVITY PAY	167,969	146,156	162,802	192,640	
EDUCATIONAL INCENTIVE	238,285	233,965	240,340	270,870	
SICK/VACATION/HOLIDAY/ADMINISTRATIVE LEAVE	335,664	324,498	306,237	325,780	
UNIFORM ALLOWANCES	56,869	54,105	56,857	60,160	
WORKERS' COMPENSATION	275,310	215,671	504,121	519,020	
HEALTH/DENTAL/VISION INSURANCE	877,397	940,340	1,025,295	1,174,990	
LIFE INSURANCE /LONG TERM DISABILITY	9,775	11,099	16,303	17,430	
MEDICARE INSURANCE	134,585	135,720	133,340	127,740	
RETIREMENT - SAFETY	3,631,993	2,721,296	3,155,135	3,662,170	
RETIREMENT - NONSWORN	18,867	20,540	24,723	105,500	
DEFERRED COMPENSATION	10,260	11,757	10,200	13,810	
RETIREE MEDICAL BENEFIT	575,473	637,435	629,915	645,940	
RETIREMENT HEALTH SAVINGS PLAN	2,486	2,708	3,300	3,900	
RETIREE LUMP SUM BENEFIT	43,745	56,494	42,096	45,910	
UNEMPLOYMENT	-	99	65,240	-	
FIRE OFFICER CERTIFICATION PAY	16,701	16,878	16,832	16,850	
LEAVE LUMP SUM	97,622	79,342	120,000	-	
SALARY SAVINGS	-	-	(687,390)	(54,160)	
SALARY & BENEFITS TOTAL	15,197,122	14,617,806	14,563,348	16,808,210	

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE FIRE			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
MAINTENANCE & OPERATIONS					
UNIFORM	6,920	6,376	2,100	2,100	
PROTECTIVE CLOTHING	48,585	27,246	48,695	48,700	
MEMBERSHIPS	1,534	1,584	1,685	1,750	
TRAINING AND SEMINARS	40,622	44,533	10,442	10,440	
CONTRACTUAL SERVICES	223,570	263,950	270,475	283,590	
LEGAL SERVICES	25,350	41,528	-	-	
NATURAL GAS	7,458	7,975	8,000	8,000	
ELECTRICITY	33,714	34,218	35,000	35,000	
WATER	1,168	1,229	1,230	1,230	
TELEPHONES/CELLULAR PHONES	36,005	46,582	48,120	37,110	
PROMOTIONAL PROGRAMS AND PROJECTS	1,951	2,361	4,640	4,640	
REFERENCE BOOKS & PERIODICALS	4,491	1,786	4,358	3,560	
SUPPLIES	163,111	181,456	215,695	226,950	
REPROGRAPHIC SERVICES	7,892	8,902	10,208	11,490	
CHARGEBACK - FUEL & OIL	105,883	112,479	116,261	112,480	
CHARGEBACK - VEHICLE MAINTENANCE	255,155	242,236	250,000	274,840	
OTHER VEHICLE SUBLET REPAIRS	1,603	7	5,000	6,000	
EQUIPMENT MAINTENANCE & REPAIR	16,151	12,705	11,500	14,500	
EXPLORER PROGRAM	10,274	4,407	5,000	5,000	
CHARGEBACK - PROPERTY/LIABILITY INSURANCE	153,986	153,986	153,986	179,870	
CLAIMS PAID	134,012	112,339	-	-	
CAPITALIZED LEASE PAYMENTS	2,244	-	77,560	75,470	
MISCELLANEOUS EXPENSES	-	1,000	-	-	
ADMINISTRATION AND OVERHEAD	-	1,390	-	2,550	
WORKERS' COMPENSATION MEDICAL	397,530	88,148	-	-	
FIRE TRAINING COSTS	17,978	17,011	35,000	35,000	
NON-CAPITAL EQUIPMENT	24,634	164,356	-	-	
MAINTENANCE & OPERATIONS TOTAL	1,721,821	1,579,790	1,314,955	1,380,270	
CAPITAL OUTLAY					
OTHER EQUIPMENT	2,628	-	36,411	-	
CAPITAL OUTLAY TOTAL	2,628	-	36,411	-	
DEPARTMENT TOTAL	16,921,571	16,197,596	15,914,714	18,188,480	

TOTAL BY FUND

FUND TITLE

GENERAL FUND	18,075,460
FIRE TRAINING FUND	37,550
VEHICLE REPLACEMENT FUND	75,470

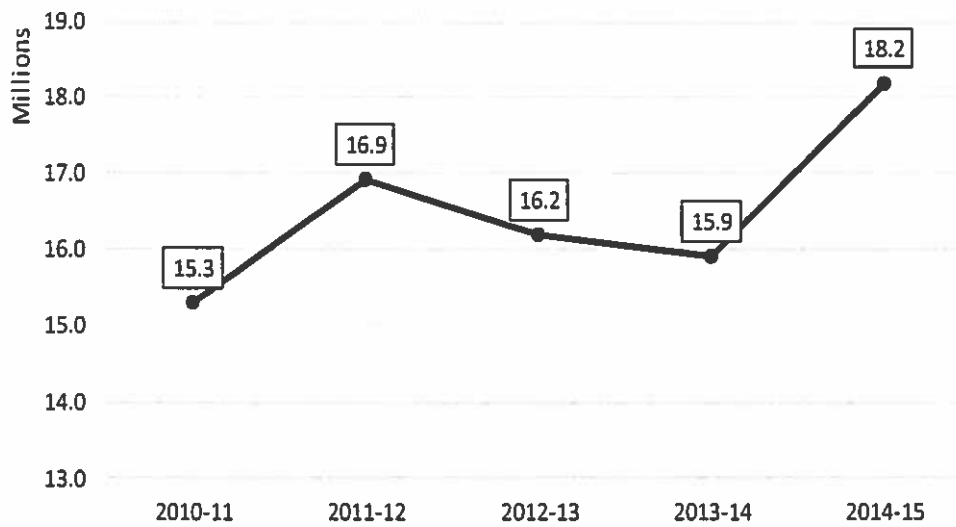
TOTAL FIRE DEPARTMENT BY FUND

18,188,480

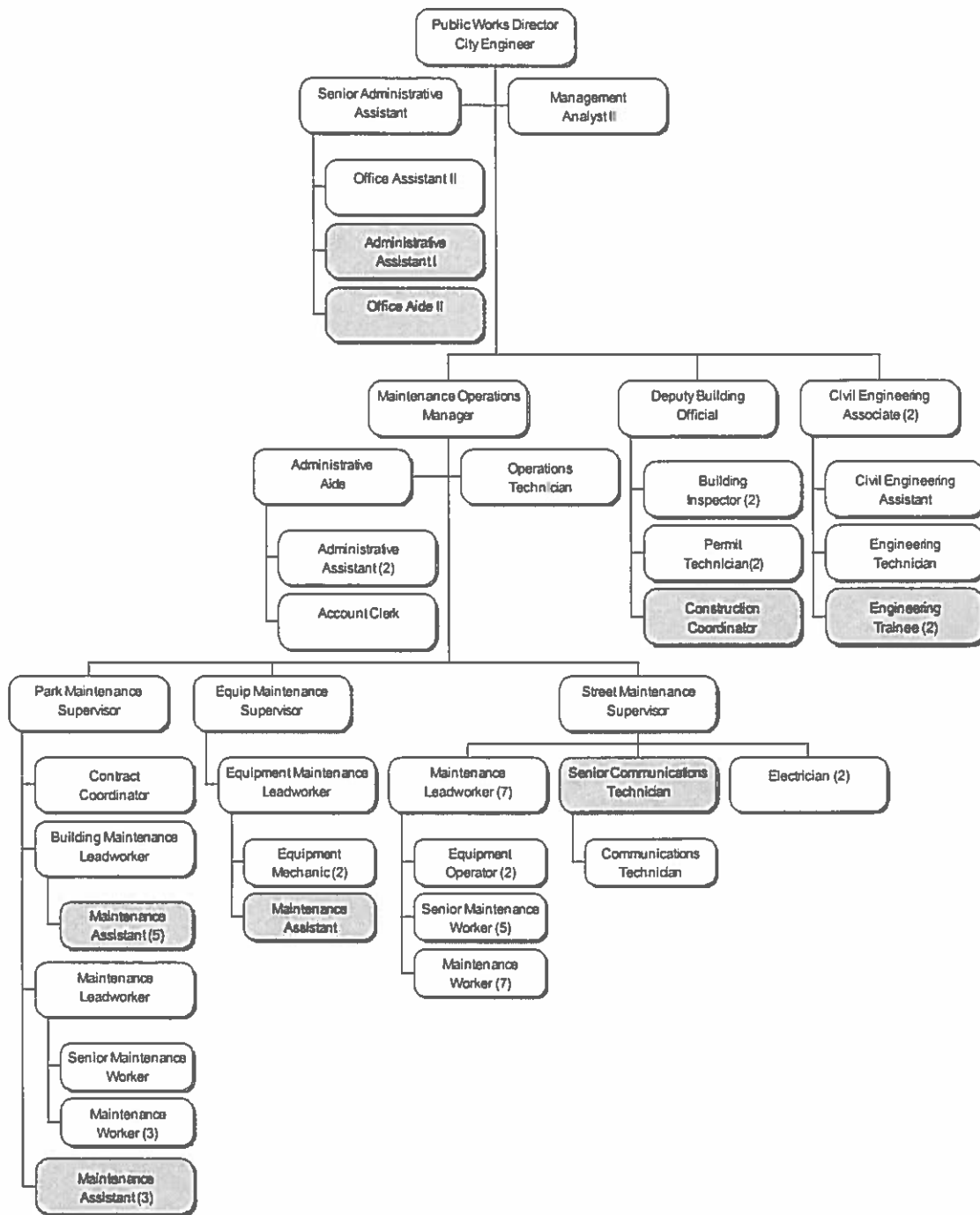
Fire

**Note: 2014-15 Proposed Budget includes \$2,317,350 in SAFER Grant Funding.*

**Departmental Expenditures
Fiscal Years 2010-11 to 2014-15**



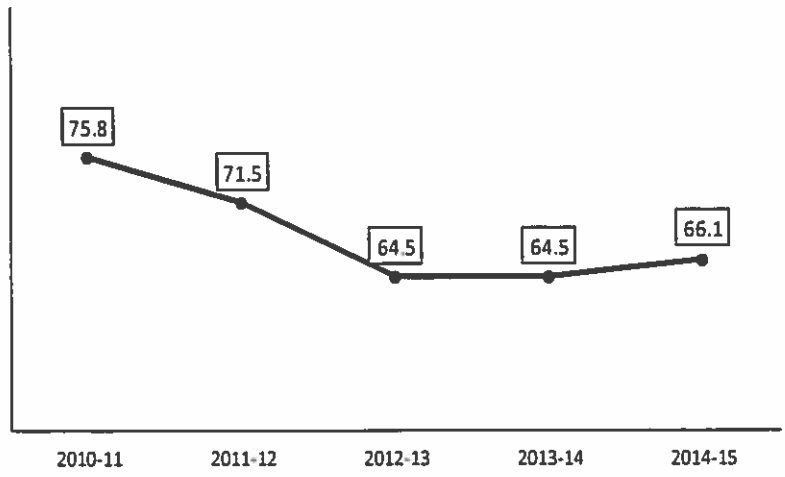
Organizational Chart by Position



Shading denotes part time staff

Public Works

2014-15	
Full Time Equivalents	
	Proposed Budget
Managerial	5
Supervisory	3
General	48
Part Time	10.1
Total FTEs:	66.1



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.

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 is the deputy building official (currently vacant), deputy city engineer (vacant), and maintenance operations manager provide administration of the day-to-day operations for their respective divisions.

The department is staffed by a total of 56 full-time positions. They include 4 Administrative, 5 Building Division, 4 Engineering Division, and 43 Maintenance Division. However, there are currently 7 vacancies that are funded but not filled.

Administration

The administrative personnel assist in planning, coordinating, and supervising the activities of the department's three divisions as well as providing administrative support to all sections of the department. Primary tasks include monitoring budget activity, overseeing the City's Capital Improvement Program (CIP), managing grant funding/activities, overseeing service contracts and 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 will be moved to the Police Department in Fiscal Year 2014-15.

Public Works

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 and are the lead workforce for energy efficiency projects.

Engineering Division

The engineering division is responsible for the oversight of street construction projects/developments, traffic safety, assessment engineering, and sewer/storm water compliance. It 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 district renewals for street lighting, landscaping, and sewers.

Additionally, they perform 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.

Other activities include subdivision regulation and right-of-way acquisition, review of lot line adjustments and easements, assessment districts renewals for street lighting, landscaping, and sewers, 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/sewer, parks, equipment maintenance, environmental services, and electronics maintenance.

The street/sewer section repairs and maintains streets, sidewalks, traffic signals, lighting, and sewer/storm drains. It provides street sign fabrication and installation,

contract administration for the street sweeping program, and 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 right-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, maintains and oversees the City's fueling system, and manages the storage and disposal of hazardous material.

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 electronic-mechanical systems.

The environmental services section promotes waste reduction, reuse, and recycling through programs such as Clean Up Saturdays, Christmas tree recycling, Earth Day, Arbor 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. They also provide assistance to residents and businesses regarding waste collection and the low-income senior citizen discount program.

Public Works will be restructuring two Park Maintenance Workers to be available on weekends to respond to non-specialized emergencies and assist with events and extra park cleanup. Also, an additional Maintenance Worker will be assigned to address emergency call outs and additional coverage needed during summer months thereby reducing overtime costs and helping to keep our parks cleaner.

Public Works

FY 2013-14 ACCOMPLISHMENTS

Administration

- Handled over 29,000 outside calls.
- Obtained EA 23 Local Enforcement Agency Grant, totaling \$15,720, from CalRecycle for the solid waste permit and inspection program for the BKK Landfill.
- Applied for and received "Tree City USA" recertification for the 32nd consecutive year.
- Applied for and awarded \$200,000 from the CEC (California Energy Commission) for additional grant funds to upgrade City's compressed natural gas (CNG) station. This is in addition to the \$300,000 from the MSRC (Mobile Source Air Pollution Reduction Review Committee) and \$120,000 from AQMD Subvention Funds.
- Coordinated the 33rd annual Arbor Day celebration with the assistance of West Covina Beautiful held at Galster Park.

Building Division

- Provided plan review and inspection services for construction activity in the City of over \$42,000,000 valuation including Eastland Center (Ashley Furniture, BevMo, Massage Envy).
- Development of tenant spaces at Plaza West Covina for Amapola, Lucille's Smokehouse, Five Guys Burgers, and many other retail stores.
- Development of Centrelake Imaging Center on West Covina Parkway.
- Tenant development at McIntyre Square including Cathay Bank, Cannan Noodle House, Orlando Lounge
- Provided in-house plans review service to save approximately \$175,000 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.
- Began landscape and trail repair for Heritage and Galster Parks.

- Managed and completed numerous City CIP projects such as: construction of Provide ADA upgrades of Tot Lot at Del Norte Park and Palmview Parks,
- Completed ADA Survey to identify required upgrade city facilities to meet the requirements of the 2010 ADA Standards for Accessible Design.
- Community enhancement received over 2,600 calls and assisted in resolving over 1,300 properties and zoning violations. The administrative citation process and voluntary compliance statistics are resulting in less than 2 percent of the cases being sent to the city prosecutor. 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 12 capital improvement projects at a combined cost of about \$5.1 million. The projects consisted of rehabilitating about 7.98 miles of major and residential roadways, including sidewalk and curb and gutter replacement and repair, installation of wheelchair ramps, striping, installation of new traffic signal, and modification of traffic signals.
- Completed construction of the Azusa Avenue and Amar Road Intersection Widening Project. The project consisted of widening the road to accommodate the installation of an additional left-turn lane in each approach. The project included modifying the existing traffic signals, construction of retaining walls, coldmill and overlay, relocation of retail signs, relocation of street lights, installation of trees and landscaping, and extensive work in private property.
- Provided plan review and inspection services for construction activity in the City to include the LA Fitness Center, precise grading, street improvements, street lighting, and traffic signal modifications of the old Wickes site, El Pollo Loco and McDonalds, Brandywine Housing Development, and various private residential and commercial grading projects.
- Continue to coordinate with Caltrans on plan review of City's infrastructure improvements and modifications needed to accommodate the construction of the HOV lane on the I-10 Freeway. Staff also reviewed plans to minimize impact on residents and adjacent commercial properties.
- Implements and manage all ongoing National Pollutant Discharge Elimination System (NPDES) and Sanitary Sewer Management Plan (SSMP) requirements.
- Continue to comply with the Regional Water Control Resources Board's requirements to monitor and manage the Sewer System Management Plan (SSMP) and Sanitary Sewer Overflow program.

Public Works

- Completed final design for the Amar Road Rehabilitation Project. Project consists of coldmill and overlay of the road surface, installation of ADA ramps along Amar Road, extending the left-turn lane at Temple Avenue and relocating of two-streetlights.
- Enhancement of pedestrian crosswalk on Sunset Avenue at Rowland Avenue by installing rectangular rapid flashing beacons.
- 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.
- Applied and received a Highway Safety Improvement Program grant to install protect left-turn phasing, upgrade pedestrian signal heads to countdown signal heads, enhance intersection lighting, and modify curb ramps to comply with Americans with Disability Act requirements.
- Continued to 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.
- Coordinated with Los Angeles County on the repairs to eight of the City owned bridges across Walnut Creek Wash
- Coordinated with Los Angeles County on the modifications to the shared traffic signal at Badillo Street and Orange Avenue

Maintenance Division

- Received over 2,800 residential service requests for issues such as potholes, tree maintenance, raised sidewalks, graffiti, trash service, and sewer issues.
- Installed overflow sensor at sewer lift station.
- Repaired 13 sewer manholes.
- Repaired 25 sewer mainline locations.
- Cleaned 130 miles of sewer main lines.
- Inspected 45-miles of sewer main lines.

- Repaired damaged asphalt at major intersections.
- Repaired lifted sidewalks in 3 grids.
- Cleaned 600 storm drain catch basins diverting debris from entering into the Los Angeles County wash.
- Obtained California Beverage Container Recycling and Litter Reduction Grant from CalRecycle for promotion of bottle/can recycling and litter reduction. Continuing to promote the CRV program for youth in the community.
- Obtained Used Oil Payment Program Grant from CalRecycle. Funds were expended to educate and promote used oil and used oil filter recycling.
- Hosted the City's Earth Day event to promote community awareness of the importance of recycling and purchasing recycled-content products.
- Serviced over 200 residents with our Sharps collection unit. Collecting over 890 lbs of sharps.
- Collected over 58,000 lbs of electronic waste at bi-monthly collection events.
- Approved, renewed, and processed over 700 low-income senior citizen waste collection discount applications.

FY 2014-15 GOALS AND OBJECTIVES

Administration

- Oversee department operations to ensure essential services are provided and the City's infrastructure is maintained.
- Work with CalTrans on the implementation of HOV Lane on the IS-10 Freeway.
- 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.
- Continue to explore potential budget reductions that have minimal impact on the department and community.

Public Works

- Research grant opportunities to fund street, park, landscape, safety, conservation, and environmental programs/projects as well as alternative fuel vehicles and fueling stations.
- Manage and monitor AQMD (AB2766) subvention funds.
 - Define funding availability, and establish budget and potential projects.
 - Compile and submit annual report.
 - Monitor revenue and expenses.
- Compile and submit Annual Rule 2202 Air Quality Improvement Program compliance Registration Form to AQMD.
- Manage and monitor Local Enforcement Agency Grant.
 - Compile and submit grant application for funding.
 - Compile and submit annual report.
 - Monitor revenue and expenses.
- Submit application for Tree City USA Recertification.

Building Division

- Develop Energy Efficient program objectives for City facilities utilizing federal grants.
- Develop RFP for Orangewood Soccer Complex.
- Maintain two-week expedited plan check turn-around and next-day building inspection schedule, and monitor plan check log and construction projects to minimize delays.
- Continue in-house plan review to curb department expenses.
- 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.

Engineering Division

- Curb and gutter program.
 - Identify location for improvements – September 2014.

- Field survey of some locations – October 2014.
- Prepare plans and specification – December 2014.
- Advertise for bids, review bids award contract – February 2015.
- Complete installation of improvements – April 2015.

- Sidewalk installation.
 - Obtain budget approval – August 2014.
 - Field survey – September 2014.
 - Prepare plans and specification – November 2014.
 - Advertise for bids, review bids, award contract – December 2014.
 - Complete installation of improvements – March 2015.

- Residential streets rehabilitation and barrier removal.
 - Identify location for improvements – November 2014.
 - Prepare plans and specification – December 2014.
 - Advertise for bids, review bids, award contract – February 2015.
 - Complete installation of improvements – April 2015.

- Major Street Rehabilitation.
 - Budget approval – August 2014.
 - Street selection – December 2014.
 - Field Survey – February 2015.
 - Prepare plans and specifications – March 2015.
 - Advertise for bids, review bids award contract – April 2015.
 - Complete construction – July 2015.

- Intersection Safety Improvements at Sunset Avenue and Francisquito Avenue
 - Contract with design consultant – July 2014.
 - Prepare plans and specifications – September .2014
 - Advertise for bids, review bids award contract – October 2014
 - Complete construction – April 2015.

- Coordinate with Caltrans to assure that the impact to the residents and adjacent commercial properties is minimized during the construction of the I-10 Freeway HOV lane.

- Maintain two-week plan check turn-around and next-day inspection schedule, and monitor plan check log.

- Continue In-House plan review to curb department expenses.

- Continue to respond to resident's concerns and providing a positive resolution to their concerns.

Maintenance Division

Public Works

- Train and certify mechanics for fire apparatuses.
- Improve quality of service for Public Safety fleet maintenance.
- Reduce maintenance charges to other departments by utilizing proper staff.
- Repair 20 sewer manholes.
- Repair 35 sewer mainline locations.
- Clean 130 miles of sewer main line locations.
- Inspect 45 miles of sewer mainlines.
- Repair lifted sidewalks in three grids.
- Pavement striping of streets citywide in 3 grids.
- Install 10 storm drain screens.
- Continue the used oil and used oil filter recycling program. Encourage do-it-yourself residents to participate in recycling their used oil and filters in an environmentally friendly way.
- Continue to promote and educate residents about the Sharps collection unit.
- Expand the Big Belly Solar trash compactors at high pedestrian traffic areas in the City.
- Continue to promote the Low-Income Senior Citizen Discount Waste Collection program.
- Continue to promote the CRV program by educating residents, youth and other community groups.

PERFORMANCE MEASURES

Performance measures will be provided to the City Council for review and approval during July 2014 in conjunction with the adoption of the City Council goals and objectives.

Public Works

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE PUBLIC WORKS			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
SALARY & BENEFITS					
FULL TIME SALARIES	3,363,566	3,149,973	3,500,725	3,272,570	
PART TIME SALARIES	244,018	261,763	270,696	261,510	
OVERTIME	94,831	91,385	98,145	109,040	
BILINGUAL PAY	4,569	3,610	3,600	3,590	
SICK/VACATION/HOLIDAY/ADMINISTRATIVE LEAVE	122,592	90,666	111,441	86,790	
SPECIAL ASSIGNMENT PAY	-	-	(176,100)	-	
UNIFORM ALLOWANCE	5,264	5,589	4,951	5,000	
RIDESHARE COMPENSATORY TIME	11,952	6,233	-	-	
WORKERS' COMPENSATION	65,817	98,700	105,452	105,680	
HEALTH/DENTAL/VISION INSURANCE	663,783	646,299	741,877	771,940	
LIFE INSURANCE/LONG TERM DISABILITY	26,107	26,935	32,110	29,970	
MEDICARE	48,587	44,242	48,842	47,020	
RETIREMENT - NONSWORN	517,665	434,564	517,774	559,210	
DEFERRED COMPENSATION	20,815	19,230	20,400	20,600	
RETIREE MEDICAL BENEFIT	34,122	29,812	36,660	36,300	
RETIREMENT HEALTH SAVINGS PLAN	54,272	50,376	68,038	77,980	
COMPENSATED ABSENCES ADJUSTMENT	(48,638)	48,385	-	-	
RETIREE LUMP SUM BENEFIT	39,568	32,707	30,294	28,130	
SUPPLEMENTAL RETIREMENT PLAN	19,604	18,708	7,792	8,630	
UNEMPLOYMENT	-	10,159	1,856	-	
LEAVE LUMP SUM	63,971	11,228	-	-	
AUTO ALLOWANCE	3,641	3,621	3,600	3,620	
SALARY & BENEFITS TOTAL	5,356,106	5,084,185	5,428,153	5,427,580	

Public Works

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE PUBLIC WORKS		
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET
MAINTENANCE & OPERATIONS				
UNIFORM	15,268	12,543	13,680	13,680
EDUCATION	2,866	1,454	5,859	2,650
TRAINING & SEMINARS	12,444	10,699	25,415	26,440
CONTRACTUAL SERVICES	2,008,260	1,927,868	2,106,286	2,111,820
LEGAL SERVICES	111,927	102,858	-	-
CITY HALL MAINTENANCE	61,766	61,513	65,000	65,000
BUILDING MAINTENANCE	57,370	67,970	92,600	92,600
CONTRACTUAL GROUNDS MAINTENANCE	596,653	512,375	528,600	556,670
MISCELLANEOUS EQUIPMENT CONTRACTS	12,050	10,890	11,240	11,240
NATURAL GAS	35,816	43,343	42,000	42,000
ELECTRICITY	1,858,032	1,905,217	1,903,876	1,883,600
WATER	703,872	1,020,336	883,700	889,200
TELEPHONES/CELLULAR PHONES	31,847	32,844	35,320	28,690
COMMUNITY AWARENESS	23,914	15,807	35,190	39,190
GRAFFITI	30,989	104	1,700	1,700
ADVERTISING & PUBLICATIONS	7,548	10,830	-	-
SUPPLIES	325,988	284,743	349,369	350,450
REPROGRAPHIC SERVICES	18,624	26,597	23,483	26,460
BUILDINGS & IMPROVEMENT MAINTENANCE & REPAIR	40,632	42,317	48,050	48,050
POOL CAR USAGE	(1,902)	(602)	-	-
CHARGEBACK - FUEL & OIL	132,742	123,036	125,635	122,280
PARTS	160,881	193,834	150,000	150,000
CHARGEBACK - VEHICLE MAINTENANCE	261,415	279,846	297,697	268,740
OTHER VEHICLE SUBLET REPAIRS	125,162	133,205	125,000	125,000
EQUIPMENT MAINTENANCE & REPAIR	50,962	68,362	101,110	68,680
RADIO & COMMUNICATION MAINTENANCE & REPAIR	34,025	35,904	39,151	39,150
DATA PROCESSING EQUIPMENT	5,264	5,344	5,000	5,000
TELEPHONE CHANGES	3,273	1,566	3,000	3,000
EMERGENCY REPAIRS	13,373	13,882	14,000	14,000
CHARGEBACK - PROPERTY/LIABILITY INSURANCE	157,560	156,425	155,854	280,840
CLAIMS PAID	107,540	56,364	-	-
CAPITALIZED LEASE PAYMENTS	15,324	16,889	16,990	2,950
EQUIPMENT REPLACEMENT	-	-	850	850
FUEL & OIL USAGE	755,468	717,826	795,115	756,270
ADMINISTRATION & OVERHEAD	733,632	682,416	728,137	713,460
DEPRECIATION EXPENSE	149,091	145,227	-	-
WORKERS' COMPENSATION MEDICAL	8,411	31,005	-	-
NON-CAPITAL FURNITURE EQUIPMENT	-	1,740	-	3,500
MAINTENANCE & OPERATIONS TOTAL	8,668,087	8,752,577	8,728,907	8,743,160

Public Works

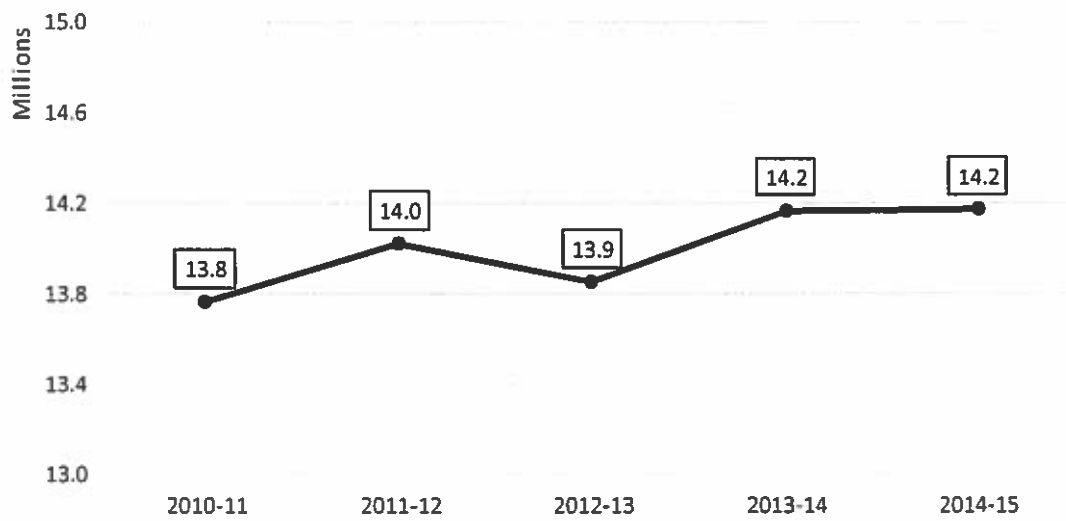
FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE PUBLIC WORKS		
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET
CAPITAL OUTLAY				
OTHER EQUIPMENT	-	17,185	10,625	-
CAPITAL OUTLAY TOTAL	-	17,185	10,625	-
DEPARTMENT TOTAL	14,024,193	13,853,947	14,167,685	14,170,740

TOTAL BY FUND

FUND TITLE	
GENERAL FUND	4,097,240
AIR QUALITY IMPROVEMENT TRUST FUND	25,650
INTEGRATED WASTE MANAGEMENT FUND	52,150
PROPOSITION C FUND	186,580
GASOLINE TAX FUND	1,869,160
AB939 (WASTE REDUCTION) FUND	168,150
COMMUNITY DEVELOPMENT BLOCK GRANT FUND	55,820
WASTE MANAGEMENT ENFORCEMENT GRANT FUND	15,760
USED OIL BLOCK GRANT FUND	28,310
COST REDEMPTION VALUE RECYCLING GRANT FUND	39,890
CONSTRUCTION TAX FUND	9,990
MAINTENANCE DISTRICT #1 FUND	343,870
MAINTENANCE DISTRICT #2 FUND	108,060
COASTAL SAGE & SCRUB COMMUNITY FACILITIES DISTRICT FUND	117,300
MAINTENANCE DISTRICT #4 FUND	962,800
MAINTENANCE DISTRICT #6 FUND	143,910
MAINTENANCE DISTRICT #7 FUND	149,390
CITYWIDE MAINTENANCE DISTRICT FUND	1,519,660
SEWER MAINTENANCE FUND	2,654,770
FLEET MANAGEMENT FUND	1,622,280
TOTAL PUBLIC WORKS DEPARTMENT BY FUND	<u>14,170,740</u>

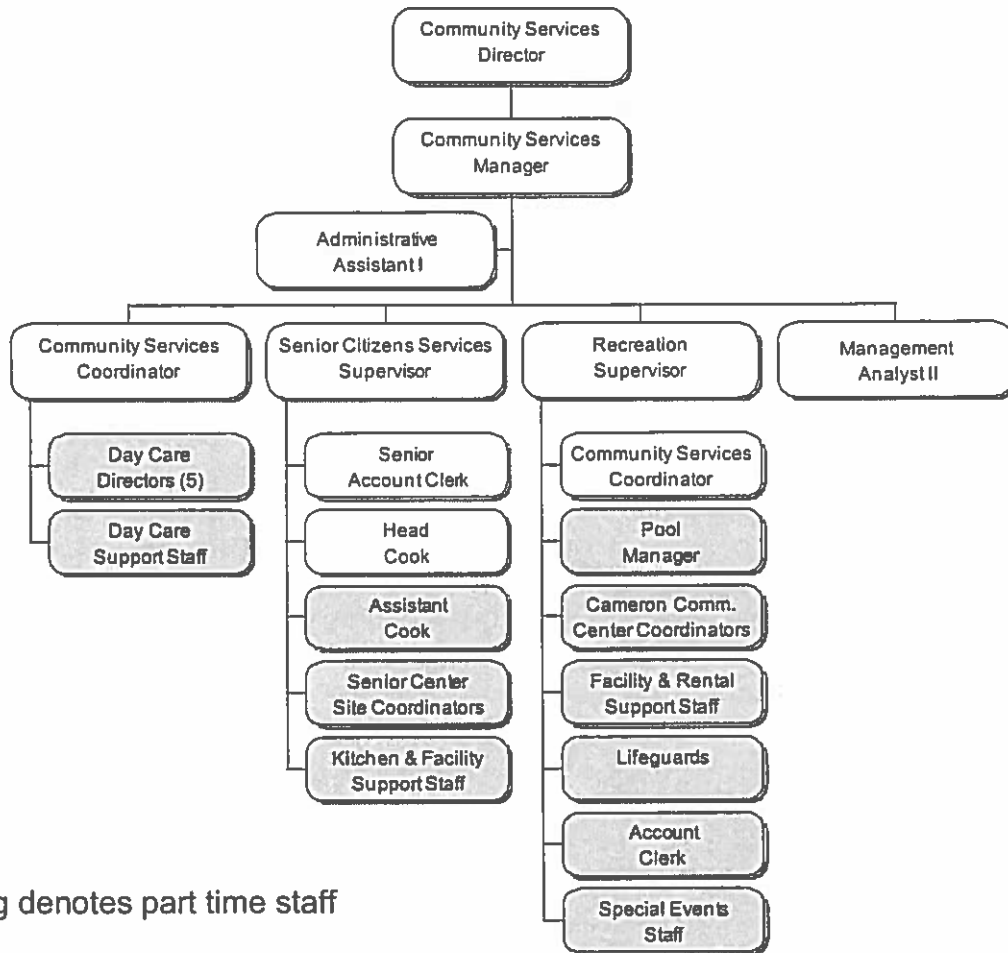
Public Works

*Departmental Expenditures
Fiscal Years 2010-11 to 2014-15*



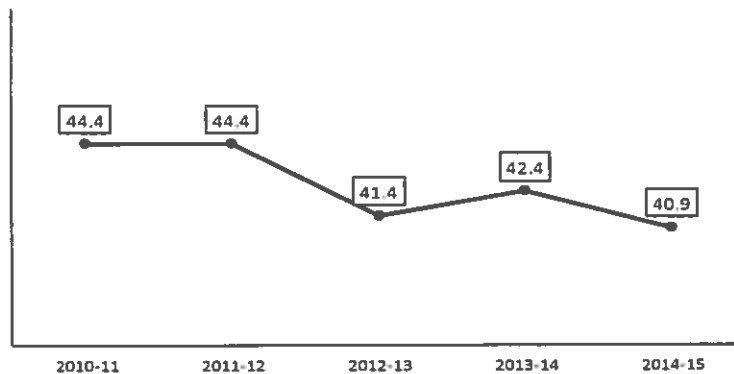
Community Services

Organizational Chart by Position



Shading denotes part time staff

2014-15	
Full Time Equivalents	
	Proposed Budget
Managerial	3
Supervisory	4
General	3
Part Time	30.9
Total FTEs:	40.9



Community Services

COMMUNITY SERVICES DEPARTMENT

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

The Community Services Department provides a variety of social and recreational programming for the benefit of the community.

Department staff is responsible for planning, developing, coordinating, and implementing a variety of leisure activities, including: youth and adult sports; senior services; aquatic programs; equestrian activities; educational, fitness, cultural, dance and art classes; nature programs; child-care programs; Go West shuttle and dial-a-ride services; and a variety of family, cultural, and community events that promote the quality of life in West Covina.

The Community Services Department operates one nature center, one senior center, four licensed day cares, one licensed preschool, three community centers, one aquatic center, one equestrian center, one splash pad, one skate park, one roller hockey center, and ten athletic facilities, as well as a Big League Dreams complex via contract.

This department also host numerous special events each year to celebrate the community's diverse culture, holidays, youth and senior populations, summer vacations, and sports league openings. In addition, the City also partners with community-based organizations, to provide many more special events.

This year, the City will participate in over 70 community events, with 18 new events and 23 events in partnership with other organizations and service groups.

- City Sponsored (Partial Listing)
 - Independence Day Celebration
 - Egg Celebration
 - Ghoster Park
 - Breakfast With Santa
 - Summer Concert Series
 - Movies in the Park
 - 90+ Birthday Celebration @ Senior Center
 - Senior Center Prom
 - Food Truck Festival
 - Community Service Volunteerism Day
 - Memorial & Veterans' Day

Community Services

- City Co-Sponsored (Partial Listing)
 - Martin Luther King, Jr. Birthday
 - Chinese Lantern Festival
 - Cherry Blossom Festival
 - Lions Club Night on the Town
 - Red Ribbon Rally
 - Relay for Life
 - Strutt Your Mutt
 - Wild Wednesdays @ Galster Park
 - West Covina Day at the Fair
 - Tree Lighting Ceremony @ Plaza West Covina

The department operates 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.

Grant management programs are also assigned to the department and include the administration of the Community Development Block Grant (CDBG), 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.

The department acts as a liaison to various community organizations:

- Community Service Group – Comprised of numerous civic groups, non-profit organizations, and businesses, this coordinating council fosters community involvement and partnerships that create civic participation opportunities for the overall improvement of the community.
- Sports Council - Comprised of ten (10) volunteer youth sports organizations including: football/cheer, softball, basketball, soccer, and six baseball leagues. This council coordinates the use of City and school district facilities for youth sports and provides recommendations for the maintenance, repair and overall field safety at 10 Cities and 18 district properties (West Covina-11, Covina-6, and Rowland-1).
- Youth Council – Comprised of students from local intermediate and high schools, this group provides leadership training, social activities, and numerous volunteer opportunities for teens wanting to make a difference in their community.

In an effort to raise funds for the community's benefit, the department also manages a 501(c) 3 non-profit called the West Covina Community Services Foundation that allows the opportunity for residents and businesses to make donations to offset the costs of the various community events and miscellaneous operations of the City facilities.

Community Services

The department also provides the general administration to direct, oversee, and support all operations of the department, including:

- Development and monitoring of the department budget.
- Oversight and administration of AB 2404 (Gender Equity) compliance throughout department programs and affiliated athletic groups.
- Production of the *Community Recreation Guide*.
- Involvement in localized and regional homeless services advocacy organizations.
- Operation of Summer Lunch Program at Cameron Park through a federal grant.
- Monitoring of CDBG funding for public service organizations.
- Providing support to Community and Senior Services Commission.

Community and Senior Services Commission

The Community and Senior Services Commission (CSSC) was created by the City Council. It is comprised of 10 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: public recreational services; cultural activities and special events; youth and senior services; public transportation; neighborhood and human relations; and human rights.

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

1. CDBG
2. Capital Improvement Projects (CIP)
3. Sports Council

During fiscal year 2013-2014, the CSSC was instrumental in:

- Reviewing and recommending CIP Projects within the City of West Covina.
- Reviewing and recommending CDBG funding allocations for service groups.
- Selecting the Community and Recreation Services Volunteers of the Year.
- Reviewing and recommending Sports Council compliancy issues.
- Recommending improvements to recreational facilities.
- Promoting community and recreational events.

FY 2013-14 ACCOMPLISHMENTS

- Completed a Request for Proposals review for a new transit service operator that also replaced the City's aging transit fleet with new vehicles.
- Staff successfully executed 50 special events, including the City's 4th of July Celebration, Movies in the Park, Food Truck Festival, Breakfast with Santa, Ghoster Park and the Egg Celebration at Cameron Park that attracted more than 2,000 people.
- Received a \$125,000 Los Angeles County Park Grant for the purchase of a new playground at Walmerado Park.
- Staff increased the sports fields revenue stream by increasing the rentals to local teams and tournaments at Sunset Field and Shadow Oak Park.
- The department sought and received several donations totaling more than \$40,000 for programming through the City's 501(c) 3 Community Services Foundation.
- The department negotiated lease agreements for rental space at City facilities that will generate approximately \$50,000 a year in new General Fund revenues.
- Staff collaborated with the San Gabriel Valley NAACP on the 15th Annual Martin Luther King, Jr. Birthday 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 2013 annual Independence Day Celebration, co-sponsored with the West Covina Elks, was hosted at Edgewood Middle/High 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 Cherry Blossom Festival was held in conjunction with the East San Gabriel Valley Japanese Community Center at South Hills Plaza. The event featured a traditional Japanese entertainment and food 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 included West Covina Lions Club, West Covina Library, Parent's Place, American Legion, West Covina Rotary Club, and many more.

Community Services

- The Go West Shuttle provided service to over 104,000 passengers, while Dial-A-Ride service provided over 23,000 rides to West Covina residents. The department continues to utilize transit vehicles for public service announcements to promote City events and programs.
- Approximately 150 trips were offered financial assistance through the Recreation Transit program, which discounts transit fees for qualifying school field trips and resident excursions.
- The Senior Center, Senior Meals Program was selected by the Los Angeles Area on Aging for being one of the best facilities Senior Meals facilities in Los Angeles County and they also were awarded the Los Angeles County AAA Silver Thermometer Award for meeting the highest standards for serving safe food.
- 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.
- Staff administered agreements and provided technical assistance to the City's 12 Fiscal Year 2013-2014 CDBG-funded sub-recipients, 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.
- Completed and submitted the CDBG One-Year Action Plan (2014-2015).
- Coordinated with other City departments to expend CDBG funds in a timely fashion as required by HUD.
- Partnered with GWC Business Association on the Summer Concert Series and other community events.

FY 2014-15 GOALS AND OBJECTIVES

- Continue to provide the highest level of service, while maintaining fiscal responsibility, while providing new special events, volunteer opportunities, and promotion of community activities. In addition to this, staff will maximize the use of special funds (non-general fund sources) to further offset the costs of department operations.
 - Construct a new baseball themed playground at Walmerado Park.
 - Issue a Request for Proposals for the design of the Orangewood Park Soccer Complex and coordinate a groundbreaking ceremony.
 - Oversee the repairs and coordinate a re-dedication ceremony for the Cory Lidle
-

Community Services

sculpture at the Big League Dreams Complex.

- Continue to partner with organizations in the West Covina Community Service Group to offer additional community volunteerism efforts and events in West Covina, including the Community Volunteerism Day, Special Olympics, and Adopt-A-Park.
- Under direction from City Manager's office, coordinates the City of West Covina's 2015 Special Olympics World Games Host Town Committee.
- Increase revenues to offset fees for Community Service operations through donations, increased rentals, and reduction in expenditures.

PERFORMANCE MEASURES

Performance measures will be provided to the City Council for review and approval during July 2014 in conjunction with the adoption of the City Council goals and objectives.

Community Services

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE COMMUNITY SERVICES			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
SALARY & BENEFITS					
FULL TIME SALARIES	720,327	578,058	689,758	697,360	
PART TIME SALARIES	669,456	671,391	728,189	763,710	
OVERTIME	6,605	3,062	2,500	4,500	
ELECTIVE/APPOINTED	14,740	2,268	3,000	5,980	
BILINGUAL PAY	1,208	1,203	1,200	1,200	
SICK/VACATION/HOLIDAY/ADMINISTRATIVE LEAVE	30,300	14,967	33,079	31,210	
WORKERS' COMPENSATION	8,608	12,567	24,637	28,250	
HEALTH/DENTAL/VISION INSURANCE	128,224	109,565	129,178	120,080	
LIFE INSURANCE/GROUP LONG TERM DISABILITY	5,876	5,257	6,678	6,450	
MEDICARE	21,524	18,919	21,351	23,330	
RETIREMENT - NONSWORN	106,776	79,883	102,042	119,650	
DEFERRED COMPENSATION	12,676	10,411	13,140	10,800	
RETIREE MEDICAL BENEFIT	5,687	4,969	7,050	7,260	
RETIREMENT HEALTH SAVINGS PLAN	9,453	9,856	8,909	11,130	
RETIREE LUMP SUM BENEFIT	7,694	6,272	5,287	5,070	
SUPPLEMENTAL RETIREMENT PLAN	6,003	3,472	4,694	6,620	
UNEMPLOYMENT	2,327	16,399	1,099	-	
LEAVE LUMP SUM	27,968	24,176	-	-	
AUTO ALLOWANCE	687	724	2,520	3,600	
SALARY & BENEFITS TOTAL	1,786,139	1,573,419	1,784,311	1,846,200	
MAINTENANCE & OPERATIONS					
UNIFORM	3,838	2,997	5,840	7,690	
LAUNDRY	2,760	2,607	2,600	2,600	
EDUCATIONAL	1,760	1,065	2,500	2,250	
MEMBERSHIPS	-	-	-	1,290	
TRAINING & MEETINGS	3,142	1,373	6,288	6,110	
COMMISSION EXPENSES	158	288	500	500	
CONTRACTUAL SERVICES	1,249,025	1,236,273	1,272,124	1,305,570	
LEGAL SERVICES	5,762	6,268	-	-	
NATURAL GAS	2,783	2,381	3,000	3,000	
ELECTRICITY	62,998	76,451	73,300	75,000	
WATER	3,988	9,282	7,900	7,900	
TELEPHONES/CELLULAR PHONES	27,246	19,642	20,640	18,260	
SENIOR MEALS	87,919	98,235	93,000	103,000	
SENIOR EXCURSIONS	6,838	2,347	7,500	7,500	
SUMMER CONCERTS	-	22,469	22,031	20,000	
ADVERTISING & PUBLICATIONS	2,074	2,272	18,000	7,000	
MAINTENANCE & OPERATIONS SUBTOTAL	1,460,291	1,483,950	1,535,223	1,567,670	

Community Services

FUNCTION GENERAL GOVERNMENT SERVICES	DEPARTMENT TITLE COMMUNITY SERVICES			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET
MAINTENANCE & OPERATIONS (CONTINUE)				
OTHER SPECIAL EVENTS	2,318	-	15,297	33,390
GALSTER PARK NATURE CENTER	1,820	-	10,626	-
CAMERON COMM CENTER	556	6,962	3,850	-
PROJECT 29:11	-	-	4,561	-
YWCA OF SAN GABRIEL VALLEY - MOW	5,170	3,165	5,000	-
ACTION FOOD PANTRY	17,819	6,329	6,561	-
SUPPLIES	101,902	90,552	128,748	128,460
REPROGRAPHIC SERVICES	27,145	31,074	35,071	39,480
POOL CAR USAGE	77	24	-	-
CHARGEBACK - FUEL & OIL	145,048	116,505	133,018	116,500
CHARGEBACK - VEHICLE MAINTENANCE	6,476	12,870	26,388	10,260
EQUIPMENT MAINTENANCE AND REPAIR	44,334	72,502	54,225	54,230
CHARGEBACK - PROPERTY/LIABILITY INSURANCE	88,255	88,255	88,255	36,060
SUB RECIPIENTS	54,188	25,721	33,244	112,000
FUELS & OIL USAGE	-	6,493	-	-
MISCELLANEOUS EXPENSES	13,447	34,811	63,668	-
ADMINISTRATION AND OVERHEAD	247,389	194,210	248,505	260,040
JULY 4TH EVENTS	35,029	36,800	53,185	45,000
WORKERS' COMPENSATION MEDICAL	2,071	780	-	-
WALK OF FAME	-	9,736	3,764	-
WC MEMORIAL WALL	-	164	15,965	-
YOUTH COUNCIL	-	-	1,362	-
NON-CAPITAL EQUIPMENT	711	3,803	10,450	12,950
MAINTENANCE & OPERATIONS TOTAL	2,254,046	2,224,706	2,476,966	2,416,040
CAPITAL OUTLAY				
OTHER EQUIPMENT	-	5,602	-	-
BUILDING IMPROVEMENTS	-	6,968	-	-
CAPITAL OUTLAY TOTAL	-	12,570	-	-
DEPARTMENT TOTAL	4,040,185	3,810,695	4,261,277	4,262,240

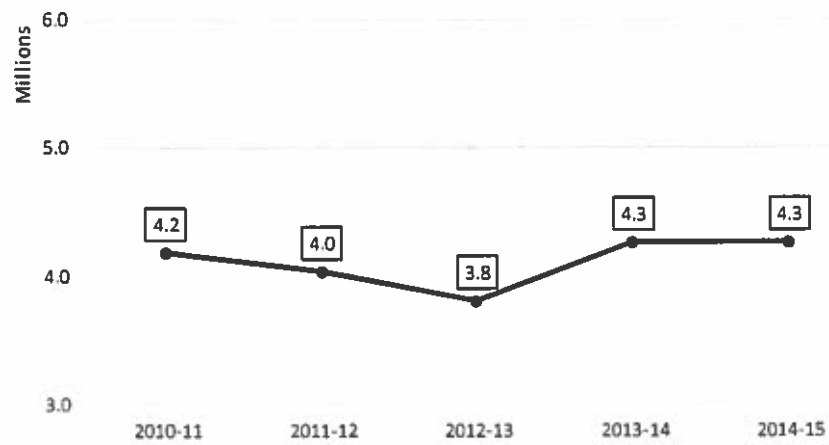
TOTAL BY FUND

FUND TITLE

GENERAL FUND	2,119,730
BUSINESS IMPROVEMENT TAX FUND	4,490
PROPOSITION C FUND	919,590
COMMUNITY DEVELOPMENT BLOCK GRANT FUND	267,350
LOS ANGELES COUNTY PARK BOND FUND	37,550
SENIOR MEALS PROGRAM FUND	213,420
SUMMER MEALS PROGRAM FUND	26,690
MEASURE R FUND	673,420
TOTAL COMMUNITY SERVICES DEPARTMENT BY FUND	4,262,240

Community Services

*Departmental Expenditures
Fiscal Years 2010-11 to 2014-15*



CAPITAL IMPROVEMENT PROGRAM

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 reviewed and adopted by the City Council. It authorizes specific projects and appropriates specific funding for those projects. The capital improvement budget for fiscal year 2014-2015 provides \$3.3 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
- 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, Energy Efficiency/Conservation, General, Parks, Streets, Traffic, Utilities, Vehicle, or Youth Sports. They are assessed based on the funding availability and the needs and priorities of the City, then 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 subcommittee of the Community Services Commission for review. This process includes site visits by the subcommittee. 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 2014-2015 is \$3,329,210, which includes two proposed Ground Emergency Medical Transportation (GEMT) CIP projects in the amount of \$159,860 that are pending grant funding. There are no general funds appropriated for any CIP projects and no funds available for "Youth Sports" projects. A list of all the recommended projects is shown on the following pages. Also included is a list of unfunded building and park improvement projects.

SPECIAL COMMENTS

1. 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.
2. There are no general funds and increasingly less restricted funds available for CIP projects. This has created an extraordinary challenge for staff due to the numerous projects that are in need of funding. As shown below, there have been no general funds allocated for CIP projects over the last five years. In fact, there have been no general funds allocated since 2007.

Fiscal Year	General Fund \$	Restricted Fund \$	*Total
2014-2015	\$0	\$3,169,350	\$3,169,350
2013-2014	\$0	\$3,060,000	\$3,060,000
2012-2013	\$0	\$3,775,059	\$3,775,059
2011-2012	\$0	\$3,255,300	\$3,255,300
2010-2011	\$0	\$2,514,000	\$2,514,000
2009-2010	\$0	\$5,017,856	\$5,017,856

* The total does not include grants or other projects that are subject to funding availability

3. This year, \$1,800,000 in restricted funding is available for street related projects, \$480,000 for park related projects, \$418,000 for building and energy efficiency projects, and \$350,000 for a General Plan Update. There is another \$281,210 proposed in vehicle projects of which \$129,860 is for the first year of a 12-year loan payment for the replacement of a Fire Department's

1986 ladder truck with grant funding; another \$91,350 to replace Fire Chief's vehicle, add new Police parking enforcement vehicle, replace a Maintenance truck, and \$60,000 to lease a sewer vector truck.

4. There have been increasingly less restricted funds available for CIP projects. Lack of funding has created an extraordinary challenge for staff due to the numerous building maintenance projects that are in need of funding. This is particularly troublesome as many of the City's facilities and equipment are aged and in need of rehabilitation or replacement. Many of the building projects shown on the attached CIP list have been on the list for over ten years and continue to be moved to "out years." The City Hall building needs numerous repairs/improvement; most of the carpet throughout all departments, ceiling tiles, the roof and skylight – all need to be replaced. There is currently only one working elevator. Most of the fire stations are all in need of replacement or refurbishment requiring a significant amount of repairs to be funded from the Fire and Maintenance Department's operating budget. The municipal pool is over 45 years old and continually in need of expensive repairs. Unfunded building improvement needs is estimated to be over \$6 million.

5. The City's fleet is also aging as well as the equipment in the vehicle maintenance garage. Many of the public works and public safety vehicles have exceeded their useful life and repairs have become very costly to the Departments' operating budgets. With the depletion of the vehicle replacement fund years ago, it is extremely difficult to fund vehicles particularly the high-priced fire trucks and heavy duty maintenance trucks.

6. The lack of funding has presented a real hindrance as the electronic/computer hardware and software, as well as cyber technology are changing so rapidly. The City/Departments have not had funding to make upgrades to integrate overall compatibility. Departments continue to replace computers when funding is available utilizing different versions of software and operating systems that are not compatible. Staff estimates that within City Hall, 90 computers are currently running on Windows 7 or 8, and 72 computers need to be upgraded. The Police Department estimates that 126 computers need to be replaced.

7. Energy efficient projects have become a priority within the City. Numerous projects have been completed over the years resulting in a significant savings to the City's general fund. With the goal to seek additional energy efficient projects that assist in the reduction of greenhouse gas emissions as well as attain further monetary savings for the City, staff has worked aggressively to identify new projects. A CIP "line item" budget page named **Energy Efficiency & Conservation Projects** was created to identify these projects and to incorporate the City Energy Action Plan into the budget planning process. In addition, the City Energy Action Plan will be incorporated into the City's new General Plan Update.

8. 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.

CIP PROJECT SUMMARY

Type of Improvement	Five-Year Total Program	Five-Year Funding Schedule				
		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
BUILDINGS	\$1,699,400	\$228,000	\$1,125,400	\$316,000	\$15,000	\$15,000
ENERGY EFFICIENCY/CONSERVATION	\$430,000	50,000	260,000	120,000	0	0
GENERAL	\$1,159,400	490,000	491,400	164,000	14,000	0
PARKS	6,072,000	480,000	592,000	2,070,000	1,725,000	1,205,000
STREETS	2,495,000	1,550,000	270,000	225,000	225,000	225,000
TRAFFIC SIGNALS	1,519,300	190,000	1,000,000	309,300	10,000	10,000
UTILITIES	760,000	60,000	475,000	75,000	75,000	75,000
VEHICLES	3,656,350	281,210	1,198,060	1,065,360	921,860	189,860
YOUTH SPORTS	30,000	0	30,000	0	0	0
TOTALS	\$17,821,450	\$3,329,210	\$5,441,860	\$4,344,660	\$2,985,860	\$1,719,860

Fund No.	Fund Type	Total
119	AQMD	61,350
122	Prop "C"	670,000
128	Transportation Dev Act	80,000
131	CDBG	455,000
140	HSIP Grant	165,000
143	Park Bond Grant	125,000
160	Capital Project	150,000
161	Construction Tax	268,000
173	Park Dedication Fees (C)	175,000
182	Maint District 2	110,000
184	Maint District 4	25,000
186	Maint District 6	15,000
189	Sewer	80,000
205	Charter Peg	50,000
212	Art in Public Places	130,000
220	Community Services Foundation	10,000
224	Measure R	600,000
	GEMT Grant	159,860
	TOTAL	\$3,329,210

2014-2015 CAPITAL IMPROVEMENT BUDGET PROPOSED FUNDING SOURCES

Fund Number	Fund Type	Fund Description	Funding Available	2014-2015 Expenditure	Remaining Balance
110	GF	General Fund	0	0	0
111	F&C	Fee and Charge	0	0	0
116/117	DER	Drug Enforcement Rebate	240,000	0	240,000
118	BIT	Business Improvement Tax	0	0	0
119	AQMD	Air Quality Management District	81,080	61,350	19,730
121	Prop A	Proposition "A"	0	0	0
122	Prop C	Proposition "C"	825,860	670,000	155,860
123	TS	Traffic Safety	0	0	0
124	GT	Gasoline Tax (Includes State Prop 42 Funds)	0	0	0
128	TDA	Transportation Development Act	84,640	80,000	4,640
129	AB 939	AB 939 - Waste Diversion	0	0	0
131	CDBG	Community Development Block Grant	465,000	455,000	10,000
140	HSIIP	Federal Highway Safety Improvement Program	165,000	165,000	0
143	PBG	Park Bond Grant	125,000	125,000	0
144	Trec	Tree Permit Fund	0	0	0
153	PSA	Public Safety Augmentation	0	0	0
158	CRV	California Redemption Value	58,230	0	58,230
160	CP	Capital Projects	150,000	150,000	0
161	CT	Construction Tax	268,000	268,000	0
163	Park	Park Leasing Fund	0	0	0
169	SPB	State Park Bond	0	0	0
170	PDF A	Park Dedication Fee "A"	0	0	0
171	PDF B	Park Dedication Fee "B"	0	0	0
172	PDF C	Park Dedication Fee "C"	0	0	0
173	PDF D	Park Dedication Fee "D"	175,000	175,000	0
174	PDF E	Park Dedication Fee "E"	0	0	0
175	PDF F	Park Dedication Fee "F"	0	0	0
176	PDF G	Park Dedication Fee "G"	0	0	0
177	PDF H	Park Dedication Fee "H"	0	0	0
181	MD 1	Maintenance District 1	1,342,490	0	1,342,490
182	MD 2	Maintenance District 2	499,700	110,000	389,700
184	MD 4	Maintenance District 4	2,112,320	25,000	2,087,320
186	MD 6	Maintenance District 6	472,635	15,000	457,635
187	MD 7	Maintenance District 7	315,250	0	315,250
188	CWD	Citywide Maintenance District	0	0	0

2014-2015 CAPITAL IMPROVEMENT BUDGET PROPOSED FUNDING SOURCES

Fund Number	Fund Type	Fund Description	Funding Available	2014-2015 Expenditure	Remaining Balance
189	SF	Sewer Fund	80,000	80,000	0
199	MTA	MTA Grant	0	0	0
203	Charter	Charter Settlement	0	0	0
205	PEG	Charter PEG	50,000	50,000	0
212	Art	Art in Public Places	130,000	130,000	0
220	CSF	Community Services Foundation Donations	10,000	10,000	0
224	Measure R	Measure R	607,070	600,000	7,070
367	VR	Vehicle Replacement	64,440	0	64,440
820	SHA	Successor Housing Agency	0	0	0
		Subtotal	\$8,321,715	\$3,169,350	\$5,152,365
		GEMT Grant (Ground Emergency Medical Transportation)*	0	159,860	0
		Total	\$8,321,715	\$3,329,210	\$5,152,365

*GEMT funding is pending Federal approval

2014-2015 PROJECT SUMMARY BY FUND NUMBER

FUND NO.	FUND	PROJECT	AMOUNT
119	AQMD	Public Works, Maint. - 1-Ton Truck to Replace Unit 124	30,000
119	AQMD	Police - Hybrid Vehicles for Parking Enforcement	31,350
122	Prop C	Planning - General Plan Update Including Circulation Element	200,000
122	Prop C	City Yard - Pavement Rehabilitation of Bus Travel Way	50,000
122	Prop C	Concrete Bus Pads Program	50,000
122	Prop C	Pavement Management System	85,000
122	Prop C	Street Rehabilitation - Major & Residential Streets (Incl. CDBG Streets), & Curb & Gutter	260,000
122	Prop C	Francisquito/Sunset Avenues - Left Turn (HSIP Grant-\$165,000; City Share-\$25,000)	25,000
128	TDA	Sidewalks & Stamped Concrete	40,000
128	TDA	Virginia Avenue West of Barranca - Sidewalk Installation	40,000
131	CDBG	ADA Compliance - City Facilities	30,000
131	CDBG	Street Rehabilitation - Major & Residential Streets (Incl. CDBG Streets), & Curb & Gutter	225,000
131	CDBG	Street Barrier Removals, ADA Upgrades	200,000
140	HSIP Grant	Francisquito/Sunset Avenues - Left Turn (HSIP Grant-\$165,000; City Share-\$25,000)	165,000
143	PBG	Walmerado Park Improvements	125,000
160	CP	Planning - General Plan Update Including Circulation Element	150,000
161	CT	Fire Station 1 - Paint Exterior	15,000
161	CT	Public Works - Replace Halon System in Information Systems and Communications	208,000
161	CT	Termite & Building Repairs	5,000
161	CT	Cell Tower (BKK) - Repainting	40,000
173	PDF D	Walmerado Park Improvements	175,000
182	MD2	Maintenance District 2 - Landscape & Irrigation Repairs/Upgrades, Paseo Lighting Repairs/Upgrades, Walkway & Bench Drain Repair/Cleaning	110,000
184	MD4	Maintenance District 4 - Landscape, Hardscape, Lighting & Irrigation Repairs/Upgrades	25,000
186	MD6	Maintenance District 6 - Landscape, Hardscape, Lighting & Irrigation Repairs/Upgrades	15,000
189	SF	Storm Drain Catch Basin Inserts (Screens)	20,000
189	SF	Public Works, Maint - Sewer Vactor Jetter Truck	60,000
205	Charter PEG	City Hall - Council Chamber Lighting Upgrades	50,000
212	Art	Planning - Veterans Memorial Art Project	130,000
220	CSF	Planning - Veterans Memorial Art Project	10,000
224	Measure R	Street Rehabilitation - Major & Residential Streets (Incl. CDBG Streets), & Curb & Gutter	600,000
TBD	GEMT	Fire - Replace 1986 Ladder Truck	129,860
TBD	GEMT	Fire - Replace 2002 Ford Crown Vic, Fire Chief	30,000
		TOTAL	\$3,329,210

**2014-2019 CIP PROJECTS
BUILDING**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future	
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019		
B-1	Public Works - Replace Halon System in Information Systems and Communications	208,000	Construction Tax	208,000						
B-2	Termite & Building Repairs	65,000	Construction Tax	5,000	15,000	15,000	15,000	15,000		
B-3	Fire Station 1 - Paint Exterior	15,000	Construction Tax	15,000						
B-4	ADA Access - Public Facilities	300,000	CDBG		300,000					
B-5	Cameron Community Center - Men's Restroom Anti-Graffiti Treatment	7,000	Park, PDF E, F&C		7,000					
B-6	Cameron Community Center - Multi-Purpose Room Wood Floor Refurbish	11,000	Park, PDF E, F&C		11,000					
B-7	Cameron Community Center - Paint Interior Walls & Doors	9,000	Park, PDF E, F&C		9,000					
B-8	City Buildings - Roof Repairs	30,000	CT		30,000					
B-9	City Hall - Carpet Replacement	50,000	CT, GFR		50,000					
B-10	City Hall - Ceiling Tiles Replacement - Second Floor	40,000	CT, GFR		40,000					
B-11	City Hall - Roof & Skylight Replacement	280,000	Grant, CT, GFR		280,000					
B-12	Fire Station 1 - Fence & Gate Installation	17,650	CT, GFR		17,650					
B-13	Fire Station 1 & 5 Carpet Replacement	22,000	CT		22,000					
B-14	Fire Station 4 - Automatic Gate & Overhead Door Replacement	4,700	CT		4,700					
B-15	Police - Men's Shower Repairs	28,000	CT, GFR		28,000					
B-16	Police - Phase 5 Refurbishing - Replace Flooring Throughout & Cubicles in Records	65,000	CT, Grant, GFR		65,000					
B-17	Police - Roof Replacement	180,000	Grant, CT, GFR		180,000					
B-18	Police - Stair Covering Replacement	30,000	CT, GFR		30,000					
B-19	Senior Center - Replace Clothe Walls in North Wing Main Room	20,000	CT, GFR		20,000					
B-20	Senior Center - TV Room Rehab - Repaint, Replace Furniture, Carpet, Blinds, & TV	16,050	CT, GRF		16,050					
B-21	ADA Lift - Council Chambers	120,000	CDBG			120,000				
B-22	City Hall - Elevator Renovation (East Side)	65,000	CT, GFR			65,000				
B-23	City Hall - Management Resource Center (MRC) Refurbishment	21,000	CT			21,000				
B-24	Civic Center - Remove Remaining Trellis	60,000	CT, GFR			60,000				
B-25	Civic Center - Memorial Wall - Sandblast/Repair, Repaint	35,000	CT, GFR			35,000				
B-26	City Hall - Fire Alarm System Replacement	75,000	CT, GFR						75,000	
B-27	City Yard - Above Ground Fuel Tanks	750,000	CT, GT, FM, SF, GFR							750,000

**2014-2019 CIP PROJECTS
BUILDING**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
B-28	Civic Center - Globe Lights & Poles Replacement	500,000	CT, GFR						500,000
B-29	Fire Station 1 & Headquarters Replacement	10,400,000	PS Tax, Bonds, GFR						10,400,000
B-30	Fire Station 1, 3, 4, 5 & Administration - Alarm System (CDBG \$10,000 FS#3)	42,000	CDBG, CT						42,000
B-31	Fire Station 3 - Construction	3,067,000	CDBG						3,067,000
B-32	Fire Station 3 - Design	300,000	CDBG						300,000
B-33	Fire Station 5 - Remodel	140,000	GFR						140,000
B-34	Municipal Pool - Add Roofing to Protect Pool Equipment & Dressing Rooms; Replace Pool Deck; Repair Return Line	0	PDF, CT, Park						TBD
B-35	Senior Center - Replace Marquee, Fitness Equipment, and Walking Path in Outside Courtyard	300,000	CDBG, PDF, GFR						300,000
B-36	Unfunded Building Maintenance (See Table Following CIP Project Schedules)	6,205,000	CT, PDF, CDBG, GFR						6,205,000
	TOTAL BUILDING PROJECTS	\$23,478,400		\$228,000	\$1,125,400	\$316,000	\$15,000	\$15,000	\$21,779,000

**2014-2019 CIP PROJECTS
ENERGY EFFICIENCY/CONSERVATION**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule						
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Future	
C-1	City Hall - Council Chamber Lighting Upgrades	50,000	Charter Peg Funds	50,000						
C-2	Community Energy-Efficiency Education and Outreach	50,000	Energy Grant		50,000					
C-3	Cortez Senior Center Energy Efficient Lighting and Kitchen Facility Upgrades	150,000	Grants, Rebates, Energy Savings		150,000					
C-4	Fire Stations Energy Efficient Kitchen Upgrades	50,000	Grants, Rebates, Energy Savings		50,000					
C-5	Orangewood Daycare Energy Efficient Kitchen Upgrade	10,000	F&C		10,000					
C-6	Palmview Community Center Kitchen Upgrade	10,000	Grants, Rebates, Energy Savings			10,000				
C-7	Shadow Oak Community Center Park Kitchen Upgrade	10,000	Grants, Rebates, Energy Savings			10,000				
C-8	Sports Fields Snack Bar Energy Efficient Upgrades	100,000	Grants, Rebates, Energy Savings			100,000				
	TOTAL ENERGY EFFICIENCY PROJECTS	\$430,000		\$50,000	\$260,000	\$120,000	\$0	\$0	\$0	\$0

**2014-2019 CIP PROJECTS
GENERAL**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule						
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Future	
G-1	Planning - Veterans Memorial Art Project	140,000	Art in Public Places Community Services Foundation	130,000						
G-2	Planning - General Plan Update Including Circulation Element	350,000	Prop C Capital Project	200,000 150,000						
G-3	Community Services - Cameron Community Center - Wireless Access	6,000	Park, PDF		6,000					
G-4	Community Services - Cameron Community Center - Replace Tables/Chairs	5,000	Park, PDF		5,000					
G-5	Community Services - Cameron Community Center - Volleyball Equipment	5,400	Park, PDF		5,400					
G-6	Community Services - Cameron Community Center - Replace Scoreboards, Lounge Chairs, Tables, & Stoves; Purchase Sheds for Storage of Equipment Outside	0	Park, PDF							TBD
G-7	Community Services - Replace Water Barricades for Community Events	5,000	BIT, PDF, GT, SF, GFR		5,000					
G-8	Community Services - Replace Tables and Chairs for Community Events	10,000	BIT, PDF, GFR		10,000					
G-9	Community Services - Purchase Portable Stage (16'x48') for Community Events	25,000	BIT, PDF, GFR		25,000					
G-10	Fire - Back-Up Camera for Fire Vehicles	28,000	Grant			14,000				
G-11	Fire - Rescue Air Bags for Trucks Replacement	10,000	Grant		10,000					
G-12	Police - Vehicle-Mounted Patrol Cameras	225,000	Grant		225,000					
G-13	Public Works - Imaging & Conversion of Microfilm Plans & Permits to Electronic Data	150,000	CT			150,000				
G-14	Public Works - Web-Based Permit Issuance/Tracking	200,000	Permit Fees		200,000					
	TOTAL GENERAL PROJECTS	\$1,159,400		\$490,000	\$491,400	\$164,000	\$14,000	\$0	\$0	\$0

**2014-2019 CIP PROJECTS
PARKS**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
	GENERAL PARK IMPROVEMENTS								
P-1	Unfunded Citywide Park Improvements (See Table Following CIP Project Schedules)	27,733,500	Unfunded						27,733,500
P-2	ADA Compliance - City Facilities	150,000	CDBG	30,000	30,000	30,000	30,000	30,000	
P-3	Ballfield Lighting - Bulb Replacement	20,000	CT		5,000	5,000	5,000	5,000	
P-4	Miscellaneous Park Improvements	120,000	Park		30,000	30,000	30,000	30,000	
P-5	Parks Parking Lot Slurry & Striping	120,000	CT, PDF, Park		30,000	30,000	30,000	30,000	
P-6	Sports Field Safety Netting Replacement	40,000	Park		10,000	10,000	10,000	10,000	
P-7	Park/City Facility Surveillance Cameras (Two Locations)	80,000	CT, PDF, Park						80,000
	AROMA PARKETTE								
P-8	Install Picnic Table With Walkway and Pad	20,000	PDF F						20,000
	CALIFORNIA PARKETTE								
P-9	Replace Toilet	250,000	PDF C, D						250,000
	CAMERON PARK								
P-10	Replace Toilet & Replace Wood Picnic Shelter With New Metal Structure	400,000	PDF C						400,000
	CORTEZ PARK								
P-11	Improvements Per Master Plan Including New Restrooms Near Sports Field, Small Amphitheater, Large Gazebo, & Food Bank Facility	1,800,000	PDF E						1,800,000
P-12	Slurry Seal & Restripe (3) Parking Lots (Southside of Park)	60,000	PDF E						60,000
	DEL NORTE PARK								
P-13	Replace Tennis Court Wind-Sheen Netting	10,000	PDF A						10,000
P-14	Exterior Snack Bar Improvements; Repaint & Resurface Tennis Courts	100,000	PDF A						100,000

**2014-2019 CIP PROJECTS
PARKS**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future	
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019		
P-15	FRIENDSHIP PARK Replace Totlot	300,000	PDF H							300,000
P-16	GALSTER PARK Replace Totlot	330,000	Grant, PDF F							330,000
P-17	GINGRICH PARK Replace Totlot; Replace Basketball Court (New Slab) & Repaint Lines	400,000	PDF G							400,000
P-18	HERITAGE GARDENS PARK Design Restroom & Learning Center Per Master Plan	165,000	PDF E, PDF F			165,000				
P-19	Construct Restroom & Learning Center Per Master Plan	1,000,000	Grant, PDF E & F							1,000,000
P-20	Construct Community Garden Per Master Plan	50,000	Grant, PDF, CT							50,000
P-21	Expand Parking Lot Per Master Plan	300,000	PDF, CT							300,000
P-22	Install Walnut Tree Along South Slope of Park & Citrus Grove Adjacent to Taylor House; Add New Amphitheater Per Master Plan	900,000	Grant, PDF, CT							900,000
P-23	MAINTENANCE DISTRICT 2 Landscape & Irrigation Repairs/Upgrades, Pasco Lighting Repairs/Upgrades, Walkway & Bench Drain Repair/Cleaning	110,000	MD2	110,000						
P-24	MAINTENANCE DISTRICT 4 Landscape, Hardscape, Lighting & Irrigation Repairs/Upgrades	25,000	MD4	25,000						
P-25	MAINTENANCE DISTRICT 6 Landscape, Hardscape, Lighting & Irrigation Repairs/Upgrades	15,000	MD6	15,000						
P-26	MAVERICK/RIDGE RIDERS PARK Harrowing Equipment for Arenas	20,000	PDF E						20,000	
P-27	Ridge Riders - Install Sprinklers for Arenas	20,000	PDF E		20,000					

2014-2019 CIP PROJECTS PARKS

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule						
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Future	
P-28	Ridge Riders - Remove & Replace Rotting Wood in All Three Arenas	100,000	PDF E							100,000
P-29	Improvements Per Master Plan Including Upgrading Trails, Lighting, Plumbing, Irrigation, Restrooms, Parking, & Signage; Install Picnic Tables, Benches, & Shade Structures; Establish Trail Head to Connect to Regional Trail System	3,000,000	PDF E							3,000,000
	ORANGEWOOD PARK									
P-30	Soccer Fields, Phase 1 - Design & Construct Two Soccer Fields	1,800,000	Park Dedication Fees			1,800,000				
P-31	Soccer Fields, Phase 2 - Design & Construct Parking Lot Expansion, Picnic Shelters, Benches, Drinking Fountains	1,600,000	Grant, PDF C				1,600,000			
P-32	Soccer Fields, Phase 3 - Design & Construct Park Building With Additional Restrooms, Meeting Room/Storage, Soccer Themed Playground, Benches	1,100,000							1,100,000	
P-33	Replace Totlot (on South Side)	300,000	PDF C							300,000
	PALMVIEW PARK									
P-34	Electronic Marquee	100,000	PDF B							100,000
P-35	Metal Roof Shade Structure/Patio	80,000	PDF B							80,000
	SHADOW OAK PARK									
P-36	Electronic Marquee	100,000	PDF G							100,000
P-37	Lower Plateau - Phase 2	3,000,000	PDF G							3,000,000
P-38	Slurry Seal Upper/Lower Parking Lot	120,000	PDF G		120,000					
P-39	Replace Totlot - Upper Park	225,000	PDF G		225,000					
P-40	Tennis/Basketball Courts Resurfacing & Restriping	52,000	PDF G		52,000					
P-41	Create Lower Parking Lot	700,000	PDF G							700,000
	SUNSET FIELD									
P-42	Restroom Renovation	50,000	PDF C		50,000					
P-43	Paint Score Booth, Dugouts, Restrooms	20,000	PDF C		20,000					

**2014-2019 CIP PROJECTS
PARKS**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future	
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019		
	WALMERADO PARK									
P-44	Walmerado Park Rehab - Add Picnic Shelter, Remove Shuffleboard, Exterior Snack Bar Upgrades, Relocate Dumpster Nearest to Fields, Replace Basketball Court and Repaint	300,000	Park Dedication Fees ----- Park Bond Grant	175,000 125,000						
	WOODGROVE PARK									
P-45	Replace Totlot, Install Walking Path Around Perimeter of Park Benches, Picnic Tables on Far Side of Playground	400,000	PDF, Grant							400,000
	TOTALS	\$47,585,500		\$480,000	\$592,000	\$2,070,000	\$1,725,000	\$1,205,000	\$41,513,500	

2014-2019 CIP PROJECTS STREETS

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule						
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Future	
S-1	City Yard - Pavement Rehabilitation of Bus Travel Way	50,000	Prop C	50,000						
S-2	Concrete Bus Pads Program	250,000	Prop C	50,000	50,000	50,000	50,000	50,000		
S-3	Pavement Management System	85,000	Prop C	85,000						
S-4	Sidewalks & Stamped Concrete	240,000	Transportation Development Act	40,000	50,000	50,000	50,000	50,000		
S-5	Street Barrier Removals, ADA Upgrades	600,000	CDBG	200,000	100,000	100,000	100,000	100,000		
S-6	Street Rehabilitation - Major & Residential Streets (Including CDBG Streets), & Curb & Gutter Replacement	1,085,000	Prop C Measure R CDBG	260,000 600,000 225,000						
S-7	Virginia Avenue West of Barranca- Sidewalk Installation	40,000	Transportation Development Act	40,000						
S-8	Aerials Update - Citywide	45,000	SF, CT, GT		45,000					
S-9	Alwood Street, Siesta to Willow Avenues - Street Widening, Curb & Gutter	200,000	CT, GT, GFR							200,000
S-10	Cameron Avenue Between California & Glendora Avenues - Plant Vines	80,000	CT,GT							80,000
S-11	Equestrian Fencing - South Garvey Avenue From Holt Avenue to East City Limits	250,000	CT,GT, GFR							250,000
S-12	Grand Avenue Median Landscaping From Virginia Avenue to North City Limit	400,000	CT,GT, GFR							400,000
S-13	Miscellaneous New Curb & Gutter Installations	500,000	CT,GT, GFR							500,000
S-14	Mossberg Avenue, South Garvey to Willow Avenues - Street Widening, Curb & Gutter	175,000	CT,GT, GFR							175,000
S-15	Nogales Street Between Hollingworth Street & Valley View Avenue - Plant Vines on East Side Wall	100,000	CT,GT, GFR							100,000
S-16	Pacific Lane, 175' easterly of Morris Street - Street Widening, Curb & Gutter	75,000	CT,GT, GFR							75,000
S-17	Street Rehabilitation Backlog	6,000,000	CT, GT, Prop C, CDBG, GFR							6,000,000
S-18	Sunset Avenue Median Landscaping From Merced to Fairgrove Avenues	800,000	CT, GT, GFR							800,000
S-19	Sunset Avenue Median Landscaping From Puente Avenue to Badillo Street	250,000	CT, GT, GFR							250,000
S-20	Sunset Avenue West Side Relandscaping of Slope North of Route 10	60,000	CT, GT, GFR							60,000

**2014-2019 CIP PROJECTS
STREETS**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future	
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019		
S-21	Urban Forestation Program (Tree City USA)	100,000	Gas Tax		25,000	25,000	25,000	25,000		
S-22	Valley Boulevard Median - Remove Asphalt & Install Landscaping	900,000	Grant							900,000
	TOTALS	\$12,285,000		\$1,550,000	\$270,000	\$225,000	\$225,000	\$225,000	\$225,000	\$9,790,000

2014-2019 CIP PROJECTS TRAFFIC

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule						
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Future	
T-1	Francisquito/Sunset Avenues - Left Turn (HSIP Grant-\$165,000; City Share-\$25,000)	190,000	Prop C HSIP Grant	25,000 165,000						
T-2	Amar Road/Westport Street - Left Turn	130,000	GT,TS,CT,Prop C	130,000						
T-3	Azusa/Vine Avenues - Split Phase Signal	80,000	CT	80,000						
T-4	Badillo Street/Sunset Avenue - Left Turn	120,000	GT,TS,CT,Prop C	120,000						
T-5	Battery Replacement for Traffic Signal Battery Back-Up Systems	40,000	GT	10,000	10,000	10,000	10,000			
T-6	Glendora/Merced Avenues - Left Turn	120,000	Grant	120,000						
T-7	La Puente Rd/Sunset Avenue - Left Turn	120,000	Grant	120,000						
T-8	Merced/Sunset Avenues - Left Turn	120,000	Grant	120,000						
T-9	Minor Traffic Signal Modifications	100,000	GT,TS,CT,Prop C	100,000						
T-10	Orange/Puente Avenues - Traffic Signal Installation	200,000	GT,TS,CT,Prop C	200,000						
T-11	Police Department - Stoplight Emitters for Police Cars	59,300	Grant			59,300				
T-12	Public Safety Intersection Intervention System	100,000	Grant			100,000				
T-13	Puente/Vincent Avenues - Add Protective Left Turn	100,000	GT,TS,CT,Prop C			100,000				
T-14	Traffic Signals - Paint Heads	20,000	GT,TS,CT,Prop C			20,000				
T-15	Valinda Avenue - Left-Turn Pocket Striping at Service Avenue	20,000	GT,TS,CT,Prop C			20,000				
T-16	Badillo Street/Lark Ellen Avenue - Left Turn	120,000	GT,TS,CT,Prop C							120,000
T-17	Bike Routes - Update Plan	100,000	TDA							100,000
T-18	Citrus Street South Traffic Signals Interconnection	180,000	GT,TS,CT,Prop C							180,000
T-19	Interconnection of New Single Traffic Signal Locations	520,000	GT,TS,CT,Prop C, CDBG							520,000
T-20	Interconnection for Single Unconnected Traffic Signals	800,000	GT,TS,CT,Prop C, CDBG							800,000
T-21	Lark Ellen/Vine Avenues Traffic Signal Installation	200,000	GT,TS,CT,Prop C							200,000
T-22	Lark Ellen/Merced Avenues Traffic Signal Installation	200,000	GT,TS,CT,Prop C							200,000
T-23	Nogales Street/Gina Lane Traffic Signal Installation	200,000	GT,TS,CT,Prop C							200,000
T-24	Traffic Signals - Upgrades at Various Locations	2,710,000	GT,TS,CT,Prop C							2,710,000
	TOTALS	\$6,549,300		\$190,000	\$1,000,000	\$309,300	\$10,000	\$10,000	\$10,000	\$5,030,000

**2014-2019 CIP PROJECTS
UTILITIES**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future	
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019		
U-1	Radio Tower (BKK) - Repainting to Comply With Federal Regulations	40,000	Construction Tax	40,000						
U-2	Storm Drain Catch Basin Inserts (Screens)	100,000	Sewer Fund	20,000	20,000	20,000	20,000	20,000		
U-3	Freeway Underpass Pump Station Clean Out	120,000	Sewer Fund		30,000	30,000	30,000	30,000		
U-4	Hillward/Norma Avenues - Storm Drain Construction	50,000	CT, GT		50,000					
U-5	NPDES Treatment of Storm Water at Azusa & Puente Avenues	100,000	GT, CT, SF		100,000					
U-6	Sewer Main Line Repairs	100,000	SF		25,000	25,000	25,000	25,000		
U-7	Storm Water Infiltration Project	100,000	GT, CT		100,000					
U-8	Storm Drain Lateral Repair/Replacement (Aroma Drive & Walnut Creek Pkwy)	150,000	GT, CT		150,000					
U-9	Azusa Avenue From Aroma Drive to North City Limits - Underground Utilities	6,500,000	Rule 21							6,500,000
U-10	Azusa Avenue Storm Drain (Rowland to Badillo) including Laterals in Workman, Rowland & Puente Avenues - LA Co., State	1,800,000	GT							1,800,000
U-11	California Avenue Drain (Vine to Cameron) & Vine (California to Evanwood)-LA Co. Storm Drain	900,000	GT							900,000
U-12	Garvey, Workman, Rowland & Puente Avenues Storm Drain Laterals off Vincent Storm Drain	2,000,000	GT							2,000,000
U-13	North of Garvey, West of Citrus, South of Workman - Underground Utilities Between Nissan & Mazda Dealerships	150,000	GT							150,000
U-14	Remaining Main Line Sewer Extensions	530,000	SF							530,000
U-15	Vine Avenue Storm Drain From Pima Avenue to Glenview Road - LA Co.	1,100,000	GT							1,100,000
U-16	Workman, Rowland & Puente Avenues Storm Drain Laterals off Vincent Storm Drain	700,000	GT							700,000
	TOTALS	\$14,440,000		\$60,000	\$475,000	\$75,000	\$75,000	\$75,000	\$75,000	\$13,680,000

**2014-2019 CIP PROJECTS
VEHICLES**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Future
V-1	Fire - Replace 1986 Ladder Truck	1,554,900	GEMT Grant*	129,860	129,860	129,860	129,860	129,860	905,600
V-2	Fire - Replace 2000 Ford Crown Vic, Fire Prevention	30,000	GEMT Grant*				30,000		
V-3	Fire - Replace 2002 Ford Crown Vic, Fire Chief	30,000	GEMT Grant*	30,000					
V-4	Fire - Replace 2001 Ford Excursion, Fire Command Vehicle	126,500	GEMT Grant*		126,500				
V-5	Fire - Replace 1990 Seagrave Fire Engine	636,700	GEMT Grant*		636,700				
V-6	Fire - Replace 1990 Seagrave Fire Engine	668,600	GEMT Grant*			668,600			
V-7	Fire - Replace 2004 Ambulance	206,900	GEMT Grant*			206,900			
V-8	Fire - Replace 1994 Seagrave Fire Engine	702,000	GEMT Grant*				702,000		
V-9	Police - Hybrid Vehicles for Parking Enforcement	31,350	AQMD	31,350					
V-10	Public Works - Purchase Hybrid or Alternative Fueled Vehicles/Trucks	110,000	AQMD		110,000				
V-11	Public Works, Maint. - 1-Ton Truck to Replace Unit 124	30,000	AQMD	30,000					
V-12	Public Works, Maint. - Sewer Vector Jetter Truck to Replace Unit 115 (5 Yr Lease)	300,000	SF	60,000	60,000	60,000	60,000	60,000	
V-13	Public Works, Maint. - 1/2-Ton Pick-Up Truck Unit 201	25,000	VR		25,000				
V-14	Public Works, Maint. - 1/2-Ton Van to Replace Unit 125	25,000	VR		25,000				
V-15	Public Works, Maint. - 1/2-Ton Van to Replace Unit 402	25,000	VR		25,000				
V-16	Public Works, Maint. - 4-Yard Dump Truck to Replace Unit 112	60,000	VR		60,000				
	TOTALS	\$4,561,950		\$281,210	\$1,198,060	\$1,065,360	\$921,860	\$189,860	\$905,600

*Ground Emergency Medical Transportation Federal Grant

**2014-2019 CIP PROJECTS
YOUTH SPORTS**

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					Future
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
	Cameron Park								
Y-1	Fence Enclosure Around Major Field	0	Park, PDF E						TBD
Y-2	Install Awning Covering the Bleachers at Major Field	0	Park, PDF E						TBD
	Covina Unified School District								
Y-5	South Hills High School - All Weather Track - Requested by School District	550,000	Prop 39, Grant, GFR, CUSD						550,000
	Palmview Park								
Y-7	Pacific Coast Little League - Safety/Foul Ball Netting on First Base Side	30,000	Park, PDF B		30,000				
	Walmerado Park								
Y-8	Youth Pony Baseball League - Replace Snack Bar Grease Trap, Repair or Replace Snack Bar Main Entry Door, Repair Roll-Up Windows, Install Extra City Light on North East Side of Park	0	Park, PDF D						TBD
	TOTALS	\$580,000		\$0	\$30,000	\$0	\$0	\$0	\$550,000
	GRAND TOTALS	\$111,069,550		\$3,329,210	\$5,441,860	\$4,344,660	\$2,985,860	\$1,719,860	\$93,248,100

UNFUNDED PARK IMPROVEMENT NEEDS

Description of Item	Cost of Item*	Funding Sources	Future
GENERAL PARK IMPROVEMENTS			
Dog Waste Stands/Bags	15,000		15,000
Drinking Fountains (New & Replacement)	116,000		116,000
Park Directional Signs - Annual	10,000		10,000
Picnic Shelter Lighting	50,000		50,000
Repair/Remodel Snack Bars & Score Booths - Annual	15,000		15,000
Replace Snack Bars & Score Booths	2,500,000		2,500,000
Reseal Various Sports Courts in Parks	100,000		100,000
Resced Sports Fields - Annual	18,000		18,000
Resced Parks - Annual	100,000		100,000
Small Amphitheater (Cortez, Heritage?)	250,000		250,000
Totlot Play Equipment Replacement	4,800,000		4,800,000
Totlot Sand (Resupply)	54,000		54,000
Trails, Greenways, Bikeways Enhancement - Citywide	6,000,000		6,000,000
Trees	30,000		30,000
Widen Sidewalks for Access (12') Cortez, Palmview, Del Norte, Walmerado, Woodgrove, Gingrich, Shadow Oak, Friendship for City Service/Safety Vehicles	673,500		673,500
AROMA PARKETTE			
Install Concrete Walkway	32,000		32,000
CALIFORNIA PARKETTE			
Additional Benches/Picnic Tables	5,000		5,000
CAMERON PARK			
Booster Pump & Irrigation	50,000		50,000
CORTEZ PARK			
Master Plan Revisions (Knoll)	1,500,000		1,500,000
Park Walking Path	250,000		250,000

*Cost of items are preliminary estimates

Description of Item	Cost of Item*	Funding Sources						Future
DEL NORTE PARK								
Ballfield Netting (School)	80,000							80,000
Tennis Court Rehabilitation	30,000							30,000
Landscape (Around Edison Box)	30,000							30,000
FRIENDSHIP PARK								
Snackbar Remodel/Paint	10,000							10,000
Improve Turnabout	5,000							5,000
Plant Slope (Remove Fence)	40,000							40,000
Resurface Basketball Court	30,000							30,000
GALSTER PARK								
Wilderness Camp Remodel	500,000							500,000
Complete Vista Area	75,000							75,000
Connecting Trails - EIR/Design/Construction	1,900,000	Grant, PDF F						1,900,000
GINGRICH PARK								
Retaining Wall/Slope Repair/Landscape	80,000							80,000
Turf Repair, Drainage, Reseed	100,000							100,000
Picnic Shelters (2)	100,000							100,000
MAVERICK/RIDGE RIDERS PARK								
New Restroom/Snackbar	350,000							350,000
Parking/Road	500,000							500,000
MUNICIPAL POOL								
Aquatic Center Design	300,000							300,000
Aquatic Center- Construction	2,000,000							2,000,000
ORANGEWOOD PARK								
Renovate Snack Bar/Score Booth	50,000							50,000
Master Plan Construction for Soccer Fields, Expand Parking Lot	4,000,000							4,000,000
Master Plan Amendment	TBD							TBD

*Cost of items are preliminary estimates

Description of Item	Cost of Item*	Funding Sources							Future							
PALMVIEW PARK																
Basketball Courts	50,000								50,000							
Re-Route Water Line	55,000								55,000							
Small Amphitheater	250,000								250,000							
SHADOW OAK PARK																
Resurface Basketball Courts	40,000								40,000							
New Signage	10,000								10,000							
Landscape East End	50,000								50,000							
Riprap Drain	50,000								50,000							
Picnic Shelters (2)	100,000								100,000							
SUNSET FIELD																
Remove/Replace Restroom Doors	10,000								10,000							
Irrigation/Landscape Around Batting Cage	50,000								50,000							
Install Dugouts	120,000								120,000							
WALMERADO PARK																
Remove Shuffle Board/Landscape	10,000								10,000							
Picnic Shelter	50,000								50,000							
WOODGROVE PARK																
Landscape Perimeter/Slope	40,000								40,000							
Picnic Shelters (2)	100,000								100,000							
TOTALS	\$27,733,500							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,733,500

*Cost of items are preliminary estimates

UNFUNDED BUILDING IMPROVEMENT NEEDS

Description of Item	Cost of Item*	Future
CIVIC CENTER		
<u>City Hall</u>		
Repaint Building Exterior	90,000	90,000
Remodel Restrooms (eight-\$30,000 each)	250,000	250,000
Refinish Wood on First Floor, Ceilings	40,000	40,000
Replace Exterior Globes	50,000	50,000
Remodel Building/Engineering - Front Partitions, Front Counter, Furniture	100,000	100,000
Crack Seal, Repaint, Restripe, and Repair City Hall Parking Structure	100,000	100,000
Total City Hall	630,000	
<u>Council Chambers</u>		
Refinish Wood	50,000	50,000
New Carpet/Drapes	60,000	60,000
New Chairs or Reupholster	80,000	80,000
Total Council Chambers	190,000	
<u>Communications Department</u>		
Clean Up and Repaint Building Exterior	50,000	50,000
Total Communications	50,000	
<u>Police Department</u>		
Repaint Exterior	50,000	50,000
Repaint Interior	25,000	25,000
Replace Carpet/Flooring - First Floor Records Area	40,000	40,000
Remodel/Repaint Fingerprinting Area	10,000	10,000
Remodel First Floor Restrooms	90,000	90,000
Remodel Basement, Floor, and Repaint Hallways	50,000	50,000
Remodel Shower Rooms, All Showers and Tile	80,000	80,000
Remodel Tunnel, Repaint/Waterproof	150,000	150,000
Remodel Jail	500,000	500,000
Remodel Women's Locker Room, Bathroom Area	40,000	40,000
Slurry Seal/Restripe PD Parking Area	50,000	50,000

*Cost of items are preliminary estimates

Description of Item	Cost of Item*	Future
Total Police Department	1,085,000	
TOTAL CIVIC CENTER	1,955,000	
CORTEZ SENIOR CENTER		
Rehab Trellis and Outside Atrium	50,000	50,000
Refinish Wooden Sliding Doors	25,000	25,000
Relandscape Patio	25,000	25,000
Total Cortez Senior Center	100,000	
EDGEWOOD MUNICIPAL POOL		
Grass and Irrigation	60,000	60,000
Shade Structure	60,000	60,000
Remove/Rebuild Men's and Women's Locker Rooms, Office, Rehabilitation of Pool Site	2,500,000	2,500,000
Total Edgewood Municipal Pool	2,620,000	
PALMVIEW DAYCARE		
Remove and Replace Building 5-15 Years (CDBG)	1,200,000	1,200,000
Palmview Daycare	1,200,000	
SHADOW OAK PARK		
Shadow Oak Park Building		
Patio Cover Repair/Repaint Wood	10,000	10,000
Reroof Building	30,000	30,000
Classroom Rehab - New Sliding Glass Doors, Partitions, Shutters	50,000	50,000
Ceiling Tiles	10,000	10,000
Repaint Rod Iron Fencing	20,000	20,000
Replace Sliding Glass Doors and Windows	20,000	20,000
Remodel Restrooms/Janitor Closet, Flooring, Tile, Fixtures, Partitions, Paint	80,000	80,000
Shadow Oak Park Building	220,000	

*Cost of items are preliminary estimates

Description of item	Cost of Item*	Future					
<u>Shadow Oak Park Community Room</u>							
Remodel Kitchen - Floor, Ceiling; Comm. Room - Tiles, Paint, Rollup Window	70,000						70,000
Reface Kitchen Cupboards	10,000						
Repair Drainage and Leaking Problem - Southeast Side	30,000						30,000
Shadow Oak Park Community Room	110,000						
TOTAL SHADOW OAK PARK	330,000						
TOTALS	\$6,205,000	\$0	\$0	\$0	\$0	\$0	\$6,195,000

*Cost of items are preliminary estimates

CIP FUNDING SOURCES AND USE RESTRICTIONS

Funding Source	Fund No.	Funding Source	Fund Sources Description	Use Restrictions
AB 939	129	AB 939 Waste Reduction	Monies received by the City from waste hauler fees paid for services to comply with AB 939 State mandate to fund the City's waste diversion and recycling programs.	Funds are restricted to projects and programs that divert waste from ending up in landfills; promotes programs to reduce, reuse, and recycle.
ART	212	Art in Public Places	These are impact fees required as part of development project. The developer can install artwork or pay an in-lieu fee to the Art in Public Places fund.	To be used for artwork on public property.
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.
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.
CSF	220	Community Services Foundation	Private donations to support community events and recreation.	To be used for community events and recreation.
CSS CFD	183	Coastal Sage & Scrub Community Facilities District	Funded from assessments from the District.	Can only be used for maintenance and administration of pertinent to this 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 that was 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	550	General Plan Special Fund	The monies for this fund are paid from developers specifically for General Plan amendments.	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.
HSP/STP-L Grants	140	Highway Safety Improvement Program/Surface Transportation Program-Local	Federal money received for use in improving certain major streets.	Caltrans and the Federal Highway Administration must approve projects.

CIP FUNDING SOURCES AND USE RESTRICTIONS

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		
Measure R	224	Measure R	County tax Measure R .005 cent sales tax adopted by taxpayers in November 2008.	Streets, roads, traffic control measures, bikeways and pedestrian improvements, public transit, recreational transit, public transit capital, congestion management programs, and transportation administration.
MTA Grant	199	Metropolitan Transit Authority	Funds provided as part of a competitive grant from MTA. LA County	Restricted to major street enhancements as designated in the grant.
PARK	163	Parks	Funds from private companies for leasing light standards for private communication antennas.	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.
	170	District A:	Del Norte Park	
	171	District B:	Del Norte, Vincent & Monte Vista Elementary Schools Palmerview Park Grovecenter, Rowland, & Workman Elementary & Traweck Middle Schools	
	172	District C:	Orangewood Park, Sunset Field, & California Parkette California, Orangewood, San Jose Edison, & Wescove Elementary, Willowood & Edgewood Schools	
	173	District D:	Cameron & Walmerado Parks Cameron & Merlinda Elementary & Walnut Grove Intermediate Schools	
	174	District E:	Cortez & Mavencik Field/Ridge Riders Parks Cortez & Mesa Elementary, South Hills High & West Covina High Schools	
	175	District F:	Arona Parkette, Heritage Gardens, Galster Wilderness & Woodgrove Parks Hollcrest Middle, Merced & 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	
PEG	205	Charter Peg Funds	These funds were collected from cable television subscribers to provide public, education, and government programming on the City of West Covina's government access channel.	These funds can only be utilized for capital expenditures related to the government access channel.

CIP FUNDING SOURCES AND USE RESTRICTIONS

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.
Prop. 42	125	State Street Funding	Proposition 42 passed in 2002 by California voters permanently transfers gas	To be used for local street and road improvements.
Relinquishment	215	Azusa Avenue Relinquishment	Cal Trans payment for street work when Azusa Avenue was relinquished to the	Can only be used for street construction, maintenance and repair.
PSA	153	Public Safety Augmentation Fund	Proposition 172 - 1/4% 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.	None.
SPB	169	Sale of Property	State Proposition 12 was approved to provide direct funds to cities to be used	Can only be used for recreational purposes.
TDA	128	State Park Bond	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	Transportation Development Act	Revenues that are received from developers and property owners for a permit that allows the removal of a significant tree located in or on public property under certain conditions.	These funds are to be used for urban reforestation purposes.
TS	123	Tree Permit Fee	Comes from fines and forfeitures.	Can be used for traffic engineering, police supplies, traffic signals and streets.
UL	360	Traffic Safety	Part of self insurance program.	Expenses related to uninsured losses.
WCSG	375	Uninsured Loss	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.
		West Covina Service Group		

Full Time Equivalents (FTE's)

Position Title	Funded positions FY 10-11	Funded positions FY 11-12	Funded positions FY 12-13	Funded positions FY 13-14	Funded positions FY 14-15
CITY MANAGER'S OFFICE					
City Manager	1.0	1.0	1.0	1.0	1.0
CDC Director	1.0	1.0	1.0	-	-
Assistant City Manager/CDC Director			-	1.0	1.0
Assistant City Manager/Finance Director	0.5	0.5	0.5	-	-
Deputy City Manager	1.0	1.0	1.0	-	-
Assistant CDC Director	1.0	1.0	1.0	-	-
CMO Management Analyst II	1.0	1.0	1.0	1.0	1.0
CDC Management Analyst II	1.0	-	-	-	-
CDC Redevelopment Manager	1.0	1.0	-	-	-
CDC Sr. Redevelopment Project Manager	-	-	-	-	1.0
CDC Redevelopment Project Manager	1.0	1.0	-	1.0	-
Executive Asst to the City Manager	1.0	1.0	1.0	1.0	1.0
CMO Sr Administrative Assistant	1.0	1.0	1.0	1.0	1.0
CDC Sr Administrative Assistant	1.0	1.0	-	-	-
CMO Administrative Assistant I	1.0	1.0	1.0	-	-
CDC Administrative Assistant I	1.0	1.0	-	1.0	-
CDC Housing Program Coordinator	1.0	1.0	-	-	-
CDC Redevelopment Project Coordinator	1.0	1.0	-	-	-
Administrative Aide	0.04	0.04	0.04	0.04	0.10
CDC Planning Intern	2.00	2.00	-	-	-
Total - Administration	17.54	16.54	8.54	7.04	6.10
CITY CLERK					
Assistant City Clerk	1.0	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0	1.0
Administrative Technician	1.0	1.0	1.0	1.0	1.0
Office Assistant II	0.7	0.7	-	-	-
Total - City Clerk's Office	3.7	3.7	3.0	3.0	3.0
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT					
Finance & Administrative Services Director	-	-	-	1.0	1.0
Assistant City Manager/Finance Director	0.5	0.5	0.5	-	-
Human Resources / Risk Management Director	-	-	1.0	-	-
Risk Management Director	1.0	1.0	-	-	-
City Controller	1.0	1.0	1.0	-	-
Revenue Manager	-	-	-	1.0	1.0
Accounting Manager	1.0	1.0	1.0	1.0	1.0
Computer Systems Administrator	1.0	1.0	1.0	1.0	1.0
Management Analyst I / II	3.0	2.0	2.0	2.0	2.0
Telecommunications Coordinator	1.0	1.0	-	-	-
Administrative Services Manager	-	-	-	1.0	1.0
Safety & Claims Manager	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Accounting Technician	2.0	2.0	2.0	2.0	2.0
Sr. Administrative Assistant	1.0	1.0	-	-	-
Office Assistant II	-	-	-	-	1.0
Revenue Services Supervisor	1.0	1.0	-	-	-
Administrative Assistant II	1.0	1.0	1.0	1.0	1.0
Human Resources Technician	2.0	2.0	2.0	2.0	2.0
Account Clerk	1.0	1.0	-	-	-
Business License Inspector	1.0	1.0	1.0	1.0	1.0
Computer Services Technician	2.0	2.0	2.0	2.0	2.0
Reprographics Technician	1.0	1.0	-	1.0	1.0
Senior Account Clerk	4.0	4.0	4.0	4.0	4.0
Purchasing Manager	0.5	-	-	-	-
Telecommunications Coordinator	-	-	0.46	0.46	0.46

Full Time Equivalents (FTE's)

Position Title	Funded positions FY 10-11	Funded positions FY 11-12	Funded positions FY 12-13	Funded positions FY 13-14	Funded positions FY 14-15
Human Resources Analyst I	0.62	0.62	-	-	-
Total - Finance & Administrative Services Dept	28.88	26.12	20.96	22.46	23.54
PLANNING DEPARTMENT					
Planning Director	-	-	1.0	1.0	1.0
Principal Planner	1.0	1.0	-	-	1.0
Senior Planner	1.0	1.0	1.0	1.0	1.0
Senior Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Administrative Assistant I	1.0	1.0	-	-	-
Planning Assistant	1.0	1.0	1.0	1.0	1.0
Planning Associate	1.0	1.0	1.0	1.0	0.7
Planning Intern	1.5	-	-	-	-
Total- Planning Dept	7.5	6.0	5.0	5.0	5.7
POLICE DEPARTMENT					
Police Chief	1.0	1.0	1.0	1.0	1.0
Police Commander	2.0	2.0	2.0	2.0	2.0
Police Lieutenant	7.0	5.0	5.0	5.0	5.0
Police Sergeant	13.0	13.0	12.0	12.0	12.0
Police Corporal	26.0	16.0	17.0	17.0	17.0
Police Officer	63.0	61.0	53.0	53.0	56.0
Sub-Total Sworn	112.0	98.0	90.0	90.0	93.0
Police Administrative Services Manager	1.0	1.0	1.0	1.0	1.0
Police Records Supervisor	1.0	1.0	1.0	1.0	1.0
Criminal Justice Research Analyst	1.0	1.0	1.0	1.0	1.0
Senior Administrative Assistant	2.0	2.0	2.0	2.0	2.0
Code Enforcement Coordinator	-	-	-	-	2.0
Administrative Assistant I	1.0	1.0	1.0	1.0	1.0
Victim Advocate	1.0	1.0	1.0	1.0	1.0
Community Services Officer	13.0	13.0	12.0	12.0	12.0
Jailer	7.0	7.0	6.0	6.0	6.0
Police Records Specialist I	7.0	7.0	6.0	6.0	6.0
Police Records Specialist II	4.0	4.0	4.0	4.0	4.0
Sub-Total – Admin services, records, jail	38.0	38.0	35.0	35.0	37.0
Software Development Manager	2.0	1.0	1.0	1.0	1.0
Senior Software Developer	2.0	2.0	2.0	2.0	2.0
Computer Systems Administrator	1.0	1.0	-	-	-
Software Developer	6.0	6.0	6.0	6.0	6.0
User Support Specialist	2.0	1.0	1.0	1.0	1.0
Computer Services Technician	1.0	1.0	1.0	1.0	1.0
Sub-Total West Covina Service Group	14.0	12.0	11.0	11.0	11.0
Communications Supervisor	4.0	4.0	3.0	3.0	4.0
Public Safety Dispatcher	10.0	10.0	10.0	10.0	10.0
Senior Communications Operator	4.0	4.0	4.0	4.0	4.0
Sub-Total Dispatch	18.0	18.0	17.0	17.0	18.0
Police Records Specialist I	0.5	0.5	0.5	0.5	0.7
Reserve Police Officers	10.0	10.0	10.0	10.0	4.2
Crossing Guards	7.0	7.0	7.0	7.0	7.7
Office / Administrative Aide	1.0	1.0	1.0	1.0	4.6
Parking Enforcement Officer	0.7	0.7	0.7	0.7	0.7
Cadet	1.3	1.3	1.3	1.3	6.3
West Covina Service Group	-	-	-	-	0.7
Sub-Total Part Time	20.5	20.5	20.5	20.5	24.9

Full Time Equivalents (FTE's)

Position Title	Funded positions FY 10-11	Funded positions FY 11-12	Funded positions FY 12-13	Funded positions FY 13-14	Funded positions FY 14-15
FIRE DEPARTMENT					
Fire Chief	1.0	1.0	1.0	1.0	1.0
Assistant Fire Chief	3.0	3.0	3.0	3.0	3.0
Assistant Fire Chief / Fire Marshal	1.0	1.0	-	-	1.0
Fire Captain	15.0	15.0	15.0	15.0	18.0
Fire Engineer	15.0	18.0	18.0	15.0	18.0
Firefighter / Paramedic	32.0	27.0	30.0	32.0	36.0
Firefighter	1.0	9.0	9.0	1.0	3.0
Sub-Total Sworn	68.0	74.0	76.0	67.0	80.0
Deputy Fire Marshal	-	-	1.0	1.0	1.0
Senior Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Senior Account Clerk	1.0	1.0	1.0	1.0	1.0
Fire Protection Specialist	2.0	1.0	-	-	-
Sub-Total Non Sworn	4.0	3.0	3.0	3.0	3.0
Fire Protection Specialist	-	-	-	-	0.46
Senior Software Developer	-	-	-	-	0.22
Office Assistant I	0.8	0.8	0.8	0.8	0.38
Ambulance Operators	6.0	-	-	-	-
Sub-Total Part Time	6.8	0.8	0.8	0.8	1.06
Total - Fire Dept	78.8	77.8	79.8	70.8	84.06
PUBLIC WORKS DEPARTMENT					
Public Works Director / City Engineer	1.0	1.0	1.0	1.0	1.0
Management Analyst II	1.0	1.0	1.0	1.0	1.0
Senior Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Administrative Assistant I	1.0	1.0	1.0	1.0	-
Office Assistant II	1.0	1.0	1.0	1.0	1.0
sub-total Administration	5.0	5.0	5.0	5.0	4.0
Deputy Building Official	1.0	1.0	1.0	1.0	1.0
Public Works Project Supervisor	1.0	1.0	1.0	1.0	-
Sr. Community Enhancement Officer	1.0	1.0	-	-	-
Code Enforcement Coordinator	-	-	1.0	1.0	-
Building Inspector	2.0	2.0	2.0	2.0	2.0
Building Permit Technician	2.0	2.0	2.0	2.0	2.0
Community Enhancement Officer	2.0	2.0	-	-	-
Construction Coordinator	1.0	1.0	-	-	-
Engineering Technician	1.0	1.0	-	-	-
sub-total Building	11.0	11.0	7.0	7.0	5.0
Public Works Project Supervisor	1.0	1.0	-	-	-
Civil Engineering Associate	2.0	2.0	2.0	2.0	2.0
Civil Engineering Assistant	1.0	1.0	1.0	1.0	1.0
Engineering Technician	2.0	1.0	1.0	1.0	1.0
sub-total Engineering	6.0	5.0	4.0	4.0	4.0
Equipment Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Maintenance Operations Manager	-	-	1.0	1.0	1.0
Park Maintenance Supervisor	1.0	1.0	-	1.0	1.0
Street Maintenance Supervisor	1.0	1.0	-	-	1.0
Building Maintenance Leadworker	1.0	1.0	1.0	1.0	1.0
Electrician Leadworker	1.0	-	-	-	-
Electrician II	2.0	2.0	2.0	2.0	2.0
Equipment Mechanic Leadworker	1.0	1.0	1.0	1.0	1.0
Equipment Mechanic II	3.0	2.0	2.0	2.0	2.0
Equipment Operator	2.0	2.0	2.0	2.0	2.0

Full Time Equivalents (FTE's)

Position Title	Funded positions FY 10-11	Funded positions FY 11-12	Funded positions FY 12-13	Funded positions FY 13-14	Funded positions FY 14-15
Senior Maintenance Worker	5.0	5.0	5.0	5.0	6.0
Maintenance Worker I / II / III	12.0	12.0	12.0	12.0	10.0
Senior Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Account Clerk	1.0	1.0	1.0	1.0	1.0
Administrative Assistant I	-	-	-	-	1.0
Contract Coordinator	2.0	2.0	2.0	1.0	1.0
Office Assistant II	1.0	1.0	1.0	1.0	-
Operations Technician	1.0	1.0	1.0	1.0	1.0
Storekeeper	1.0	1.0	-	-	-
Street Section Coordinator	1.0	1.0	1.0	1.0	-
Sr. Communications Technician	1.0	-	-	-	-
Communications Technician	1.0	1.0	1.0	1.0	1.0
sub-total Maintenance	49.0	46.0	44.0	44.0	43.0
Office Aide II	0.75	0.75	0.75	0.75	0.60
Engineering Trainee	1.75	1.75	1.75	1.75	1.00
Maintenance & Administrative Assistants	2.25	1.50	1.50	1.50	7.20
Sr. Communications Technician	-	0.46	0.46	0.46	0.46
Construction Coordinator	-	-	-	-	0.46
sub-total Part Time	4.75	4.46	4.46	4.46	9.72
Total - Public Works Dept	75.75	71.46	64.46	64.46	65.72
COMMUNITY SERVICES DEPARTMENT					
Community Services Director	1.0	1.0	-	1.0	1.0
Community Services Manager	2.0	2.0	1.0	1.0	1.0
Management Analyst II	1.0	1.0	1.0	1.0	1.0
Recreation Services Supervisor	2.0	2.0	3.0	3.0	1.0
Senior Citizens Services Supervisor	1.0	1.0	1.0	1.0	1.0
Sr. Administrative Assistant	1.0	1.0	-	-	-
Administrative Assistant I	1.0	1.0	1.0	1.0	1.0
Cook	1.0	1.0	1.0	1.0	1.0
Senior Account Clerk	1.0	1.0	1.0	1.0	1.0
Community Services Coordinator	1.0	1.0	-	-	2.0
Account Clerk	0.75	0.75	0.75	0.75	0.70
Assistant Cook	0.75	0.75	0.75	0.75	0.70
Cashier	0.15	0.15	0.15	0.15	-
Food Service Worker	0.75	0.75	0.75	0.75	0.70
Lifeguard	0.16	0.16	0.16	0.16	0.29
Lifeguard/Instructor	1.97	1.97	1.97	1.97	2.23
Pool Manager	0.96	0.96	0.96	0.96	0.93
Recreation Assistant	1.15	1.15	1.15	1.15	4.24
Recreation Leader	10.60	10.60	10.60	10.60	9.38
Site Coordinator	7.76	7.76	7.76	7.76	4.76
Site Director	3.70	3.70	3.70	3.70	-
Social Services Specialist	0.10	0.10	0.10	0.10	-
Day Care Director	-	-	-	-	2.69
Day Care Teacher	3.61	3.61	3.61	3.61	3.37
Maintenance Assistant	-	-	-	-	0.86
Total - Community Services Dept	44.41	44.41	41.41	42.41	40.85
Summary:					
Full-time Positions	388.0	371.0	338.0	330.0	345.7
Part-time Positions	71.1	61.5	58.7	58.7	67.2

Core Values of Financial Sustainability

Financial stability – The City will create financial stability to provide the community with a consistent and adequate level of public services. The City will take a long-term approach to its finances by developing and maintaining long-term plans, carefully weighing the cost and benefits of development opportunities and adhering to sound debt, reserve and investment policies.

Accountability and Financial Planning – The City will institute long-term financial planning that ensures City services are provided at the best value and that the services are in alignment with the needs and desires of the community.

Transparency and engagement – The City will be accountable for producing value for the community by producing planning and report mechanisms that make it clear how the City plans to use its resources to achieve the community vision. The City is committed to engaging the public as a partner in formulating plans and delivering services.

Fiscal Policy Statement

Status

Comments

Operating Budget Policies

The City will adopt a balanced General Fund budget by June 30 of each year. A balanced budget is defined as one in which total expenditures equal total revenues. An entity has a budget surplus if expenditures are less than revenues. It has a budget deficit if expenditures are greater than revenues.

✓

An annual base operating budget will be developed by verifying or conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.

✓

Current revenues will be sufficient to support current operating expenditures and a budgeted positive operating position will be maintained.

✓

Revenue Policies

The City will strive to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.

✓

The City will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate.

✓

Financial Policies

Fiscal Policy Statement	Status	Comments
<p>All City Council-established General Fund User Fees will be reviewed and adjusted annually as part of the budget process by each City department and the analysis with recommended changes will be provided to the City Council. The basis for adjustment will be the cost of providing services, inflationary impacts, or other budgetary factors as appropriate. User Fees will be established to recover the full cost of services provided, except when the City Council determines that a subsidy from the General Fund is in the public interest.</p>	✓	
<p><i>A one-time expenditure of \$40,000 has been appropriated in Fiscal Year 2014-15 for an independent consultant to conduct a comprehensive fee and charge study, with recommendations for updated cost recovery.</i></p>		
<p>One-time operating, capital, and reserve revenues will be used for one-time expenditures. Exceptions must be formally adopted by Council action and may only offset operating expenditures for a limited time period of less than five fiscal years.</p>	✓	
<p>Expenditure Policies</p>		
<p>The purchase of new or replacement capital equipment with a value of \$5,000 or more and with a minimum useful life of two years will require budget approval.</p>	✓	
<p>The City will annually project its equipment replacement and maintenance needs each year. A maintenance and replacement schedule will be developed and followed.</p>	--	
<p>Capital Improvement Budget Policies</p>		
<p>The City will make all capital improvements in accordance with an adopted capital improvement program and will include an annual five-year plan for capital improvements (CIP design, development, implementation, and operating maintenance costs.). The first year of the five-year plan must be fully funded in the adopted budget. Projects that are not fully</p>	✓	<p>25 new capital projects = \$4.5 million</p>

Financial Policies

Fiscal Policy Statement	Status	Comments
funded must be removed or delayed until adequate funding exists for design, construction, operating and maintenance.	--	At the end of each fiscal year, 25% of any surplus in the General Fund will be set aside in this emergency reserve until the full 20% of operating expenditures is achieved.
Capital Improvement Projects must project operating and maintenance costs for the five-year forecast period to ensure that future year budgets maintain a positive operating position.	--	
<p>Short-Term Debt Policies The City may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be subject to Council approval by resolution.</p>	✓	
<p>Long-Term Debt Policies The City will confine long-term borrowing to capital improvements that cannot be funded from current revenues.</p>	✓	
The City will establish and maintain a Debt Policy.	--	
<p>Fund Balance and Reserve Policies The City will maintain an emergency reserve equal to 20% of operating expenditures of the General Fund. The primary purpose of this reserve is to protect the City's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency expenditures that could not be reasonably foreseen during preparation of the budget.</p>	--	
The General Liability Self-Insurance Reserve will be maintained at a level which, together with purchased insurance policies, adequately protects the City. In addition, the City will perform an annual analysis to document those claims which are not covered by the insurance pool to which the City belongs, and reserve an additional appropriate amount to pay for such uncovered claims.	✓	

Financial Policies

Fiscal Policy Statement	Status	Comments
<p>The Workers' Compensation Self-Insurance Reserve will be maintained at a level which, together with purchased insurance policies, adequately protects the City. In addition, the City will perform an annual analysis of past claims not covered by the insurance pool, and reserve an appropriate amount to pay for uncovered claims.</p>	✓	
<p>The City will establish a Fleet Replacement Reserve for costs associated with the replacement of vehicles and other rolling stock (such as trailers, compressors or other equipment on wheels) as they become unserviceable, obsolete or reach a predetermined service life. The reserve will be maintained at a level at least equal to the projected five-year fleet replacement costs.</p>	--	Fleet Replacement Reserve = 0
Investment Policies	✓	
<p>The City Treasurer will annually submit an investment policy to the City Council for review and adoption.</p>	✓	
Accounting, Auditing & Financial Reporting Policies	✓	
<p>The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles and standards of the Governmental Accounting Standards Board.</p>	✓	
<p>An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion.</p>	✓	

Financial Policies

Fiscal Policy Statement	Status	Comments
A capital asset system will be maintained to identify all City assets, their condition, historical cost, replacement value, and useful life.	✓	A capital asset physical inventory is being conducted in FY 2013-14 and FY 2014-15 to comply with GASB 34. A comprehensive physical inventory was not conducted at the time of implementation of GASB 34 at June 30, 2003.
A capital asset inventory is maintained as part of GASB 34 Quarterly financial, capital improvement program and investment reports will be submitted to the City Council and will be made available to the public.	--	
An annual revenue manual will be prepared prior to the beginning of the budget preparation process each year. The manual will provide information on the revenue source, legal authorization, timing of receipts and historical collection over the last five year period. Fee schedules or calculations will also be provided.	--	
Full and continuing disclosure will be provided in the general financial statements and bond representations.	✓	
A good credit rating in the financial community will be maintained.	✓	
Establish and maintain a formal compensation plan for all employee salary or wage ranges.	--	
Establish a position control system to ensure that staffing levels are maintained at the levels approved by City Council.	✓	
Long Term Financial Policies Annually prepare a five year financial forecast that maintains the current level of services, including known changes that will occur during the forecast period. If the forecast does not depict a positive operating position in all five years of the forecast, the City will strive to balance the operating budget for all years included in the five-year financial forecast.	--	

Financial Policies

Fiscal Policy Statement	Status	Comments
Annually evaluate trends from a budget-to-actual perspective and from a historical year-to-year perspective to identify areas where resources have been over allocated. This would improve the accuracy of the revenue and expenditure forecast by eliminating the impact of recurring historical variances.	--	
Risk Financing Policies The City will maintain adequate insurance coverage, pooled coverage, or self-insurance for general liability, property, errors and omissions, automobile liability, workers' compensation, and other identified loss exposures.	✓	
The City will maintain a risk financing strategy, which shall include an annual review of insurance policy limits, types of coverage, reserve requirements, and self-insurance limits, if applicable.	✓	

Legend:

- ✓ Budget Complies with Fiscal Policy Standard
- Fiscal Policy Standard is not met in Budget

The Non Departmental budget represents activities that are not budgeted within a specific General Fund department. These items are typically large in nature, are required to be funded, and are therefore not subject to budget cuts. As a result, they are budgeted here in Non-Departmental in order to avoid inflating the General fund budgets of other departments.

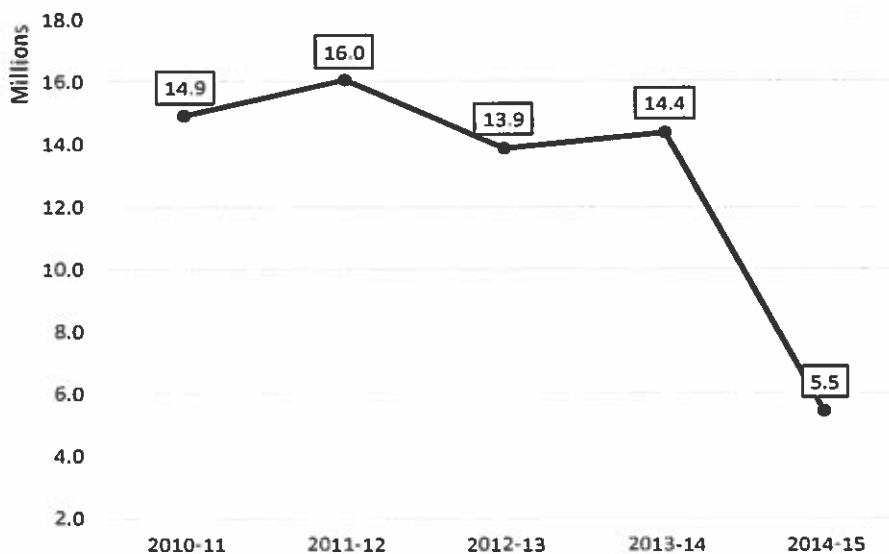
The Non Departmental budget is comprised of various cost centers as noted below.

- Fund 110
 - League of CA Cities – Los Angeles
 - Southern California Association of Governments (SCAG)
 - Co of L.A. Auditor Controller Property Tax Administration Fee
 - Local Agency Formation Commission Contribution (LAFCO)
 - GASB 45 Actuarial Study
 - Property Taxes
 - Citywide Typewriter Repair
 - Retired Employee Benefits Administration
 - Banking Fees
- Fund 300
 - Debt Services Fees
- Fund 368
 - Retiree Lump Sum Benefits
- Fund 820
 - Successor Housing Agency

Non-Departmental

FUNCTION GENERAL GOVERNMENT SERVICES		DEPARTMENT TITLE NON-DEPARTMENTAL			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
MAINTENANCE & OPERATIONS					
LEAGUE OF CALIFORNIA CITIES	25,288	25,288	26,568	25,290	
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS	9,688	9,900	10,000	10,170	
SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS	-	-	-	30,000	
OTHER CONTRACTUAL SERVICE	387,281	246,092	250,000	82,700	
MISCELLANEOUS EQUIPMENT CONTRACT	755	808	2,000	810	
PERS HEALTH ADMINISTRATION FEE	34,299	13,638	36,861	36,390	
BENEFITS ADMINISTRATION FEES	36,552	41,594	37,636	42,990	
PROPERTY TAX	84,263	80,754	82,369	67,750	
RETIREE LUMP SUM BENEFIT	121,130	20,170	37,800	59,800	
BOND INTEREST	1,155,148	1,272,370	1,702,160	623,060	
BOND PRINCIPAL	1,505,000	1,605,000	1,715,000	1,655,000	
NOTES PRINCIPAL	385,703	141,664	145,660	149,930	
INTEREST ON NOTES	57,324	52,234	48,250	43,720	
ONGOING BOND COSTS	489,001	198,161	205,800	262,520	
CAPITALIZED LEASE PRINCIPAL	434,404	451,599	469,475	488,060	
CAPITALIZED LEASE INTEREST	68,051	50,855	32,975	14,400	
COSTS OF BOND ISSUANCE	92,060	35,702	20,000	-	
PROPOSITION A EXCHANGE	1,500,000	2,000,000	2,000,000	1,877,990	
TAX REVENUE ANTICIPATION NOTES - PRINCIPAL	9,490,000	7,600,000	7,500,000	-	
TAX REVENUE ANTICIPATION NOTES - INTEREST	173,983	34,717	65,000	-	
MAINTENANCE & OPERATIONS TOTAL	16,049,930	13,880,546	14,387,554	5,470,580	

**Non-Departmental Expenditures
Fiscal Years 2010-11 to 2014-15**



Successor Agency

FUNCTION COMMUNITY DEVELOPMENT	DEPARTMENT TITLE SUCCESSOR AGENCY			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET
SALARY & BENEFITS				
FULL TIME SALARIES	118,807	166,390	166,165	181,280
PART TIME SALARIES	18,168	21,672	-	-
OVERTIME	1,751	-	-	110
BILINGUAL PAY	24	60	600	-
SICK/VACATION/HOLIDAY/ADMINISTRATIVE LEAVE	2,075	15,174	16,758	7,570
WORKERS' COMPENSATION	314	659	631	650
HEALTH/DENTAL/VISION INSURANCE	12,687	20,061	15,617	18,540
LIFE INSURANCE/LONG TERM DISABILITY	756	1,069	1,256	1,370
MEDICARE	2,346	3,172	2,804	2,890
RETIREMENT - NONSWORN	16,907	22,869	24,608	33,350
DEFERRED COMPENSATION	2,243	5,394	5,524	5,980
RETIREMENT HEALTH SAVINGS PLAN	629	197	885	810
RETIREE LUMP SUM BENEFIT	-	3,157	2,034	1,450
SUPPLEMENTAL RETIREMENT PLAN	1,585	3,252	3,832	3,360
UNEMPLOYMENT	255	14,068	-	-
LEAVE LUMP SUM	17,217	4,697	-	-
AUTO ALLOWANCE	343	2,040	2,340	2,340
SALARY & BENEFITS TOTAL	196,107	283,931	243,054	259,700
MAINTENANCE & OPERATIONS				
TRAINING & SEMINARS	-	1,189	6,200	2,000
CONTRACTUAL SERVICES	58,426	314,440	657,388	740,060
LEGAL SERVICES	691,133	1,494,409	1,500,000	1,758,980
TELEPHONES/CELLULAR PHONES	80	1,790	1,708	1,810
SUPPLIES	-	78	-	-
REPROGRAPHIC SERVICES	-	2,666	2,500	2,810
CHARGEBACK - FUEL & OIL	-	989	661	990
CHARGEBACK - VEHICLE MAINTENANCE	-	972	750	-
CHARGEBACK - PROPERTY/LIABILITY INSURANCE	-	16,799	16,800	4,200
BOND INTEREST	2,631,599	3,034,328	2,872,900	2,678,400
BOND PRINCIPAL	1,580,000	3,075,000	3,410,000	3,760,000
OTHER DEBT PAYMENT	1,418,816	1,840,000	1,450,000	739,500
ONGOING BOND COSTS	75,076	112,632	112,400	136,680
PASS THROUGH PAYMENTS	-	-	168,700	-
PRINCIPAL-COUNTY DEFERRAL	-	557,463	776,800	1,082,000
INTEREST-COUNTY DEFERRAL	-	629,031	590,000	620,000
MISCELLANEOUS EXPENSES	38,345	995,449	685,000	775,000
ADMINISTRATION & OVERHEAD	-	127,570	65,000	53,680
PROPERTY TAX	-	83,824	85,260	85,710
SERAF OBLIGATION	-	-	-	575,310
MAINTENANCE & OPERATIONS TOTAL	6,493,475	12,288,629	12,402,067	13,017,130

Successor Agency

FUNCTION COMMUNITY DEVELOPMENT		DEPARTMENT TITLE SUCCESSOR AGENCY			
EXPENDITURE CLASSIFICATION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 AMENDED BUDGET	2014-15 PROPOSED BUDGET	
CAPITAL OUTLAY					
OTHER EQUIPMENT	-	-	-	-	
CAPITAL OUTLAY TOTAL	-	-	-	-	
DEPARTMENT TOTAL	6,689,582	12,572,560	12,645,121	13,276,830	

TOTAL BY FUND

FUND TITLE	
REDEVELOPMENT OBLIGATION RETIREMENT FUND	7,987,940
SUCCESSOR AGENCY ADMINISTRATION	384,790
CFD DEBT SERVICE FUND	4,904,100
TOTAL SUCCESSOR AGENCY BY FUND	13,276,830

**Departmental Expenditures
Fiscal Years 2010-11 to 2014-15**

