



# *CITY OF WEST COVINA, CALIFORNIA*

*OPERATING AND CAPITAL  
IMPROVEMENT PROGRAM BUDGET  
FISCAL YEAR 2015-2016*

**Photos**

Courtesy of the West Covina Economic and Community Development Division

**Cover Design**

Ricardo Ulloa, City of West Covina Finance Department

# **CITY OF WEST COVINA, CALIFORNIA**

1444 W. Garvey Avenue South, West Covina CA 91790

---

## **ADOPTED BUDGET**

for fiscal year

July 1, 2015 - June 30, 2016

## **CITY COUNCIL**

Fredrick Sykes, Mayor

James Toma, Mayor Pro Tem

Mike Spence

Corey Warshaw

Ben Wong

## **INTERIM CITY MANAGER**

Tom Mauk

## **EXECUTIVE MANAGEMENT TEAM**

Christopher Freeland, Assistant City Manager

Kimberly Hall Barlow, City Attorney

Rosalia Conde, Assistant City Clerk

Christa Buhagiar, Finance Director

Carl Crown, Interim Human Resources Director

Jeff Anderson, Planning Director

Dave Faulkner, Police Chief

Larry Whithorn, Fire Chief

Chino Consunji, Public Works Director

Nikole Bresciani, Community Services Director

(This Page Left Intentionally Blank)

# Table of Contents

**Budget Message** .....1

**Financial Information**

    Overview .....9

    Debt Service .....20

    Budget Resolution .....28

    Appropriations Limit .....31

**City Profile**

    Organizational Chart .....35

    Principal Property Taxpayers .....36

    Top 25 Sales Tax Producers .....37

**Budget Summaries**

    Summary of Changes in Fund Balance .....39

    Schedule of Revenues by Fund .....41

    Schedule of Revenue Detail by Fund .....43

    Schedule of Expenditures by Fund .....52

    Expenditures by Department Program .....54

    Summary of Operating Transfers .....57

**Administration** .....59

    City Council .....62

    City Manager .....64

**City Clerk** .....73

**Finance** .....83

**Human Resources** .....95

**Planning** .....107

**Police** .....117

**Fire** .....129

**Public Works** .....143

**Community Services** .....161

**Capital Improvement Program**

CIP Narrative.....173

CIP Summary Page .....175

CIP Project Summary .....176

CIP Fund Allocation.....177

Building .....178

Conservation.....180

General .....181

Parks .....182

Streets .....186

Traffic.....188

Utilities .....189

Vehicles.....190

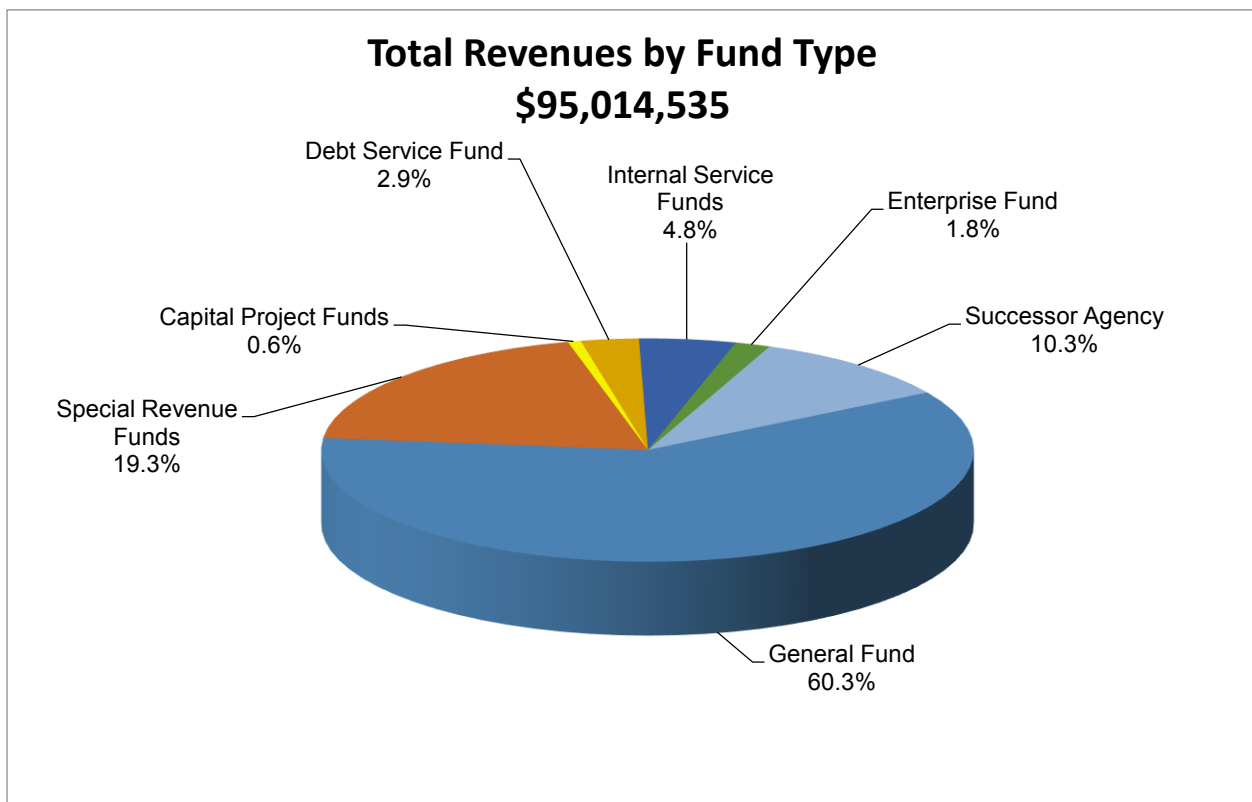
**Schedule of Positions.....191**



July 15, 2015

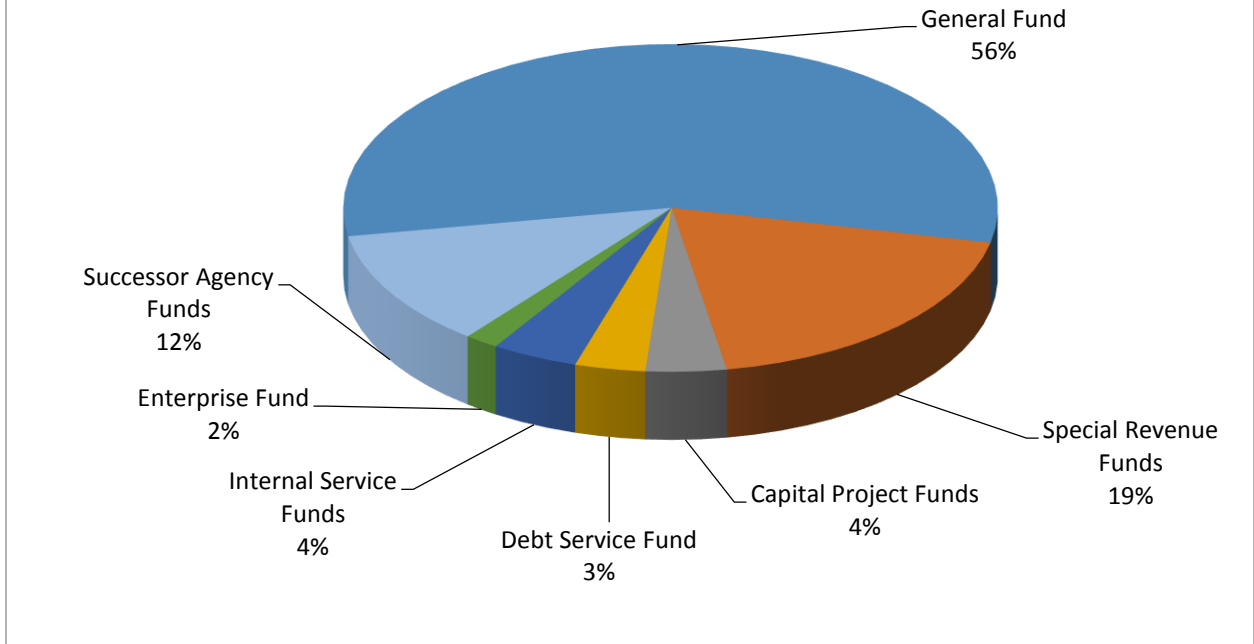
**Honorable Mayor, Council Members and Citizens of West Covina:**

Presented for your consideration is the Fiscal Year 2015/16 Annual Operating and Capital Improvement Program (CIP) Budget for the City of West Covina and related entities. 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 Funds (Successor Agency). The City's financial condition remains stable for Fiscal Year 2015/16, with an improved economy providing increased stability to the City's major revenue sources.



For Fiscal Year 2015/16, estimated revenues (including transfers in) on an *all funds* basis are \$95,014,535, but only includes the Successor Agency's 15-16A ROPS payment. Many funds make up the total budget amount, with the largest being the General Fund in the amount of \$57,310,960, or 60.3% of the organization's total.

## Total Expenditures by Fund Type \$101,763,181



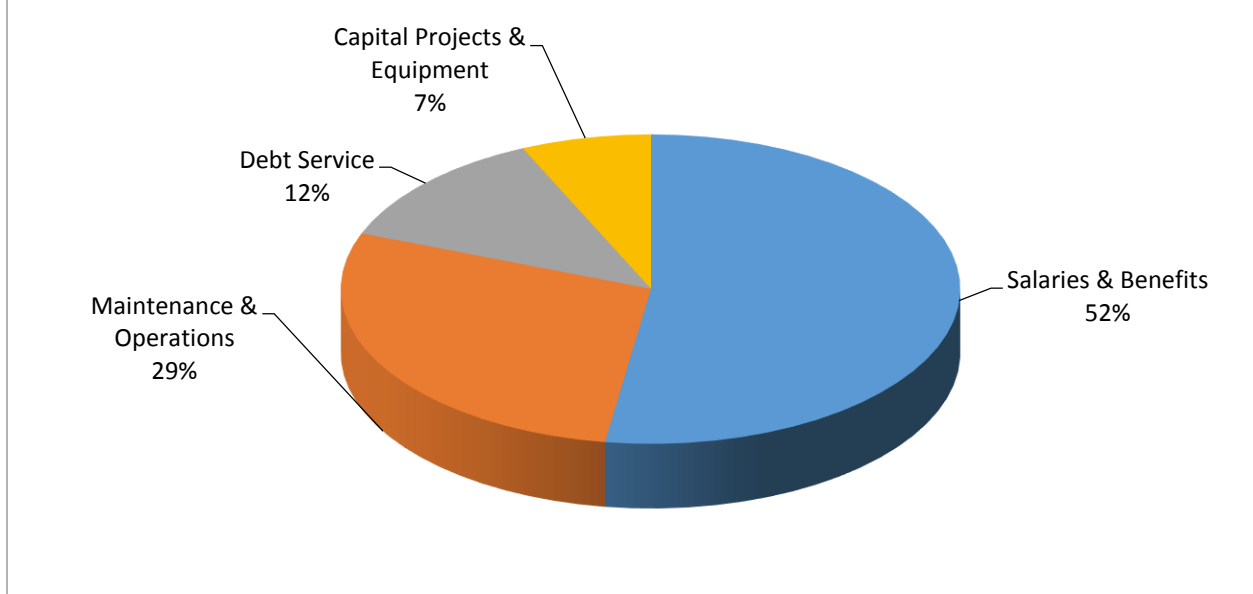
For Fiscal Year 2015/16, estimated expenditures (including transfers out) for all budgeted funds are estimated at \$101,763,181. Certain Special Revenue and Capital Project Funds utilize a portion of prior years' accumulated fund balance to pay for multi-year capital improvement projects. These other 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 2015/16.

Current year operating expenditures exceed current year operating revenues by \$6.7 million due to the use of reserves. These reserves are often accumulated for specific purposes and spent when needed. The General Fund, which is the general operating fund of the City, comprises 56% of the total appropriations on an *all funds* basis. For Fiscal Year 2015/16 the General Fund has a **balanced budget** and is projected to complete fiscal year 2015/16 with an operating surplus of approximately \$128,826.

As a result of staff turnover in the Finance Department, this budget was prepared on an accelerated timeline but with the hard work of the Departments and Finance staff we have preserved the 10% reserve requirement in the General Fund. This budget covers necessary items that were under budgeted in the prior fiscal year and incorporates important program proposals such as the School Resource Officer Program and increased demands from the National Pollutant Discharge Elimination System (NPDES) permit program.



## Total Expenditures by Category \$101,763,181



Capital Projects & Equipment appropriations are increasing by \$3.6 million from \$3.3 million to \$6.9 million. This increase is primarily due to budgeting for the construction of soccer fields in Orangewood Park.

Personnel costs inclusive of all City funds are anticipated to decrease by \$1.4 million from \$54.7 million to \$53.3 million. The decrease is a result of the inclusion of a 3.5% anticipated salary savings due to vacancies and cuts to public safety overtime budgets. These cuts are offset by PERS rate increases and changes in personnel. The total number of full-time positions increased from 345 to 351. Personnel changes include the following:

- The City Manager’s Office is replacing a vacant Management Analyst position with Project Coordinator to better assist with Housing and Economic Development Projects. The cost of this reorganization is estimated to be \$26,079 which is funded by the Housing Fund and Successor Agency.
- Two former departments were combined to form the Finance and Administrative Services Department in the FY 2013/14 budget. This proved to have detrimental effects on two key administrative functions: Finance and Human Resources. City management is proposing to once again separate the Finance and Information Technology functions from the Human Resources and Risk Management functions. To enable this plan to be effective a Human Resources Director position has been added to the proposed budget and the Finance and Administrative Services Director has been under-filled by the Finance Director. To address concerns from recent audits, the Finance Department has added back a full-time Purchasing Manager to assist with the purchasing workload and ensure compliance with the West Covina Municipal Code. Human Resources has also reclassified the Administrative Services Manager to the Human Resources Manager since the position was never utilized

as a part of Finance. There is no current year cost from this reclassification. The total cost of the departmental reorganization is estimated to be \$265,878 with anticipated first year salary savings of \$75,020 due to the amount of time it will take to staff vacant positions.

- In making public safety a priority, the fiscal year 2015/16 proposed budget includes the funding for three School Resource Officers in the amount of \$413,349 and the addition of another Police Sergeant in the amount of \$168,120 which was offset by a decrease in overtime. This brings the total sworn positions within the Police Department to 97 for the upcoming fiscal year.
- In the Public Works Department the Civil Engineering Associate is being reclassified to a Public Works Project Supervisor, the Office Assistant II is being reclassified to an Administrative Assistant I and the Account Clerk is being reclassified to a Senior Account Clerk. The total cost of the departmental reorganization is estimated to be \$8,066 with only \$1,873 coming from the General Fund.
- There are a number of events managed and facilities maintained by the Community Services Department. To better handle the needs of the department a Community Services Coordinator position has been eliminated and a Maintenance Worker II position has been created. This will result in an anticipated cost savings of \$23,896.

**General Fund**

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. 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 General Fund ending unassigned fund balance is projected to be \$5.7 million, which meets the reserve policy limit of 10% of operating expenditures. A summary of the General Fund balance is illustrated below:

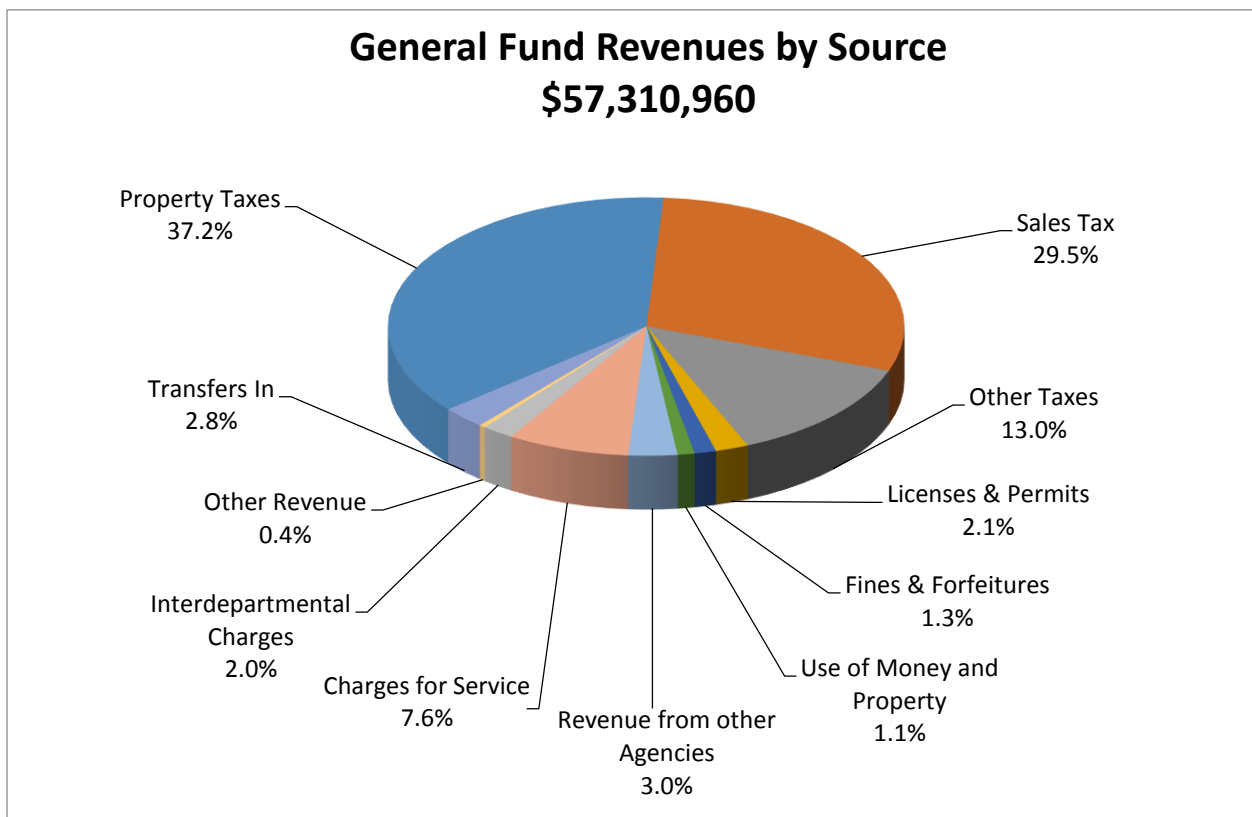
<b>General Fund - Fund Balance</b>		
<b>Beginning Fund Balance</b>		<b>\$12,189,681</b>
Operating:		
Revenues, including transfers in	\$57,310,960	
Expenditures, including transfers out	(57,182,134)	
<b>Net Change</b>		<b>128,826</b>
<b>Fund Balance</b>		
Nonspendable	6,595,326	
Unassigned	5,723,181	
<b>Total Ending Fund Balance</b>		<b>\$12,318,507</b>

The General Fund’s estimated ending fund balance for fiscal year 2015/16 is \$12.3 million. Of this fund balance, \$6.6 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 \$2 million available as liquid cash for expenditures. As stated above, the City’s major revenues show signs of recovery, as described in further detail below:

### General Fund Revenues:

Total General Fund revenues are projected to be \$57,310,960, an increase of \$2.4 million or 4.5% from the prior year budget. The increase is due to the anticipated growth in property and sales tax revenues.

- *Property tax revenues* represent 37.2% of General Fund revenues for fiscal year 2015/16. Because the previous decline in property taxes was less severe than that of sales taxes, property tax revenues are projected to increase 4.9% from the previous fiscal year. These revenue projections do not include the City's share of residual tax increment revenues from the former Redevelopment Agency in the amount of \$1,300,000.
- *Sales tax revenues* represent 29.5% of General Fund revenues for fiscal year 2015/16. Estimated revenue for fiscal year 2015/16 is projected to complete the year at a 9.4% increase when compared to the prior year's projected revenues. The continued growth and the addition of new commercial and retail outlets have been factored into the budget estimate for fiscal year 2015/16. Sales tax revenues will be reevaluated during the City's mid-year budget review with potential increases in revenues due to new auto dealerships and businesses coming online during the upcoming fiscal year.

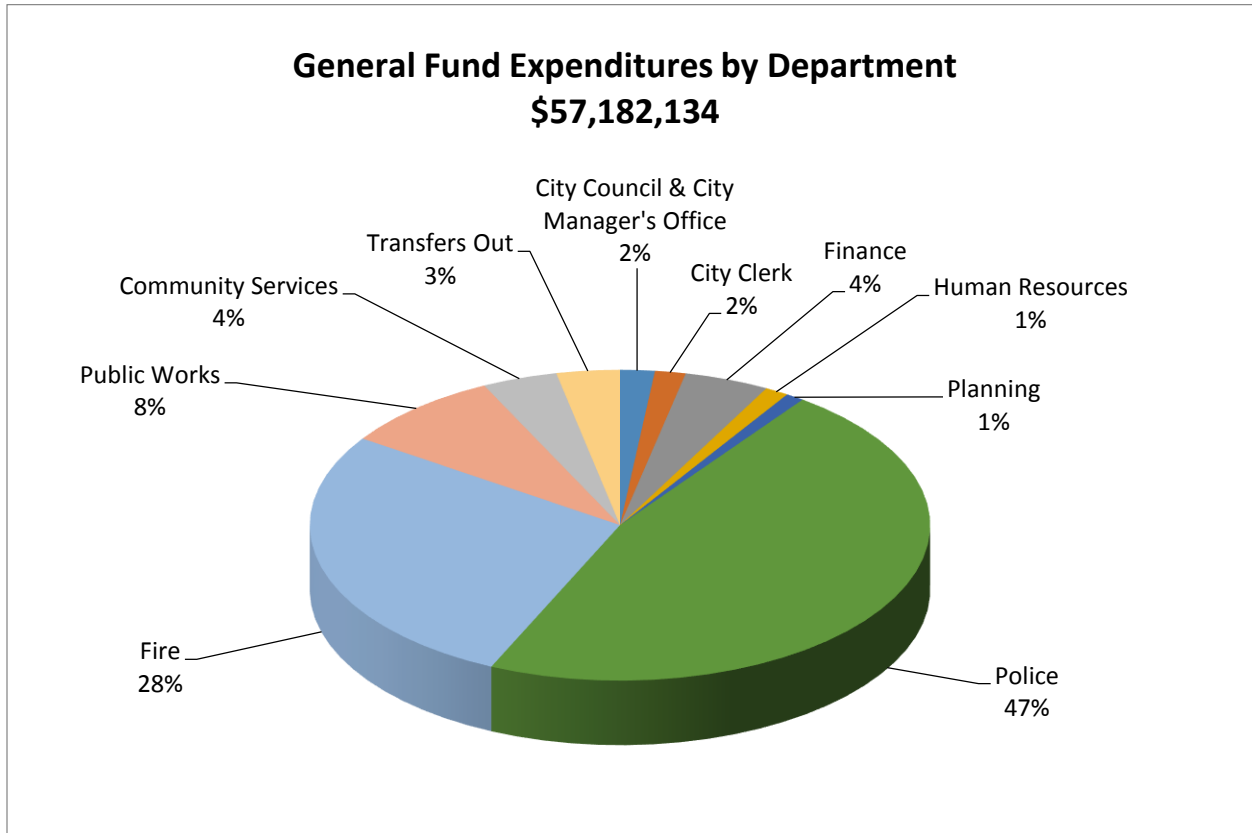


\*In FY 2014/15 the SAFER grant revenue was recorded in the General Fund. Grant revenue should be recorded separately in a special revenue fund; therefore, the SAFER grant revenue is no longer included in the General Fund.

General Fund Expenditures:

General Fund expenditures for fiscal year 2015/16 are projected to be \$57,182,134, which includes transfers to other funds totaling \$1,887,000. This equates to a decrease in expenditures of 1.3%, or \$780,817 when compared to the amended budget for fiscal year 2014/15. This budget reflects a projected 3.5% salary savings due to vacancies. When comparing to the 2014/15 original budget the proposed budget is only \$50,491 more or 0.1%.

The majority of General Fund expenditures are appropriated for Public Safety services (75%) followed by Public Works (8%) and Community Services (4%). The chart below illustrates General Fund Expenditures by Department.



- Personnel

General Fund personnel costs are projected to total \$44.7 million, an increase of \$123,801 from the prior year adopted budget less the SAFER budget. The increase from rising PERS costs and new positions was mostly offset by the 3.5% salary savings of \$1.6 million.

- Maintenance and Operations (M&O)

The maintenance and operations budget is \$10.8 million, which is an increase of \$1.5 million from the prior year adopted budget. This increase is due to departments being charged the full-year allocation for self-funded insurance costs, IT Infrastructure upgrades, street sweeping, NPDES costs and increased departmental professional services and consultants. Many of these items were insufficiently budgeted for in the prior fiscal year so the actual increase is only \$60,938 if comparing the 2014/15 amended budget to the 2015/16 proposed budget.

- Transfers Out

The General Fund will make transfers out to other funds in the amount of \$1.9 million. The transfers will fund bond principal and interest payments, costs pertaining to vehicle replacement, the West Covina Municipal Pool and the Cameron Community Center.

### Successor Agency Overview

The Successor Agency budget reflects a 6-month budget that pertains to the approved ROPS 15-16A (July-December 2015). When the ROPS 15-16B (January – June 2016) is approved by the Department of Finance (DOF), staff will bring a budget amendment to the City Council to appropriate the funds for the remaining 6-month period. To the extent that the funds allocated to the Successor Agency are not sufficient to cover expenses, the General Fund will be responsible for the difference. The City may seek reimbursement for expenses that exceed the approved ROPS amounts, with the exception of the administrative budget costs.

The City is in litigation with DOF regarding City and Agency agreements, which includes the \$11.5 million the City received from the former Redevelopment Agency. The City is actively pursuing to resolve the pending litigation with DOF.

### Conclusion

In summary, this budget, which is the City's financial plan, continues to present the City Council and staff's commitment to provide quality services that meet the needs of the residents of West Covina in a cost effective and efficient manner. Staff would like to thank the City Council for their positive leadership and direction that has facilitated the preparation of the Fiscal Year 2015/16 Operating and Capital Improvement Program Budget.

Respectfully submitted,



Tom Mauk  
Interim City Manager

(This Page Left Intentionally Blank)

# OVERVIEW

---

---

## FINANCIAL STRUCTURE AND OPERATIONS

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

The City's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP) and provides for the general operation of the City. The City Manager is authorized to transfer budgeted amounts between departments to assure adequate and proper standards of service. Budgetary revisions, which increase the combined appropriations in individual funds, must be approved by the City Council. The budgetary level of control is at the departmental level.

The City provides a full range of services to its citizens. These include police, fire, emergency medical, street construction and maintenance, traffic signalization, parks, recreational, cultural and social, planning, building and safety, economic development, environmental, and general administrative services.

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

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

The more significant departmental projects and programs provide the basis for the departmental goals and objectives, and workload indicators included in the departmental budgets. Departmental work programs are updated periodically. Completed projects, completion dates, new projects undertaken, as well as specific actions completed in providing ongoing programs, are established and reviewed. This process provides an ongoing measure of departmental activity and effectiveness in meeting the City Council's priorities.

## **GANN LIMIT**

The adoption of the appropriation limit occurs annually to comply with the California Constitution, Article XIII B (as amended) and Government Code Section 7910. The Gann Limit restricts annual expenditures the City may appropriate. If certain proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or refunded to the taxpayers. For the fiscal year ending June 30, 2015, the appropriation limit was \$145,076,581. The City's tax proceeds are projected to be less than the established appropriation limit. The limit for 2015-16 is \$147,571,898.

## **BUDGET PROCESS**

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

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

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

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

At this point, the budget undergoes another review. Department managers are presented with updated revenue projections and any projected gap between revenues and expenditures. Actions available for addressing the budget gap are discussed, along with the merits of the various work program components. During this review, department managers adjust their budgets based on the City Manager's direction. City Council Budget Study Sessions are then held to discuss departmental work programs, specific policy issues, and the Capital Improvement Budget (CIP). Final adjustments are made by the City Manager, and the recommended budget is prepared for presentation to the City Council. Additional City Council Budget Study Sessions may be held to ensure that the budget accurately reflects the City Council's objectives for the coming year. City Council adjustments are then incorporated into the recommended budget.



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

### **Budget Amendment Procedures**

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

### **Administrative Carryovers**

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

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

### **City Council Action**

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

### **Capital Improvement Program**

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

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

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

### **CIP Carryovers**

Every year, staff reviews each capital project and carries forward prior year appropriations for projects that have not been completed or for which long-term funding is being accumulated. The carryovers are handled administratively and are not included as part of the current year CIP Budget. Projects funded in prior years, but not started, are reviewed with the City Council during the CIP Budget Study Session. This review is designed to determine whether such projects continue to be

City Council priorities. The budget for any project that has not been started and is no longer a City Council priority is made available for other projects.

### **Allocated Costs**

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

Allocated departments include fleet maintenance, reprographic services, and risk management divisions. Fleet maintenance and reprographic services are budgeted based on prior year data and allocated based on a department's actual service usage during the year. Risk management is funded by a separate charge for workers' compensation, and one for property and liability insurance and claims. The appropriations for these programs are included in the operating budget of departments.

## **CITY FUND STRUCTURE**

A number of different funds are utilized to account for the City, the Successor Agency to the Former Redevelopment Agency, and the West Covina Housing Authority financial resources. Funds are classified into the following fund types:

- General Fund
- Special Revenue Fund
- Debt Service
- Capital Projects
- Proprietary
- Private Purpose Trust Fund

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

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

### **GENERAL FUND TYPE**

#### General Fund (Fund 110)

The General Fund is the City's largest single fund type and is used to account for unrestricted revenues. The City's General Fund is the main operating fund for non-restricted revenues, such as general taxes and fees. Appropriations may be made from the General Fund for any legal City activity. This fund is used to account for basic City services such as police, fire, building, planning and general administration. Within the General Fund, the City maintains non-spendable (not available) and unassigned (available) reserves that represent the unappropriated fund balance.

Fire Training Fund (Fund 219)

This fund accounts for fire training programs.

Fee and Charge (Fund 111)

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

**SPECIAL REVENUE FUNDS**

Drug Enforcement Rebate (Funds 116 and 117)

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

Business Improvement Tax Fund (Fund 118)

The revenue source for this fund originated from business improvement taxes, which can only be used to benefit local businesses. The underlying tax has been eliminated so the residual balance in this fund has been declining and the fund will eventually be closed.

Air Quality Improvement Trust (Fund 119)

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

Integrated Waste Management (Fund 120)

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

Proposition A (Fund 121)

Under Proposition A, the City receives a portion of the ½ cent of sales tax levied in Los Angeles County to provide transportation-related programs and projects. For years the City has sold its Prop A funds to other cities in exchange for non-restricted General Fund dollars.

Proposition C (Fund 122)

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

Gas Tax (Fund 124)

This fund accounts for State Gas Tax monies received under various state laws. The funds are used to fund the City's street maintenance program. Activities include ongoing minor street

repairs, upgrades of traffic signals, replacement and installation of new traffic signs and street painting. Programs are administered through the public works department.

Police Donations Fund (Fund 127)

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

Transportation Development Act (Fund 128)

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

AB939 (Fund 129)

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

Community Development Block Grant (Fund 131)

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

SAFER Grant (Fund 133)

This fund accounts for personnel costs that are reimbursable through the Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

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

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

Waste Management Enforcement Grant (Fund 145)

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

Senior Meals Program (Fund 146)

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

Used Oil Block Grant (Fund 149)

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

Inmate Welfare (Fund 150)

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

Public Safety Augmentation (Fund 153)

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

COPS/SLESA (Fund 155)

This fund accounts for grant revenue provided by the state to support Community Oriented Policing programs. Funds must be spent on front-line law enforcement services.

CRV / Litter Removal Grant (Fund 158)

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

Summer Meals Program (Fund 159)

This fund comes from the Food and Nutrition Service (FNS) of the United States Department of Agriculture which provides for the free lunch to children on weekdays during the summer months.

Maintenance District Funds (Fund 18x)

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

Maintenance District #1 (Fund 181)

Maintenance District #2 (Fund 182)

Maintenance District #4 (Fund 184)

Maintenance District #6 (Fund 186)

Maintenance District #7 (Fund 187)

Coastal Sage and Scrub Community Facilities District (Fund 183)

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

Citywide Maintenance District (Fund 188)

This is the City's most significant special assessment fund. Revenue for the fund comes from annual special benefit assessments from property owners who benefit from covered improvements. The Citywide Assessment District provides the majority of funding for the City's street lighting system and street tree program.

Sewer Maintenance (Fund 189)

This fund supports the City's street sweeping program and maintenance of the City's sewer system. The City also provides services to the City of Covina through this fund.

Business Improvement District (Fund 190)

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

Police Grant Funds

These funds come from federal or state grants to provide funding for various public safety programs.

Bureau of Justice Assistance Grant (Fund 130)

ABC Grant (Fund 138)

Police Private Grants (Fund 221)

Homeland Security Grants (Funds 227)

Charter PEG (Fund 205)

Charter Communications awarded the City a \$150,000 Public Education Grant for a number of years. Due to changes in communications rules, no additional grant revenue is being received. The money remaining in this fund can only be used to make capital expenditures related to the City's Public Access Channel.

Art in Public Places Fund (Fund 212)

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

North Azusa Relinquishment Fund (Fund 215)

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

WC Community Services Foundation Fund (Fund 220)

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

Measure R (Fund 224)

Under Measure R, the City receives a portion of a ½ cent sales tax levied in Los Angeles County to provide transportation related projects and programs. The City uses Measure R Funds to provide a variety of transportation services including Dial-A-Ride, the West Covina Shuttle (a fixed route system), bus pass subsidies and recreational transit services.

West Covina Housing Authority (Fund 820)

Under ABX1 26, the housing functions were transferred to the West Covina Housing Authority with the adoption of Resolution No. 2012-11 adopted by the West Covina City Council on January 17, 2012. Accordingly, all rights, powers, duties and obligations related to the housing functions have been assumed by the Housing Authority and it may enforce affordability covenants and

perform related activities pursuant to the applicable provisions of the Community Redevelopment Law.

ABX1 26 provides that the non-cash housing assets and obligations of dissolving redevelopment agencies ("RDAs") do not pass to the Successor Agencies formed to wind-down each RDA, but rather to the Housing Successor Agency. As such, decisions regarding such housing assets and obligations are not subject to approval by the Oversight Board of the Successor Agency.

This fund will accumulate loan repayments from homeowners and multi-family housing developers per agreements that were put in place using low and moderate income housing funds of the former redevelopment agency. Those funds, along with repayment of the Supplemental Educational Revenue Augmentation Fund loans that were previously made by the housing fund of the former Redevelopment Agency, will be used to continue to provide low and moderate income housing programs in compliance with state law regarding affordable housing.

### **CAPITAL IMPROVEMENT PROGRAM (CIP)**

The City's proposed CIP is also included in the Fiscal Year 2015/16 Proposed Budget. The proposed CIP provides for \$6,914,996 for new projects and is funded with non-General Fund monies (special funds and grants). This is an increase of \$3,585,786 when compared to the prior year. Below is a summary of the proposed projects grouped by type of improvement.

Buildings/General	\$ 217,500
Parks	4,518,000
Street Improvements	1,300,000
Traffic	85,000
Utilities	610,000
Vehicles	184,496
Total CIP	<u>\$6,914,996</u>

The City has established the following Capital Project Funds:

#### Capital Projects (Fund 160)

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

#### Construction Tax (Fund 161)

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

Parks (Fund 163)

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

Park Dedication Fees (Fund 17x)

The City receives fees from developers to fund recreation facilities. The City has been divided into seven park districts for purposes of collecting revenue. These funds are used for qualified recreational purposes throughout the city. The following Districts have been established:

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

**DEBT SERVICE FUND**

Debt Service Fund (Fund 300)

The City has established one Debt Service Fund to accumulate assets for the repayment of City long-term debt, which includes outstanding bonds, notes, capital leases and tax revenue anticipation notes, and related costs. Funding is accumulated from interest income, developer reimbursements, and transfers from the General Fund and the Successor Agency.

**INTERNAL SERVICE FUNDS**

Uninsured Loss (Fund 360)

Insurance coverage is administered through the City’s Risk Management division.

Self-Insurance General and Auto Liability (Fund 361)

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

Self-Insurance - Workers’ Compensation (Fund 363)

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

Fleet Management (Fund 365)

The Maintenance division of the Public Works department operates the fleet management function for the City. Fleet management oversees the purchase, use, repair and disposal of City vehicles and heavy equipment. Revenue for the fleet management fund is generated through charges to operating departments. Each department that operates assigned vehicles is charged based on the



departmental usage of the vehicles, including depreciation costs. Fleet management costs are reflected in each department's line-item budget.

#### Vehicle Replacement (Fund 367)

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

### **ENTERPRISE FUND**

#### Police Computer Service Group (Fund 375)

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

### **SUCCESSOR AGENCY**

#### Successor Agency Redevelopment Obligation Retirement (Fund 810)

The City's Redevelopment Agency was dissolved as a result of the passage of ABX1 26, and the Successor Agency was subsequently created for the purpose of winding down the affairs of the former Redevelopment Agency. The responsibilities of the Successor Agency are to (1) continue to make payments on the outstanding debt of the former Redevelopment Agency for items that are deemed to be "enforceable obligations", and (2) wind down the activities of the Redevelopment Agency through the sale and disposition of assets and properties. The Successor Agency will receive allocations of property tax increment in amounts determined by the State Department of Finance and deposited into the Redevelopment Property Tax Trust Fund (RPTTF) by the county. Those RPTTF allocations will then be used to pay the enforceable obligations.

#### Successor Agency Administration (Fund 815)

This fund is for all allowable administrative expenses of the Successor Agency, including salaries and benefits, legal costs, appraisals, consultants, and other administration and overhead charges as well as support costs incurred for the Oversight Board. The Successor Agency receives an annual amount equal to 3% of the RPTTF allocation approved for payment of enforceable obligations.

#### CFD Debt Service (Fund 853)

This fund was established as part of the Fashion Plaza Expansion Project of the former Redevelopment Agency for the purpose of issuing bonds to assist in the expansion of the leasable square footage and parking facilities of a regional shopping mall. The fund collects revenues from a special tax assessment on the property, as well as sales and property tax increment revenues generated on the property. Those revenues are used to service the principal and interest payments, and related costs of the outstanding bonds.

# DEBT SERVICE

---

The City of West Covina, Community Development Commission, and Public Financing Authority (PFA) have issued debt instruments to finance capital projects and equipment. The three governmental units, although related, are distinct legal entities. The debt of the Community Development Commission (the former Redevelopment Agency) has been assumed by the Successor Agency to the City of West Covina Redevelopment Agency (“Successor Agency”).

The City has tax-based revenue from which to repay debt. The Successor Agency receives an allocation of property taxes from the Redevelopment Property Tax Trust Fund (RPTTF) in an amount sufficient to meet the annual debt service requirements. The PFA has no ability to generate revenues, other than through charges for the use of money and property. Debt between related governments has not been budgeted, as doing so would result in double-counting the debt and related revenues.

## DEBT ISSUED BY THE CITY OF WEST COVINA

### Notes Payable:

#### **Valencia Note - \$ 1,215,000**

This note for \$1,215,000 began May 1, 2003, to be fully amortized and payable over 20 years, with monthly installments of principal and interest.

The interest rate for the first 18 months was fixed at 5.31%. Every three years thereafter, interest is adjusted to the current 2-year Treasury bill plus 0.5%. The latest adjustment date was December 1, 2013, for an interest rate of 0.809%. The table below is based on this current rate. The next adjustment will be December 1, 2016.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 68,692	\$ 4,617
2017	69,293	4,015
2018	69,900	3,408
2019	70,513	2,796
2020	71,131	2,178
2021-2025	211,044	2,773
<b>Total</b>	<b>\$ 560,573</b>	<b>\$ 19,787</b>

**California Energy Commission (CEC) Note - \$1,278,000**

The City entered into a loan agreement with the CEC for \$1,278,000 for heating, ventilation and air-conditioning. It is amortized over 15-years with a 4.5% annual interest rate. The intent is to pay this debt obligation using energy savings resulting from the use of more efficient systems.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 85,329	\$ 35,261
2017	89,306	31,284
2018	93,370	27,220
2019	97,619	22,971
2020	102,013	18,577
2021-2025	334,897	26,873
<b>Total</b>	<b>\$ 802,534</b>	<b>\$ 162,186</b>

**DEBT ISSUED BY THE FORMER REDEVELOPMENT AGENCY**

**Bonds Payable:**

**1996 Special Tax Refunding Bonds Community Facilities District No. 1989-1 (The Fashion Plaza Project), Original Issue - \$51,220,000** – A Special Tax levy, sales tax increment and property tax increment revenues secure repayment. The serial bonds matured during the fiscal year ended June 30, 2007. The term bonds bear interest at a rate from 5.75% to 6.0% payable semiannually on March 1<sup>st</sup> and September 1<sup>st</sup> of each year. Final maturity is in September 2022.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 2,515,000	\$ 1,612,050
2017	2,790,000	1,452,900
2018	3,050,000	1,277,700
2019	3,305,000	1,087,050
2020	3,555,000	881,250
2021-2025	12,910,000	1,233,600
<b>Total</b>	<b>\$ 28,125,000</b>	<b>\$ 7,544,550</b>

**1988 Lease Revenue Refunding Bonds (The Lakes Public Parking Project),**

**Original Issue - \$7,750,000** - A facilities lease with the property owner secures repayment. Final maturity is on August 1, 2018. The bonds bear interest at a variable rate, which is paid monthly based upon the prevailing market conditions. The Community Development Commission and the Parking Authority jointly issued the bonds.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 535,000	Variable
2017	575,000	Variable
2018	625,000	Variable
2019	670,000	Variable
<b>Total</b>	<b>\$ 2,405,000</b>	<b>Variable</b>

**2002 Tax Allocation Revenue Refunding Bonds, Series 2002,**

**Original Issue - \$12,200,000** - The former Redevelopment Agency executed long-term agreements with the West Covina Public Financing Authority to prepay all the outstanding balance of the West Covina Public Financing Authority Tax Allocation Bonds. Due to the dissolution of the former Redevelopment Agency, the Bonds are now obligations of the Successor Agency and payable from an allocation of property tax increment in the Redevelopment Property Tax Trust Fund (RPTTF). Interest rates range from 1.75% to 5.10%. The Bonds mature in September 2025.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 630,000	\$ 349,890
2017	660,000	319,515
2018	690,000	285,090
2019	725,000	249,008
2020	765,000	211,013
2021-2025	3,105,000	546,083
2026-2030	650,000	16,575
<b>Total</b>	<b>\$ 7,225,000</b>	<b>\$ 1,977,174</b>

**Advances from City to the West Covina Community Development Commission (CDC) -**

The City has advanced funds to the CDC for operations since the Redevelopment Agency was first formed. At January 31, 2012, the outstanding balance on the note was \$16,145,414. Principal and interest are payable as funds become available. Legislation to dissolve redevelopment agencies modified the repayment terms of loans between the City and the Redevelopment Agency. Principal and interest payments totaling \$12,205,531 were made between January 1, 2011 and June 30, 2012. The State Department of Finance has demanded that the City return \$11.6 million to taxing entities as a result of the dissolution. Management believes, in consultation with legal counsel, that the obligations of the dissolved redevelopment agency due to the City are valid enforceable obligations payable by the Successor Agency under the requirements of the dissolution act and AB 1484.

**Sales and Use Tax Reimbursement Agreement** – The former Redevelopment Agency agreed to reimburse the City for sales tax revenues used to secure CFD bonds. Under the agreement, all previously foregone sales tax through FY 2005-06 totaling \$9.6 million will be repaid starting FY 2005-06, spread over 20 years at 4% interest. These repayments will be combined with the annual reimbursement of future sales tax amounts. The total annual payments would range from \$1.5 million in 2005-06 to a high of \$2.9 million in 2021-22 with final payments totaling \$1.2 million in 2024-25. In the event sufficient revenues to make the scheduled payments do not exist, the amount will carry forward with no default on the agreement. Said agreement may be amended so long as owners of obligations payable from the tax increment are not harmed. As a result of redevelopment dissolution, this agreement has also been deemed invalid at this time, pending the outcome of the above-mentioned lawsuits and the Successor Agency receiving a Finding of Completion.

**DEBT ISSUED BY CITY OF WEST COVINA  
PUBLIC FINANCING AUTHORITY**

**Bonds Payable:**

**1998 Housing Set-aside Tax Allocation Bonds (Executive Lodge Project) Tax-exempt and Taxable Series), Original Issue - \$6,145,000** - Due to the dissolution of the former Redevelopment Agency, the Bonds are now obligations of the Successor Agency and payable from an allocation of property tax increment in the Redevelopment Property Tax Trust Fund (RPTTF). Interest rates vary from 4.5% to 7.0% payable semiannually on March 1<sup>st</sup> and September 1<sup>st</sup> of each year. Final maturity is in September 2025.

**Series A (Tax Exempt)**

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 195,000	\$ 142,650
2017	205,000	132,348
2018	215,000	121,428
2019	225,000	109,931
2020	240,000	97,725
2021-2025	1,400,000	279,575
2026-2030	325,000	8,613
<b>Total</b>	<b>\$ 2,805,000</b>	<b>\$ 892,270</b>

**Series B (Taxable)**

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 45,000	\$ 50,225
2017	50,000	46,900
2018	55,000	43,225
2019	60,000	39,200
2020	60,000	35,000
2021-2025	375,000	102,375
2026-2030	95,000	3,325
<b>Total</b>	<b>\$ 740,000</b>	<b>\$ 320,250</b>

**1999 West Covina Public Financing Authority Taxable Variable Rate Demand Tax Allocation Bonds, Original Issue - \$3,945,000** - Due to the dissolution of the former Redevelopment Agency, the Bonds are now obligations of the Successor Agency and payable from an allocation of property tax increment in the Redevelopment Property Tax Trust Fund (RPTTF). Final maturity is in November 2029.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 155,000	Variable
2017	165,000	Variable
2018	165,000	Variable
2019	170,000	Variable
2020	175,000	Variable
2021-2025	1,025,000	Variable
2026-2030	1,265,000	Variable
<b>Total</b>	<b>\$ 3,120,000</b>	<b>Variable</b>

**2001 Housing Set-aside Tax Allocation Bonds, Original Issue - \$11,275,000** - Due to the dissolution of the former Redevelopment Agency, the Bonds are now obligations of the Successor Agency and payable from an allocation of property tax increment in the Redevelopment Property Tax Trust Fund (RPTTF). The interest on the bonds is payable on March 1<sup>st</sup> and September 1<sup>st</sup> of each year with interest rates ranging from 2.25% to 5.00%. Final maturity is in September 2031.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 455,000	\$ 310,915
2017	475,000	289,288
2018	500,000	266,250
2019	525,000	241,906
2020	550,000	216,238
2021-2025	1,930,000	720,419
2026-2030	1,500,000	397,000
2031-2035	660,000	26,250
<b>Total</b>	<b>\$ 6,595,000</b>	<b>\$ 2,468,266</b>

**2002 Lease Revenue Refunding Bonds, Series B (Public Facilities Project), Original Issue - \$19,205,000 and 2005 Lease Variable Rate Lease Revenue Refunding Bonds 2005 Series C, Original Issue - \$2,735,000** - This was composed of Series A (\$2,690,000) Taxable Variable Lease Revenue Refunding Bonds and Series B (\$19,205,000) Variable Rate Lease Revenue Refunding Bonds (Series B). Series A bonds were subject to mandatory redemption on September 1, 2005. It was refunded and the Authority issued the Variable Rate Lease Revenue Refunding Bonds (Series C) for \$2,735,000.

Interest on both bond issues is paid monthly at a variable rate. Principal on Series B bonds are due annually on September 1 and the bonds mature in 2035. Principal on Series C bonds are due annually on September 1<sup>st</sup> with final maturity in 2034.

The bonds are payable from lease payments to be made by the City to the Authority as rental for certain public facilities. Annual payments on both bond issues are shown below.

<b>Series B</b>		
<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 525,000	Variable
2017	545,000	Variable
2018	560,000	Variable
2019	575,000	Variable
2020	595,000	Variable
2021-2025	3,240,000	Variable
2026-2030	3,760,000	Variable
2031-2035	4,355,000	Variable
2036-2040	950,000	Variable
<b>Total</b>	<b>\$ 15,105,000</b>	<b>Variable</b>

<b>Series C</b>		
<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 75,000	Variable
2017	80,000	Variable
2018	80,000	Variable
2019	85,000	Variable
2020	90,000	Variable
2021-2025	490,000	Variable
2026-2030	590,000	Variable
2031-2035	720,000	Variable
<b>Total</b>	<b>\$ 2,210,000</b>	<b>Variable</b>

**2004 West Covina Public Finance Authority Lease Revenue Bonds, Series A and B (Golf Course Project), Original Issue - \$13,500,000** – This is composed of Series A (\$8,165,000) and Series B (\$5,335,000) bonds issued in August 2004, to provide financing for grading and infrastructure improvements relating to City’s proposed municipal golf course and other development at the former BKK Landfill site. Interest on both bond issues is paid monthly at a variable rate. The bonds are payable from lease payments from the City’s General Fund as rental for certain public facilities. Final maturity date is May 1, 2034.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ 355,000	Variable
2017	375,000	Variable
2018	395,000	Variable
2019	410,000	Variable
2020	430,000	Variable
2021-2025	2,450,000	Variable
2026-2030	3,080,000	Variable
2031-2035	3,025,000	Variable
<b>Total</b>	<b>\$ 10,520,000</b>	<b>Variable</b>

**2013 West Covina Public Financing Authority Lease Revenue Refunding Bonds, Series A (Community Center Project), Original Issue - \$2,185,000** – The bonds were issued in January 2014 to provide financing for the advance refunding of the City’s 2003 Lease Revenue Bonds, Series A. The bonds mature annually on August 1<sup>st</sup> in amounts ranging from \$65,000 to \$95,000 through August 1, 2043. The bonds bear interest at a variable rate which is reset weekly.

<b>Year-ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2016	\$ -	\$ 2,578
2017	65,000	2,502
2018	65,000	2,425
2019	65,000	2,348
2020	65,000	2,272
2021-2025	345,000	10,148
2026-2030	370,000	8,024
2031-2035	405,000	5,717
2036-2040	435,000	3,227
2041-2045	370,000	667
<b>Total</b>	<b>\$ 2,185,000</b>	<b>\$ 39,908</b>



**Big League Dreams Project, \$10,710,000 Lease Revenue Bonds, 2006 Series A, \$7,295,000 Lease Revenue Bonds, 2006 Series B (Taxable)** - Issued to provide funds for the construction of the West Covina Big League Dreams Sports Park and adjacent infrastructure improvements. Series A Bonds are payable from base rental payments from Series A Site (six replica stadiums, a multi-sport pavilion, restaurants, batting cages, playgrounds and administration and maintenance facilities). Interest rates range from 4.0% to a maximum of 5.0% over the term of the bonds. Series B Bonds are payable from rental payments for Series B Site (comprised of the North Parking Structure located at the West Covina Civic Center Complex). Interest rates range from 5.39% to 6.07% over the term of the bonds.

<b>Year-ending June 30</b>	<b>Series A Principal</b>	<b>Series A Interest</b>	<b>Series B Principal</b>	<b>Series B Interest</b>
2016	\$ 115,000	\$ 512,083	\$ 155,000	\$ 411,723
2017	130,000	507,483	180,000	403,182
2018	170,000	502,120	190,000	392,292
2019	205,000	494,895	200,000	380,797
2020	245,000	486,080	215,000	368,697
2021-2025	1,910,000	2,210,800	1,275,000	1,633,248
2026-2030	2,580,000	1,660,500	1,725,000	1,195,729
2031-2035	3,775,000	948,000	2,315,000	605,179
2036-2040	1,270,000	63,500	550,000	33,385
<b>Total</b>	<b>\$ 10,400,000</b>	<b>\$ 7,385,461</b>	<b>\$ 6,805,000</b>	<b>\$ 5,424,232</b>

**RESOLUTION NO. 2015-56**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE BUDGET FOR THE CITY OF WEST COVINA, THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY, THE WEST COVINA COMMUNITY SERVICES FOUNDATION, INCORPORATED, AND THE LOCAL ENFORCEMENT AGENCY OPERATING BUDGETS AND THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR 2015/16**

**WHEREAS**, the City Manager has presented to the City Council a proposed budget for Fiscal Year 2015/16; and

**WHEREAS**, the City Council of the City of West Covina has conducted a public meeting on July 15, 2015, to consider the Fiscal Year 2015/16 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 2015/16 budget for the City, the Successor Agency to the Former West Covina Redevelopment Agency, the West Covina Community Services Foundation Incorporated, the Local Enforcement Agency and the Capital Improvement Program;

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

**Section 1.** The Operating Budget and Capital Improvement Program for the City of West Covina for Fiscal Year 2015/16, as prepared and submitted by the City Manager and as modified by the City Council, is hereby approved, adopted and appropriated. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk within thirty days and shall be certified by the City Clerk as having been adopted by this resolution.

**Section 2.** The budget for the Successor Agency to the Former West Covina Redevelopment Agency for Fiscal Year 2015/16, as prepared and submitted by the Executive Director and as modified by the Agency Board Members, is hereby approved, adopted and appropriated. 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 West Covina Community Services Foundation, Incorporated for Fiscal Year 2015/16, as prepared and submitted by the President and as modified by the Foundation Board Members, is hereby approved, adopted and appropriated. 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 operating budget for the Local Enforcement Agency for Fiscal Year 2015/16, as prepared and submitted by the City Manager and as modified by the City Council, is hereby approved, adopted and appropriated. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk within thirty days and shall be certified by the City Clerk as having been adopted by this resolution.

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

**Section 6.** As necessary, appropriations may be made for donations and grants received during the fiscal year up to \$30,000 per source or grantor upon review by the Finance Department and approval of the City Manager or his/her designee. Donations and grant awards with matching requirements, or exceeding \$30,000 from a single source or grantor, require City Council approval.

**Section 7.** The approved budgets for the Capital Improvement Program remain as authorized appropriations for the individual capital projects until these capital projects are completed. Any unexpended authorized appropriations for each capital project is automatically carried over from fiscal year to fiscal year, until the funds of the individual capital project are expended or the capital project is canceled. Following the completion of the individual capital projects, the unexpended appropriations of each completed capital project shall be canceled and the capital projects funding sources shall be released from their unexpended funding commitment.

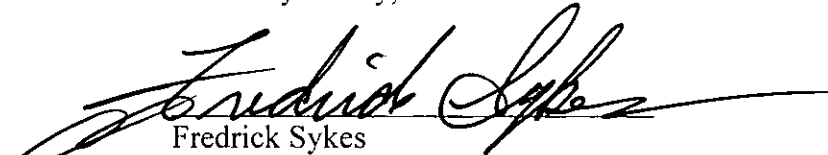
**Section 8.** The City Council does hereby authorize and approve the number and classification of employees in the respective functions, departments and/or activities as set forth in the Fiscal Year 2015/16 Budget. No increase shall be made in this number of positions without City Council approval. However, the City Manager is authorized to transfer such positions within existing position classification and reorganize departments under his authority, if in his judgement such actions will result in a higher degree of efficiency of overall operations of the City. Further, the City Council hereby approves the attached "Full-Time Salary Schedule" and "Part-Time Hourly Wage Schedule."

**Section 9.** At close of each fiscal year, unexpended appropriations in the Operating Budgets will be carried forward to the next fiscal year as necessary to underwrite the expense of outstanding purchase commitments and programs.


**Section 10.** 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 11.** That the City Clerk shall certify to the adoption of this resolution and the same shall be in full force in effect immediately upon adoption.


PASSED, APPROVED AND ADOPTED this 15<sup>th</sup> day of July, 2015

  
Fredrick Sykes  
Mayor

**APPROVED AS TO FORM:**


  
\_\_\_\_\_  
Kimberly Hall Barlow  
City Attorney

**ATTEST:**

  
\_\_\_\_\_  
Nickolas S. Lewis  
City Clerk

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of West Covina, California, at a special meeting thereof on the 15<sup>th</sup> day of July, 2015, by the following vote of City Council:

AYES: Spence, Toma, Warshaw, Wong, Sykes  
NOES: None  
ABSENT: None  
ABSTAIN: Toma (Abstained from approving the West Covina Community Services Foundation, Inc. budget for Fiscal Year 2015-16.)

  
\_\_\_\_\_  
Nickolas S. Lewis  
City Clerk

**RESOLUTION NO. 2015-55**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA,  
CALIFORNIA, SETTING THE ANNUAL APPROPRIATIONS LIMIT FOR THE  
FISCAL YEAR ENDING JUNE 30, 2016**

**WHEREAS**, Article XIII B of the California Constitution requires the Legislative Body to establish its appropriations limit at a regularly scheduled meeting for the upcoming fiscal year ending June 30, 2016; and

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

**WHEREAS**, the appropriations limit documentation has been available for public inspection, per Section 7910 of the Government Code, prior to the approval of the limit by Legislative Body; and

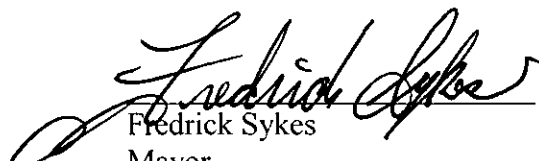
**WHEREAS**, for the fiscal year ending June 30, 2016, the appropriations limit has been computed using the change in population for the County of Los Angeles (rather than for the City of West Covina) and the change in California per capita personal income (rather than the change in local assessed value due to the addition of non-residential new construction).

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

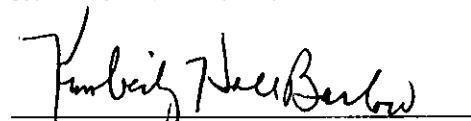
**SECTION 1.** The appropriations limit for year ending June 30, 2016, is established at \$147,571,898; and

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


**APPROVED AND ADOPTED** this 15th day of July 2015

  
Fredrick Sykes  
Mayor

**APPROVED AS TO FORM:**


  
Kimberly Hall Barlow  
City Attorney

**ATTEST:**

  
Nickolas S. Lewis  
City Clerk

I HEREBY CERTIFY that the foregoing Resolution No. 2015-55 was duly adopted by the City Council of the City of West Covina at a special meeting thereof, held on the 15<sup>th</sup> day of July 2015, by the following vote of the Council:

AYES: Spence, Toma, Warshaw, Wong, Sykes  
NOES: None  
ABSENT: None  
ABSTAIN: None



Nickolas S. Lewis  
City Clerk

# APPROPRIATIONS LIMIT CALCULATION

Article XIII B of the State Constitution, commonly referred to as the "Gann Limit", was adopted when California's voters approved Proposition 4 in November 1979. The limit has been modified by two subsequent initiatives-- Proposition 98 in 1988 and Proposition 111 in 1990--but its basic framework remains in place today.

Article XIII B places an annual limit on the appropriation of tax proceeds that can be made by the state, school districts and local governments in California. These limits are based on the amount of appropriations in the 1978-79 "base" year, as adjusted each year for population growth and cost-of-living factors. State and local governments are precluded from retaining any "excess revenues" above the limit. Article XIII B also requires the state to reimburse local governments for the cost of certain state mandates. The limit is different for every agency and changes each year.

For fiscal year 2015-16, the estimated tax proceeds appropriated by the West Covina City Council are under the limit. The Appropriations Limit for fiscal year 2015-16 is \$147,571,898. This amount is the maximum amount of tax proceeds the City is able to appropriate and spend in fiscal year 2015-16. The appropriations subject to the limit are \$40,435,675 leaving the City with an appropriations capacity under the limit of \$107,136,223.

## APPROPRIATIONS LIMIT CALCULATION - FISCAL YEAR 2015-16

### **Part I - Calculation of Appropriations Limit**

Appropriations Limit - Fiscal Year 2014-15:		\$ 145,076,581
Change in Non-Residential Assessed Value due to New Construction (1.23%)	1.0123 <sup>(a)</sup>	
Change in City Population (0.48%):	1.0048 <sup>(a)</sup>	
Calculation of Growth Factor (1.0382 x 1.0082)		1.0172
<b>Appropriations Limit - Fiscal Year 2015-16:</b>		<b>\$ 147,571,898</b>

### **Part II - Appropriations Subject to the Limit**

Proceeds from Taxes		\$ 42,182,675
Less: Debt Service Payments		(1,747,000)
<b>Total Appropriations Subject to the Limit</b>		<b>\$ 40,435,675</b>

### **Part III - Calculation of Appropriations Over/Under the Limit**

Appropriations Limit - Fiscal Year 2015-16:		\$ 147,571,898
Less: Appropriations Subject to Limitation		(40,435,675)
<b>Total Appropriations Under the Limit</b>		<b>\$ 107,136,223</b>

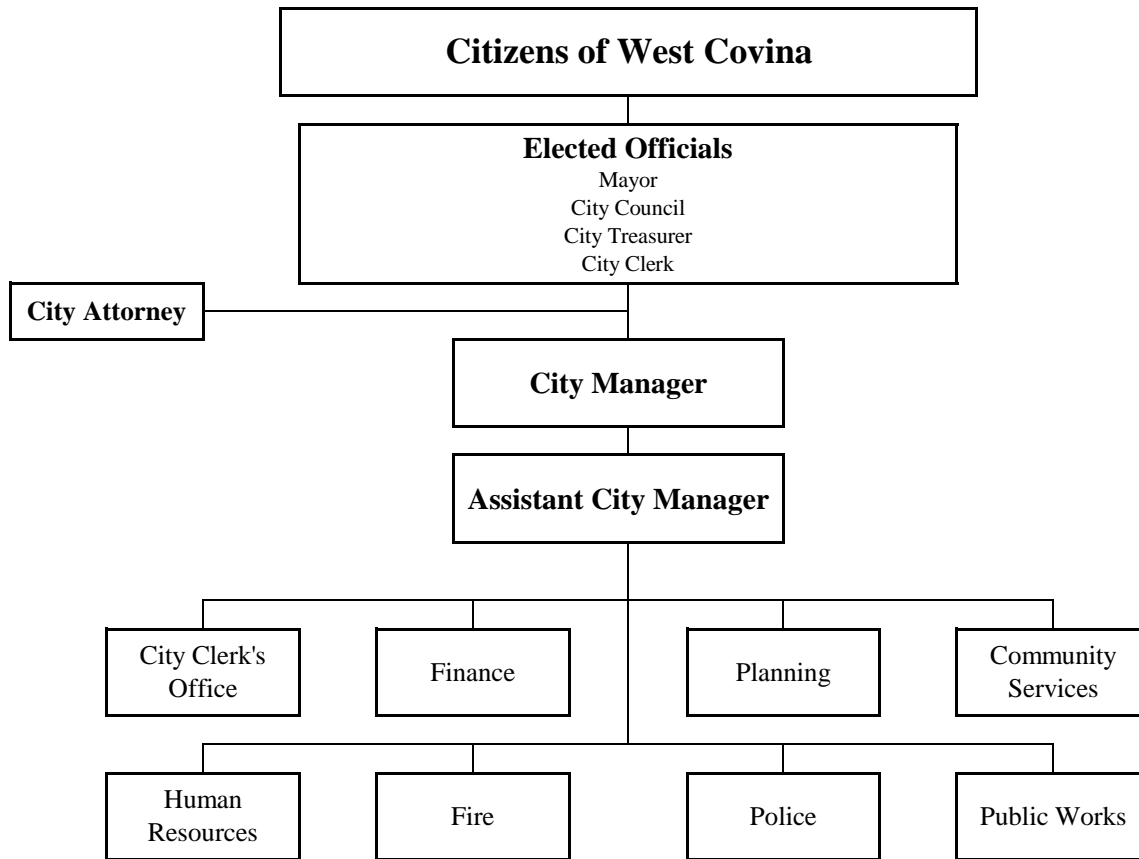
---

<sup>(a)</sup> Source: State of California, Department of Finance, Price and Population Information, May 2015

(This Page Left Intentionally Blank)



**City of West Covina  
Organizational Chart  
Fiscal Year 2015-16**



**City of West Covina  
Principal Property Taxpayers**

For Fiscal Year Ending June 30, 2014

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>
Plaza West Covina LLC	\$ 200,235,700	1	2.20%
Eastland Shopping Center LLC	94,665,219	2	1.04%
La Palma Royale LLC	53,850,772	3	0.59%
Hassen Reas Estate Partnership	53,046,526	4	0.58%
Gateway Crescent LLC	46,800,000	5	0.52%
Eastland Tower Partnership	46,100,000	6	0.51%
CP Lafayette Parc LLC	45,875,417	7	0.50%
KW CV Sunset LLC	44,528,272	8	0.49%
Legacy Partners Verandas LP	31,252,797	9	0.34%
Pried XIV Trust	30,351,673	10	0.33%
Totals	<u>\$ 646,706,376</u>		<u>7.12%</u>

**City of West Covina  
Top 25 Sales Tax Producers**

<u>Business Name</u>	<u>Business Category</u>
Ashley Furniture	Home Furnishings
Audi West Covina	New Motor Vehicle Dealers
Azusa Arco	Service Stations
Best Buy	Electronics/Appliance Stores
Burlington Coat Factory	Family Apparel
Crestview Cadillac	New Motor Vehicle Dealers
Daimler Trust	Auto Lease
Home Depot	Lumber/Building Materials
JC Penney	Department Stores
Kmart	Discount Dept Stores
Macys	Department Stores
Nordstrom Rack	Department Stores
Norm Reeves Honda	New Motor Vehicle Dealers
Penske Mercedes Benz	New Motor Vehicle Dealers
Rapid Gas	Service Stations
Reynolds Buick	New Motor Vehicle Dealers
Ross	Family Apparel
Sears	Department Stores
Stater Bros	Grocery Stores Liquor
Target	Discount Dept Stores
Toys R Us	Specialty Stores
Triples Chevron	Service Stations
Walmart	Discount Dept Stores
West Covina Nissan	New Motor Vehicle Dealers
West Covina Toyota	New Motor Vehicle Dealers

(This Page Left Intentionally Blank)

## SUMMARY OF CHANGES IN FUND BALANCE

		FUND BALANCE 7/1/2015	2015-2016 REVENUE	2015-2016 EXPENDITURES	CHANGE IN FUND BALANCE	FUND BALANCE 6/30/2016
110	GENERAL FUND*	\$ 11,723,885	\$ 56,032,460	\$ 55,577,880	\$ 454,580	\$ 12,178,465
111	FEE & CHARGE	305,241	1,261,500	1,566,704	(305,204)	37
219	FIRE TRAINING	160,555	17,000	37,550	(20,550)	140,005
<b>TOTAL GENERAL FUND</b>		<b>\$ 12,189,681</b>	<b>\$ 57,310,960</b>	<b>\$ 57,182,134</b>	<b>\$ 128,826</b>	<b>\$ 12,318,507</b>
116	STATE ASSET FORFEITURES	\$ 5,086	\$ -	\$ -	\$ -	\$ 5,086
117	DRUG ENFORCEMENT REBATE	2,820,497	20,000	-	20,000	2,840,497
118	BUSINESS IMPROVEMENT TAX	2,587	-	-	-	2,587
119	AIR QUALITY IMPROVEMENT TRUST	32,593	134,000	54,630	79,370	111,963
120	INTEGRATED WASTE MANAGEMENT	78,871	70,000	85,180	(15,180)	63,691
121	PROPOSITION "A"	680,099	2,047,120	1,930,000	117,120	797,219
122	PROPOSITION "C"	56,203	1,615,485	1,471,887	143,598	199,801
124	GASOLINE TAX	873,569	2,411,741	3,247,076	(835,335)	38,234
127	POLICE DONATIONS	58,070	-	-	-	58,070
128	TRANSPORTATION DEVELOPMENT ACT	10,150	68,702	-	68,702	78,852
129	AB 939	339,662	173,000	142,643	30,357	370,019
130	BUREAU OF JUSTICE ASSISTANCE GRANT	(3,402)	13,600	-	13,600	10,198
131	COMMUNITY DEVELOPMENT BLOCK GRANT	394,283	840,439	921,547	(81,108)	313,175
133	SAFER GRANT	-	1,706,255	1,706,255	-	-
138	ABC GRANT	(6,779)	6,779	-	6,779	-
140	ISTEAT-21 GRANT	(94,993)	100,000	-	100,000	5,007
143	LA COUNTY PARK BOND	(207,029)	-	74,118	(74,118)	(281,147)
145	WASTE MGT ENFORCEMENT - GRANT	-	15,760	15,760	-	-
146	SENIOR MEALS PROGRAM	112,575	205,000	231,968	(26,968)	85,607
149	USED OIL BLOCK GRANT	33,314	-	21,547	(21,547)	11,767
150	INMATE WELFARE	2,601	7,000	-	7,000	9,601
153	PUBLIC SAFETY AUGMENTATION	211,192	650,000	650,000	-	211,192
155	COPS/SLESA	192,766	170,000	-	170,000	362,766
158	C.R.V. / RECYCLING GRANT	68,600	-	29,980	(29,980)	38,620
159	SUMMER MEALS PROGRAM	-	26,810	26,810	-	-
181	MAINTENANCE DISTRICT #1	1,444,806	455,422	535,016	(79,594)	1,365,212
182	MAINTENANCE DISTRICT #2	392,823	138,500	178,761	(40,261)	352,562
183	COASTAL SAGE CFD	140,780	107,400	112,999	(5,599)	135,181
184	MAINTENANCE DISTRICT #4	2,088,336	1,049,000	1,364,846	(315,846)	1,772,490
186	MAINTENANCE DISTRICT #6	320,951	155,000	208,552	(53,552)	267,399
187	MAINTENANCE DISTRICT #7	325,212	150,800	214,740	(63,940)	261,272
188	CITYWIDE MAINTENANCE DISTRICT	631,429	1,608,130	1,528,008	80,122	711,551
189	SEWER MAINTENANCE	1,598,704	2,871,565	2,679,649	191,916	1,790,620
190	BUSINESS IMPROVEMENT DISTRICT	67,623	57,750	46,890	10,860	78,483
205	CHARTER PEG	222,944	-	10,000	(10,000)	212,944
210	LA COUNTY GRANT - 1ST DISTRICT	(60,000)	60,000	-	60,000	-
212	ART IN PUBLIC PLACES	394,183	70,000	8,000	62,000	456,183
215	N AZUSA RELINQUISHMENT	1,416	-	-	-	1,416
220	WC COMMUNITY SERVICES FOUNDATION	85,213	100,000	100,000	-	85,213
221	POLICE PRIVATE GRANTS	1,320	-	-	-	1,320
224	MEASURE R	56,243	1,211,328	859,151	352,177	408,420
226	ARRA - STIMULUS PROJECTS	17,440	-	-	-	17,440
227	HOMELAND SECURITY GRANT	3,457	-	-	-	3,457
229	RUBBERIZED ASPHALT CONCRETE GRANT	23,902	-	-	-	23,902
230	ENERGY EFFICIENCY GRANT	(37,170)	37,170	-	37,170	-
231	ADVANCED TRAFFIC MGMT SYSTEM	3,859	-	-	-	3,859
370	DARE ENTERPRISE	10,045	-	-	-	10,045
820	WEST COVINA HOUSING AUTHORITY	9,511,581	18,000	777,057	(759,057)	8,752,524
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<b>\$ 22,905,612</b>	<b>\$ 18,371,756</b>	<b>\$ 19,233,070</b>	<b>\$ (861,314)</b>	<b>\$ 22,044,298</b>
160	CAPITAL PROJECTS	\$ 322,874	\$ -	\$ -	\$ -	\$ 322,874
161	CONSTRUCTION TAX	220,389	90,000	132,775	(42,775)	177,614
163	PARKS	51,379	-	-	-	51,379
170	PARK DEDICATION FEES "A"	20,000	-	-	-	20,000
173	PARK DEDICATION FEES "D"	2,594,680	-	2,533,000	(2,533,000)	61,680
174	PARK DEDICATION FEES "E"	812,712	229,950	790,000	(560,050)	252,662
175	PARK DEDICATION FEES "F"	405,242	295,650	580,000	(284,350)	120,892
<b>TOTAL CAPITAL PROJECT FUNDS</b>		<b>\$ 4,427,276</b>	<b>\$ 615,600</b>	<b>\$ 4,035,775</b>	<b>\$ (3,420,175)</b>	<b>\$ 1,007,101</b>
300	DEBT SERVICE - CITY	\$ 13,649,078	\$ 2,722,415	\$ 3,522,494	\$ (800,079)	\$ 12,848,999
<b>TOTAL DEBT SERVICES FUND</b>		<b>\$ 13,649,078</b>	<b>\$ 2,722,415</b>	<b>\$ 3,522,494</b>	<b>\$ (800,079)</b>	<b>\$ 12,848,999</b>

## SUMMARY OF CHANGES IN FUND BALANCE

		FUND BALANCE 7/1/2015	2015-2016 REVENUE	2015-2016 EXPENDITURES	CHANGE IN FUND BALANCE	FUND BALANCE 6/30/2016
360	SELF INSURANCE - UNINSURED LOSS	\$ (584,477)	\$ 32,000	\$ 70,000	\$ (38,000)	\$ (622,477)
361	SELF INSURANCE - GENERAL/AUTO LIAB	131,077	1,330,284	1,156,540	173,744	304,821
363	WORKER'S COMPENSATION	(4,313,837)	1,389,157	1,386,364	2,793	(4,311,044)
365	FLEET MANAGEMENT	(60,377)	1,620,305	1,620,302	3	(60,374)
367	VEHICLE REPLACEMENT	47,063	80,000	93,146	(13,146)	33,917
368	RETIREE LUMP SUM BENEFITS	611,098	87,780	-	87,780	698,878
<b>TOTAL INTERNAL SERVICE FUNDS</b>		<b>\$ (4,169,453)</b>	<b>\$ 4,539,526</b>	<b>\$ 4,326,352</b>	<b>\$ 213,174</b>	<b>\$ (3,956,279)</b>
					-	
375	POLICE COMPUTER SERVICE GROUP	40,921	1,663,078	1,691,538	(28,460)	12,461
<b>TOTAL ENTERPRISE FUND</b>		<b>\$ (4,128,532)</b>	<b>\$ 6,202,604</b>	<b>\$ 6,017,890</b>	<b>\$ 184,714</b>	<b>\$ (3,943,818)</b>
810	REDEVELOPMENT OBLIGATION RETIREMENT	\$ 1,995,533	\$ 4,637,100	\$ 6,525,022	\$ (1,887,922)	\$ 107,611
811	SUCCESSOR AGENCY MERGED DS	(6,533,153)	-	-	-	(6,533,153)
815	SUCCESSOR AGENCY ADMINISTRATION	(99,551)	250,000	313,350	(63,350)	(162,901)
853	CFD DEBT SERVICE	10,114,538	4,904,100	4,933,446	(29,346)	10,085,192
<b>TOTAL PRIVATE PURPOSE TRUST FUNDS</b>		<b>\$ 5,477,367</b>	<b>\$ 9,791,200</b>	<b>\$ 11,771,818</b>	<b>\$ (1,980,618)</b>	<b>\$ 3,496,749</b>
<b>GRAND TOTAL</b>		<b>\$ 54,520,482</b>	<b>\$ 95,014,535</b>	<b>\$ 101,763,181</b>	<b>\$ (6,748,646)</b>	<b>\$ 47,771,836</b>

\*Traffic Safety Fund activity was determined not to be special revenue, so the activity was combined with the General Fund.

# SCHEDULE OF REVENUES BY FUND

		2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
110	GENERAL FUND*	\$ 55,014,038	\$ 56,557,852	\$ 56,161,067	\$ 56,032,460
111	FEE & CHARGE	1,330,963	1,342,161	1,397,880	1,261,500
219	FIRE TRAINING	34,257	33,512	17,000	17,000
<b>TOTAL GENERAL FUND</b>		<b>\$ 56,379,258</b>	<b>\$ 57,933,525</b>	<b>\$ 57,575,947</b>	<b>\$ 57,310,960</b>
116	STATE ASSET FORFEITURES	\$ 1,173	\$ 169	\$ -	\$ -
117	DRUG ENFORCEMENT REBATE	1,777,307	2,271,482	20,000	20,000
118	BUSINESS IMPROVEMENT TAX	2,056	30	-	-
119	AIR QUALITY IMPROVEMENT TRUST	95,598	133,146	128,000	134,000
120	INTEGRATED WASTE MANAGEMENT	71,628	73,219	70,000	70,000
121	PROPOSITION "A"	1,864,011	2,027,156	1,978,980	2,047,120
122	PROPOSITION "C"	1,452,718	1,515,151	1,557,740	1,615,485
124	GASOLINE TAX	2,656,047	3,574,825	2,945,763	2,411,741
126	PROPOSITION 1B	24	3	-	-
127	POLICE DONATIONS	3,095	16,974	-	-
128	TRANSPORTATION DEVELOPMENT ACT	30,324	50,515	90,150	68,702
129	AB 939	175,776	176,485	173,000	173,000
130	BUREAU OF JUSTICE ASSISTANCE GRANT	29,433	41,228	23,000	13,600
131	COMMUNITY DEVELOPMENT BLOCK GRANT	1,199,850	833,084	880,000	840,439
133	SAFER GRANT	-	-	2,212,340	1,706,255
138	ABC GRANT	-	-	-	6,779
140	ISTEAT-21 GRANT	528,922	1,456,978	165,000	-
143	LA COUNTY PARK BOND	-	-	159,050	100,000
145	WASTE MGT ENFORCEMENT - GRANT	15,760	15,762	15,760	15,760
146	SENIOR MEALS PROGRAM	228,740	237,591	210,000	205,000
149	USED OIL BLOCK GRANT	37,020	30,577	30,500	-
150	INMATE WELFARE	9,477	11,289	4,000	7,000
153	PUBLIC SAFETY AUGMENTATION	636,660	681,177	650,000	650,000
154	PRIVATE GRANTS	22	20	-	-
155	COPS/SLESA	155,810	187,782	140,000	170,000
158	C.R.V. / RECYCLING GRANT	28,980	28,384	27,800	-
159	SUMMER MEALS PROGRAM	17,812	8,545	26,690	26,810
181	MAINTENANCE DISTRICT #1	455,699	458,235	395,000	455,422
182	MAINTENANCE DISTRICT #2	133,452	144,715	138,500	138,500
183	COASTAL SAGE CFD	107,776	62,912	107,400	107,400
184	MAINTENANCE DISTRICT #4	1,054,913	1,060,627	1,049,000	1,049,000
186	MAINTENANCE DISTRICT #6	153,295	154,596	155,000	155,000
187	MAINTENANCE DISTRICT #7	222,766	147,570	147,000	150,800
188	CITYWIDE MAINTENANCE DISTRICT	1,573,128	1,552,939	1,601,130	1,608,130
189	SEWER MAINTENANCE	3,533,550	2,850,167	2,859,800	2,871,565
190	BUSINESS IMPROVEMENT DISTRICT	11,071	11,416	44,380	57,750
204	COPS TECHNOLOGY GRANT	7	6	-	-
205	CHARTER PEG	951	701	-	-
207	OTS GRANTS	5,623	-	-	-
208	JUSTICE ASSISTANT GRANT	8,390	-	-	-
210	LA COUNTY GRANT - 1ST DISTRICT	-	-	-	60,000
212	ART IN PUBLIC PLACES	67,215	366,025	45,000	70,000
214	USDOJ COPS GRANT	5,578	-	-	-
215	N AZUSA RELINQUISHMENT	919	75	-	-
220	WC COMMUNITY SERVICES FOUNDATION	198,465	200,146	100,000	100,000
221	POLICE PRIVATE GRANTS	3,514	5	-	-
223	HAZARD ELIMINATION SAFTY	265	-	-	-
224	MEASURE R	1,086,011	1,130,197	1,168,320	1,211,328
226	ARRA - STIMULUS PROJECTS	153	44	-	-
227	HOMELAND SECURITY GRANT	17,637	163,759	-	-
228	RECOVERY BYRNE GRANT	1,390	-	-	-
229	RUBBERIZED ASPHALT CONCRETE GRANT	-	58	-	-
230	ENERGY EFFICIENCY GRANT	25,499	24,777	-	37,170
231	ADVANCED TRAFFIC MGMT SYSTEM	555	238	-	-
370	DARE ENTERPRISE	26	24	-	-
820	WEST COVINA HOUSING AUTHORITY	5,543,160	478,010	15,000	18,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<b>\$ 25,229,251</b>	<b>\$ 22,178,814</b>	<b>\$ 19,333,303</b>	<b>\$ 18,371,756</b>

## SCHEDULE OF REVENUES BY FUND

		2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
160	CAPITAL PROJECTS	\$ 2,775	\$ 1,331	\$ -	\$ -
161	CONSTRUCTION TAX	50,703	351,730	30,000	90,000
163	PARKS	33,635	5,295	-	-
172	PARK DEDICATION FEES "C"	13,839	167	-	-
173	PARK DEDICATION FEES "D"	-	2,981,543	-	-
174	PARK DEDICATION FEES "E"	13	6	1,018,350	229,950
175	PARK DEDICATION FEES "F"	-	21,925	503,700	295,650
176	PARK DEDICATION FEES "G"	5	-	-	-
<b>TOTAL CAPITAL PROJECT FUNDS</b>		<b>\$ 100,970</b>	<b>\$ 3,361,997</b>	<b>\$ 1,552,050</b>	<b>\$ 615,600</b>
300	DEBT SERVICE - CITY	\$ 11,345,879	\$ 5,669,302	\$ 4,051,630	\$ 2,722,415
<b>TOTAL DEBT SERVICES FUND</b>		<b>\$ 11,345,879</b>	<b>\$ 5,669,302</b>	<b>\$ 4,051,630</b>	<b>\$ 2,722,415</b>
360	SELF INSURANCE - UNINSURED LOSS	\$ 36,397	\$ 32,400	\$ -	\$ 32,000
361	SELF INSURANCE - GENERL/AUTO LIAB	1,435,557	1,429,968	956,540	1,330,284
363	WORKER'S COMPENSATION	1,030,797	1,265,525	1,280,210	1,389,157
365	FLEET MANAGEMENT	1,476,566	1,472,341	1,613,840	1,620,305
367	VEHICLE REPLACEMENT	601	557	-	80,000
368	RETIREE LUMP SUM BENEFITS	107,410	95,504	87,770	87,780
<b>TOTAL INTERNAL SERVICE FUNDS</b>		<b>\$ 4,087,328</b>	<b>\$ 4,296,295</b>	<b>\$ 3,938,360</b>	<b>\$ 4,539,526</b>
375	POLICE COMPUTER SERVICE GROUP	\$ 2,105,421	\$ 1,873,636	\$ 1,600,000	\$ 1,663,078
<b>TOTAL ENTERPRISE FUND</b>		<b>\$ 2,105,421</b>	<b>\$ 1,873,636</b>	<b>\$ 1,600,000</b>	<b>\$ 1,663,078</b>
810	REDEVELOPMENT OBLIGATION RETIREMENT	\$ 10,155,895	\$ 8,016,952	\$ 9,131,510	\$ 4,637,100
811	SUCCESSOR AGENCY MERGED DS	20,253,660	2,251	-	-
815	SUCCESSOR AGENCY ADMINISTRATION	1,194,495	342,855	384,790	250,000
853	CFD DEBT SERVICE	5,273,990	6,062,376	4,904,100	4,904,100
<b>TOTAL PRIVATE PURPOSE TRUST FUNDS</b>		<b>\$ 36,878,040</b>	<b>\$ 14,424,434</b>	<b>\$ 14,420,400</b>	<b>\$ 9,791,200</b>
<b>GRAND TOTAL</b>		<b>\$ 136,126,147</b>	<b>\$ 109,738,003</b>	<b>\$ 102,471,690</b>	<b>\$ 95,014,535</b>

\*Traffic Safety Fund activity was determined not to be special revenue, so the activity was combined with the General Fund.



## SCHEDULE OF REVENUE DETAIL BY FUND

	2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
<b>110 - GENERAL FUND</b>				
4010 PROPERTY TAXES	\$ 9,514,598	\$ 9,613,536	\$ 9,740,380	\$ 9,993,530
4012 PROPERTY TAX IN-LIEU	8,804,570	9,056,150	9,316,970	10,004,145
4014 REDISTRIBUTED RPTTF	813,994	1,730,084	800,000	1,300,000
<b>TOTAL PROPERTY TAXES</b>	<b>\$ 19,133,162</b>	<b>\$ 20,399,770</b>	<b>\$ 19,857,350</b>	<b>\$ 21,297,675</b>
4110 SALES TAX	\$ 9,862,928	\$ 10,965,901	\$ 11,536,580	\$ 13,377,020
4111 SALES TAX COMPENSATION FUND	3,444,808	3,739,889	3,931,100	3,547,980
4120 FRANCHISE TAX	3,361,812	3,478,532	3,386,000	3,500,000
4130 TRANSIENT OCCUPANCY TAX	1,228,062	1,238,280	1,268,750	1,450,000
4140 BUSINESS LICENSE TAX	2,089,460	2,074,401	1,980,000	2,075,000
4150 DOCUMENTARY TRANSFER TAX	283,755	535,097	332,600	300,000
4160 CONTRACTORS LICENSE TAX	121,946	47,067	252,699	135,000
<b>TOTAL OTHER TAXES</b>	<b>\$ 20,392,771</b>	<b>\$ 22,079,167</b>	<b>\$ 22,687,729</b>	<b>\$ 24,385,000</b>
4210 DOG LICENSES	\$ 201,299	\$ 195,880	\$ 200,000	\$ 190,000
4211 SOLICITATIONS	194	266	250	200
4212 GAMES OF SKILL/SCIENCE PERMITS	1,354	8,511	10,000	9,000
4213 BINGO PERMIT	280	191	300	200
4215 VEHICLE/ HIRE PERMITS	438	765	800	450
4216 FORTUNE TELLER	157	237	200	100
4217 MASSAGE THERAPIST PERMITS	743	572	700	700
4218 MOBILE FOOD VENDOR PERMIT	-	66	100	50
4220 BUILDING PERMITS	439,329	1,020,237	480,000	550,000
4221 ELECTRICAL PERMITS	58,133	50,153	70,000	70,000
4222 PLUMBING PERMITS	50,074	53,825	55,000	75,000
4250 FIRE PERMIT FEES	75,222	65,338	60,000	60,000
4251 STREET IMPROVEMENTS	6,448	34,950	25,000	25,000
4252 STORM DRAIN SYSTEMS	-	16,875	-	-
4253 MAINLINE, LATERALS & PLANTS	4,234	-	5,000	-
4255 WALLS (RETAINING, OVERHEIGHT)	9,902	23,194	15,000	15,000
4256 LANDSCAPING IRRIGATION	8,700	13,096	1,000	1,000
4257 ONSITE IMPROVEMENTS	73,234	40,646	73,000	60,000
4259 GRADING	27,346	29,968	25,000	35,000
4262 DRIVEWAY APPROACH	1,149	1,712	1,500	1,500
4263 SIDEWALK	17,690	16,695	17,000	15,000
4264 CURB DRAINS, ALL OTHER INSPECTIONS	1,335	633	1,000	500
4265 ASPHALT CONCRETE PAVING	44,096	38,512	30,000	15,000
4266 EXCAVATION	59,379	43,298	35,000	30,000
4267 MISCELLANEOUS SEWER FACILITIES	827	3,123	3,500	3,500
4272 STREET OBSTRUCTION	56,201	42,344	36,500	20,000
4273 ENCROACHMENT	5,743	1,476	500	500
4281 SEWER MAINTENANCE	163	107	100	100
4290 OTHER LICENSES & PERMITS	12,531	14,483	14,100	7,200
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ 1,156,201</b>	<b>\$ 1,717,153</b>	<b>\$ 1,160,550</b>	<b>\$ 1,185,000</b>
4310 VEHICLE CODE FINES*	\$ 368,113	\$ 324,103	\$ 300,000	\$ 325,000
4315 PARKING CODE FINES*	446,466	362,277	375,000	275,000
4320 OTHER COURT FINES	2,850	-	500	-
4321 VEHICLE IMPOUND FEES	58,285	74,811	70,000	60,000
4325 ADMINISTRATIVE CITATIONS	18,605	40,505	25,000	4,000
4326 ADMIN CITATION - COMM ENHANCEMENT	-	11,075	-	39,000
4327 FORECLOSURE PENALTIES	-	-	-	40,000
4330 WASTE DIVERSION PLAN FORFEITURE	32,250	48,350	30,000	30,000
<b>TOTAL FINES AND FORFEITURES</b>	<b>\$ 926,569</b>	<b>\$ 861,121</b>	<b>\$ 800,500</b>	<b>\$ 773,000</b>
4410 INTEREST INCOME	\$ 352,840	\$ 344,545	\$ 374,000	\$ 150,000
4414 FAIR VALUE ADJUSTMENT	(505,100)	(244,183)	-	-
4415 AMORTIZATION - PREMIUM	(22,953)	(22,953)	-	-
4430 RENTAL INCOME	370,913	367,798	370,000	460,000
<b>TOTAL USE OF MONEY AND PROPERTY</b>	<b>\$ 195,700</b>	<b>\$ 445,207</b>	<b>\$ 744,000</b>	<b>\$ 610,000</b>
4511 MOTOR VEHICLE IN LIEU	\$ 57,902	\$ 47,920	\$ 50,000	\$ -
4541 COUNTY PROPOSITION A MAINTENANCE	63,707	18,970	80,000	20,000
4551 FEDERAL GRANTS	1,288,879	784,354	105,010	-
4553 FIRE ASSISTANCE REIMBURSEMENT	-	9,337	-	-
4571 CROSSING GUARD AID	3,649	2,682	3,000	-
4572 FIRE STATE MANDATED INSPECTION	19,594	30,716	20,000	22,000
4573 STATE MANDATED REVENUE	29,105	29,324	30,000	25,000

## SCHEDULE OF REVENUE DETAIL BY FUND

	2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
4574 POST	59,787	77,394	46,000	50,000
4575 SCHOOL RESOURCE OFFICER REIMB	-	-	-	300,000
4580 PROPOSITION A EXCHANGE	1,500,000	1,275,000	1,408,490	1,330,000
<b>TOTAL REVENUE FROM OTHER AGENCIES</b>	<b>\$ 3,022,623</b>	<b>\$ 2,275,697</b>	<b>\$ 1,742,500</b>	<b>\$ 1,747,000</b>
4602 TOWING FRANCHISE	\$ 165,899	\$ 149,021	\$ 150,000	\$ 25,000
4604 GROUND EMERGENCY MEDICAL TRANSPORT	-	-	413,138	75,500
4605 JAIL BOOKING	40,537	34,797	30,000	25,000
4606 CLEARANCE LETTER AND PROCESS	376	416	300	300
4609 AMBULANCE SERVICES	1,749,806	1,839,731	2,000,000	1,800,000
4610 BUSINESS LICENSE PROCESSING FEE	45,778	49,651	50,000	45,000
4611 PLANNING FILING FEES	281,086	256,052	292,500	350,000
4613 PLAN REVIEW SURCHARGE	-	327,020	60,000	200,000
4614 PLAN CHECK FEES	106,368	287,329	100,000	100,000
4615 CONTRACT PLAN CHECK	111,379	75,285	100,000	50,000
4616 SEARCH FEES	3,317	3,747	3,000	3,000
4617 AFTER HOURS PLAN CHECK	6,798	12,252	5,000	5,000
4619 EXPEDITED PLAN CHECK (ENGINEERING)	500	-	5,000	5,000
4620 FORECLOSURE REGISTRATION	122,250	175,610	95,000	140,000
4630 FIRE PLAN CHECK/INSPECTION FEES	182,196	228,052	170,000	180,000
4631 FIRE INCIDENT REPORT COPYING	914	1,073	1,000	700
4640 FALSE ALARMS	55,251	58,904	65,000	25,000
4641 PHOTOCOPYING	746	1,189	1,000	800
4642 RETURNED CHECK FEE	875	675	1,000	200
4643 ADDRESS CHANGE	782	597	-	200
4644 PASSPORT SERVICES	25,923	42,979	28,000	-
4645 POLICE REIMBURSEMENTS	21,425	24,645	20,000	20,000
4646 GRAFFITI RESTITUTION	18,198	18,339	16,000	11,000
4647 MISCELLANEOUS REIMBURSEMENT	132,573	32,341	50,000	30,000
4648 FIRE SAFETY INSPECTIONS	3,300	5,500	5,000	-
4649 SPECIAL EVENTS	1,525	8,654	-	7,500
4655 ADMINISTRATIVE COST RECOVERY FEE	20,700	21,200	20,000	20,000
4656 PASSPORT PHOTOS	6,549	9,213	6,500	-
4657 AMBULANCE SUBSCRIPTION FEE	12,924	15,264	16,000	15,000
4658 PAID PARKING - CIVIC CENTER	68,402	66,468	65,000	65,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 3,186,377</b>	<b>\$ 3,746,004</b>	<b>\$ 3,768,438</b>	<b>\$ 3,199,200</b>
4700 INTERDEPARTMENTAL CHARGES				
4750 OVERHEAD CHARGEBACKS	\$ 1,234,995	\$ 1,258,351	\$ 1,300,940	\$ 1,137,810
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>\$ 1,234,995</b>	<b>\$ 1,258,351</b>	<b>\$ 1,300,940</b>	<b>\$ 1,137,810</b>
4800 OTHER REVENUES				
4810 ADVERTISING REVENUE	\$ 56,166	\$ 58,028	\$ 60,000	\$ 58,000
4813 SALE MAPS/PLANS/DOCUMENTS	2,378	1,588	3,540	1,000
4814 PROCEEDS FROM AUCTION	5,230	30,765	10,000	30,000
4816 FINAL MAP	21,840	24,331	30,000	30,000
4818 MISCELLANEOUS	2,028,841	164,961	12,000	11,000
4820 LANDSCAPING - COUNTY	38,047	38,047	38,000	38,000
4822 CONTRACTUAL REIMBURSEMENT	12,568	11,714	8,000	8,000
4826 CLAIMS SETTLEMENTS	150,700	874,298	1,500,000	-
4873 PROPERTY TAX ADMINISTRATIVE SETTLEMENT	1,007,245	-	-	-
<b>TOTAL OTHER REVENUES</b>	<b>\$ 3,323,015</b>	<b>\$ 1,203,732</b>	<b>\$ 1,661,540</b>	<b>\$ 176,000</b>
9118 TRANSFER IN	\$ 11,900	\$ 10,805	\$ -	\$ -
9123 TRANSFER IN	867,381	902,338	865,950	-
9124 TRANSFER IN	836,569	834,432	719,790	720,000
9153 TRANSFER IN	575,000	650,000	650,000	650,000
9212 TRANSFER IN	-	10,000	-	-
9220 TRANSFER IN	50,000	50,000	100,000	50,000
9375 TRANSFER IN	101,775	101,775	101,780	101,775
9500 TRANSFER IN	-	12,300	-	-
<b>TOTAL TRANSFER IN</b>	<b>\$ 2,442,625</b>	<b>\$ 2,571,650</b>	<b>\$ 2,437,520</b>	<b>\$ 1,521,775</b>
<b>GENERAL FUND TOTAL</b>	<b>\$ 55,014,038</b>	<b>\$ 56,557,852</b>	<b>\$ 56,161,067</b>	<b>\$ 56,032,460</b>

\*Traffic Safety Fund activity was determined not to be special revenue, so the activity was combined with the General Fund.

## SCHEDULE OF REVENUE DETAIL BY FUND

	2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
<b>111 - FEE &amp; CHARGE FUND</b>				
4410 INTEREST INCOME	\$ 30	\$ 493	\$ -	\$ -
4432 PARK RESERVATION FEES	-	-	45,000	-
4650 AFTERSCHOOL PROGRAM-CALIFORNIA	75,626	65,600	92,000	56,000
4651 AFTERSCHOOL PROGRAM-WESCOVE	104,214	91,106	119,990	75,000
4653 AFTERSCHOOL PROGRAMS-VINE	161,157	131,987	133,010	135,000
4654 AFTERSCHOOL PROGRAM-ORANGEWOOD	78,566	97,127	105,960	90,000
4661 RECREATION CLASSES/PROGRAMS - CCC	95,276	95,843	100,000	100,000
4662 SPORTS - CCC	32,245	44,574	35,000	35,000
4663 FACILITY RENTAL - CCC	152,111	156,027	135,000	150,000
4664 RECREATION CLASSES	90,703	113,131	104,000	115,000
4675 PALM VIEW AFTER SCHOOL PROGRAM	110,514	82,336	118,600	95,000
4681 RENTAL - ROLLER HOCKEY	64,746	53,089	65,000	60,000
4682 FACILITY RENTALS	59,980	85,505	24,320	90,000
4689 SENIOR DONATIONS	6,026	6,475	6,000	6,000
4690 SENIOR CENTER RENTALS	37,275	52,308	55,000	55,000
4693 SENIOR EXCURSIONS	8,066	7,039	6,000	6,500
4699 MUNICIPAL POOL	87,280	96,236	85,000	85,000
4821 POOL MAINTENANCE - SCHOOL DISTRICT	51,098	43,285	48,000	48,000
9110 TRANSFER IN	116,050	120,000	120,000	60,000
<b>TOTAL FEE &amp; CHARGE FUND</b>	<b>\$ 1,330,963</b>	<b>\$ 1,342,161</b>	<b>\$ 1,397,880</b>	<b>\$ 1,261,500</b>
<b>116 - STATE ASSET FORFEITURE FUND</b>				
4410 INTEREST INCOME	\$ 183	\$ 169	\$ -	\$ -
4559 DRUG ENFORCEMENT REBATE	990	-	-	-
<b>TOTAL STATE ASSET FORFEITURE FUND</b>	<b>\$ 1,173</b>	<b>\$ 169</b>	<b>\$ -</b>	<b>\$ -</b>
<b>117 - DRUG ENFORCEMENT REBATE FUND</b>				
4410 INTEREST INCOME	\$ 6,137	\$ 5,273	\$ -	\$ -
4559 DRUG ENFORCEMENT REBATE	939,086	1,675,396	10,000	10,000
4569 D.E.R TREASURY	832,084	566,548	10,000	10,000
9110 TRANSFER IN	-	24,265	-	-
<b>TOTAL DRUG ENFORCEMENT REBATE FUND</b>	<b>\$ 1,777,307</b>	<b>\$ 2,271,482</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>118 - BUSINESS IMPROVEMENT TAX FUND</b>				
4410 INTEREST INCOME	\$ 51	\$ 30	\$ -	\$ -
4818 MISCELLANEOUS	2,005	-	-	-
<b>TOTAL BUSINESS IMPROVEMENT TAX FUND</b>	<b>\$ 2,056</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ -</b>
<b>119 - AIR QUALITY IMPROVEMENT TRUST FUND</b>				
4410 INTEREST INCOME	\$ 575	\$ 763	\$ -	\$ -
4521 STATE GRANT	95,023	132,383	128,000	134,000
<b>TOTAL AIR QUALITY IMPROVEMENT TRUST FUND</b>	<b>\$ 95,598</b>	<b>\$ 133,146</b>	<b>\$ 128,000</b>	<b>\$ 134,000</b>
<b>119 - INTEGRATED WASTE MANAGEMENT FUND</b>				
4628 WASTE MANAGEMENT FEES	\$ 71,628	\$ 73,219	\$ 70,000	\$ 70,000
<b>TOTAL INTEGRATED WASTE MANAGEMENT FUND</b>	<b>\$ 71,628</b>	<b>\$ 73,219</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>121 - PROPOSITION "A" FUND</b>				
4110 SALES TAX	\$ 1,744,428	\$ 1,820,191	\$ 1,877,980	\$ 1,947,120
4410 INTEREST INCOME	87	360	-	-
4565 PROPOSITION A DISCRETIONARY INCENTIVE	119,496	206,605	101,000	100,000
<b>TOTAL PROPOSITION "A" FUND</b>	<b>\$ 1,864,011</b>	<b>\$ 2,027,156</b>	<b>\$ 1,978,980</b>	<b>\$ 2,047,120</b>
<b>122 - PROPOSITION "C" FUND</b>				
4110 SALES TAX	\$ 1,449,734	\$ 1,512,980	\$ 1,557,740	\$ 1,615,485
4410 INTEREST INCOME	2,984	2,171	-	-
<b>TOTAL PROPOSITION "C" FUND</b>	<b>\$ 1,452,718</b>	<b>\$ 1,515,151</b>	<b>\$ 1,557,740</b>	<b>\$ 1,615,485</b>
<b>124 - GASOLINE TAX FUND</b>				
4288 STREET NAME SIGNS	\$ 102	\$ -	\$ -	\$ -
4410 INTEREST INCOME	3,412	530	-	-
4512 GAS TAX SECTION 2105	488,718	761,268	542,640	645,327
4513 GAS TAX SECTION 2106	344,139	352,754	427,100	337,504
4514 GAS TAX SECTION 2107	712,893	814,356	666,760	882,281
4515 GAS TAX SECTION 2107.5	97,938	10,000	10,000	10,000
4518 GAS TAX SECTION 2103	887,389	1,559,414	1,180,780	511,629
4521 STATE GRANT	68,483	-	68,483	-
4647 MISCELLANEOUS REIMBURSEMENT	2,973	26,503	-	-
9189 TRANSFER IN	50,000	50,000	50,000	25,000
<b>TOTAL GASOLINE TAX FUND</b>	<b>\$ 2,656,047</b>	<b>\$ 3,574,825</b>	<b>\$ 2,945,763</b>	<b>\$ 2,411,741</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

		2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
<b>126 - PROPOSITION 1B FUND</b>					
4410	INTEREST INCOME	\$ 24	\$ 3	\$ -	-
<b>TOTAL PROPOSITION 1B FUND</b>		<b>\$ 24</b>	<b>\$ 3</b>	<b>\$ -</b>	<b>-</b>
<b>127 - POLICE DONATIONS FUND</b>					
4410	INTEREST INCOME	\$ 64	\$ 63	\$ -	-
4831	POLICE EXPLORER DONATIONS	1,250	-	-	-
4832	SHOP DONATIONS	1,181	1,100	-	-
4836	K-9 DONATIONS	-	15,711	-	-
4838	MISCELLANEOUS POLICE DONATIONS	600	100	-	-
<b>TOTAL POLICE DONATIONS FUND</b>		<b>\$ 3,095</b>	<b>\$ 16,974</b>	<b>\$ -</b>	<b>-</b>
<b>128 - TRANSPORTATION DEVELOPMENT ACT FUND</b>					
4521	STATE GRANT	\$ 30,324	\$ 50,515	\$ 90,150	\$ 68,702
<b>TOTAL TRANSPORTATION DEVELOPMENT ACT FUND</b>		<b>\$ 30,324</b>	<b>\$ 50,515</b>	<b>\$ 90,150</b>	<b>\$ 68,702</b>
<b>129 - AB 939 FUND</b>					
4410	INTEREST INCOME	\$ 768	\$ 717	\$ -	-
4601	RECYCLING REVENUE	4,823	3,470	3,000	3,000
4629	MISCELLANEOUS REIMBURSEMENT-ATHENS AB 939	170,185	172,298	170,000	170,000
<b>TOTAL AB 939 FUND</b>		<b>\$ 175,776</b>	<b>\$ 176,485</b>	<b>\$ 173,000</b>	<b>\$ 173,000</b>
<b>130 - BUREAU OF JUSTICE ASSISTANCE FUND</b>					
4551	FEDERAL GRANTS	\$ 29,433	\$ 41,228	\$ 23,000	\$ 13,600
<b>TOTAL BUREAU OF JUSTICE ASSISTANCE FUND</b>		<b>\$ 29,433</b>	<b>\$ 41,228</b>	<b>\$ 23,000</b>	<b>\$ 13,600</b>
<b>131 - COMMUNITY DEVELOPMENT BLOCK GRANT FUND</b>					
4410	INTEREST INCOME	\$ 152	-	-	-
4551	FEDERAL GRANTS	926,687	711,044	800,000	760,439
4647	MISCELLANEOUS REIMBURSEMENT	33,995	-	-	-
4856	LOAN REPAYMENTS	239,016	122,040	80,000	80,000
<b>TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT FUND</b>		<b>\$ 1,199,850</b>	<b>\$ 833,084</b>	<b>\$ 880,000</b>	<b>\$ 840,439</b>
<b>133 - SAFER GRANT FUND</b>					
4551	FEDERAL GRANTS	\$ -	-	\$ 2,212,340	\$ 1,706,255
<b>TOTAL SAFER GRANT FUND</b>		<b>\$ -</b>	<b>-</b>	<b>\$ 2,212,340</b>	<b>\$ 1,706,255</b>
<b>138 - ABC GRANT FUND</b>					
4521	STATE GRANT	\$ -	-	-	6,779
<b>TOTAL ABC GRANT FUND</b>		<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>6,779</b>
<b>140 - ISTEAT-21 GRANT FUND</b>					
4551	FEDERAL GRANTS	\$ 528,922	\$ 1,456,978	-	-
4554	FEDERAL - PASS THRU CALTRANS	-	-	165,000	-
<b>TOTAL ISTEAT-21 FUND</b>		<b>\$ 528,922</b>	<b>\$ 1,456,978</b>	<b>\$ 165,000</b>	<b>-</b>
<b>143 - LA COUNTY PARK BOND FUND</b>					
4540	COUNTY GRANTS	\$ -	-	\$ 159,050	\$ 100,000
<b>TOTAL LA COUNTY PARK BOND FUND</b>		<b>\$ -</b>	<b>-</b>	<b>\$ 159,050</b>	<b>\$ 100,000</b>
<b>145 - WASTE MANAGEMENT ENFORCEMENT GRANT FUND</b>					
4521	STATE GRANT	\$ 15,760	\$ 15,762	\$ 15,760	\$ 15,760
<b>TOTAL WASTE MANAGEMENT ENFORCEMENT GRANT FUND</b>		<b>\$ 15,760</b>	<b>\$ 15,762</b>	<b>\$ 15,760</b>	<b>\$ 15,760</b>
<b>146 - SENIOR MEALS PROGRAM FUND</b>					
4410	INTEREST INCOME	\$ 160	\$ 217	-	-
4551	FEDERAL GRANTS	179,137	155,141	160,000	160,000
4691	MEALS PROGRAM DONATION	49,443	82,233	50,000	45,000
<b>TOTAL SENIOR MEALS PROGRAM FUND</b>		<b>\$ 228,740</b>	<b>\$ 237,591</b>	<b>\$ 210,000</b>	<b>\$ 205,000</b>
<b>149 - USED OIL BLOCK GRANT FUND</b>					
4410	INTEREST INCOME	\$ 68	\$ 59	-	-
4521	STATE GRANT	36,952	30,518	30,500	-
<b>TOTAL USED OIL BLOCK GRANT FUND</b>		<b>\$ 37,020</b>	<b>\$ 30,577</b>	<b>\$ 30,500</b>	<b>-</b>
<b>150 - INMATE WELFARE FUND</b>					
4819	INMATE PHONE REVENUE	\$ 9,477	\$ 11,289	\$ 4,000	\$ 7,000
<b>TOTAL INMATE WELFARE FUND</b>		<b>\$ 9,477</b>	<b>\$ 11,289</b>	<b>\$ 4,000</b>	<b>\$ 7,000</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

		2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
<b>153 - PUBLIC SAFETY AUGMENTATION FUND</b>					
4110	SALES TAX	\$ 636,492	\$ 680,938	\$ 650,000	\$ 650,000
4410	INTEREST INCOME	168	239	-	-
<b>TOTAL PUBLIC SAFETY AUGMENTATION FUND</b>		<b>\$ 636,660</b>	<b>\$ 681,177</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>
<b>154 - PRIVATE GRANTS FUND</b>					
4410	INTEREST INCOME	\$ 22	\$ 20	\$ -	\$ -
<b>TOTAL PRIVATE GRANTS FUND</b>		<b>\$ 22</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>
<b>155 - COPS/SLESA FUND</b>					
4410	INTEREST INCOME	\$ 908	\$ 812	\$ -	\$ -
4521	STATE GRANT	154,902	186,970	140,000	170,000
<b>TOTAL COPS/SLESA FUND</b>		<b>\$ 155,810</b>	<b>\$ 187,782</b>	<b>\$ 140,000</b>	<b>\$ 170,000</b>
<b>158 - C.R.V. / RECYCLING GRANT FUND</b>					
4410	INTEREST INCOME	\$ 211	\$ 165	\$ -	\$ -
4521	STATE GRANT	28,769	28,219	27,800	-
<b>TOTAL C.R.V. / RECYCLING GRANT FUND</b>		<b>\$ 28,980</b>	<b>\$ 28,384</b>	<b>\$ 27,800</b>	<b>\$ -</b>
<b>159 - SUMMER MEALS PROGRAM FUND</b>					
4551	FEDERAL GRANTS	\$ 17,812	\$ 8,545	\$ 26,690	\$ 26,810
<b>TOTAL SUMMER MEALS PROGRAM FUND</b>		<b>\$ 17,812</b>	<b>\$ 8,545</b>	<b>\$ 26,690</b>	<b>\$ 26,810</b>
<b>160 - CAPITAL PROJECTS FUND</b>					
4410	INTEREST INCOME	\$ 2,775	\$ 1,331	\$ -	\$ -
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>\$ 2,775</b>	<b>\$ 1,331</b>	<b>\$ -</b>	<b>\$ -</b>
<b>161 - CONSTRUCTION TAX FUND</b>					
4170	CONSTRUCTION TAX	\$ 50,667	\$ 351,515	\$ 30,000	\$ 90,000
4410	INTEREST INCOME	36	215	-	-
<b>TOTAL CONSTRUCTION TAX FUND</b>		<b>\$ 50,703</b>	<b>\$ 351,730</b>	<b>\$ 30,000</b>	<b>\$ 90,000</b>
<b>163 - PARKS FUND</b>					
4647	MISCELLANEOUS REIMBURSEMENT	\$ 33,635	\$ 5,295	\$ -	\$ -
<b>TOTAL PARKS FUND</b>		<b>\$ 33,635</b>	<b>\$ 5,295</b>	<b>\$ -</b>	<b>\$ -</b>
<b>172 - PARK DEDICATION FEES "C" FUND</b>					
4410	INTEREST INCOME	\$ 194	\$ 167	\$ -	\$ -
4647	MISCELLANEOUS REIMBURSEMENT	13,645	-	-	-
<b>TOTAL PARK DEDICATION FEES "C" FUND</b>		<b>\$ 13,839</b>	<b>\$ 167</b>	<b>\$ -</b>	<b>\$ -</b>
<b>173 - PARK DEDICATION FEES "D" FUND</b>					
4410	INTEREST INCOME	\$ -	\$ 2,171	\$ -	\$ -
4855	DEVELOPER CONTRIBUTIONS	-	2,979,372	-	-
<b>TOTAL PARK DEDICATION FEES "D" FUND</b>		<b>\$ -</b>	<b>\$ 2,981,543</b>	<b>\$ -</b>	<b>\$ -</b>
<b>174 - PARK DEDICATION FEES "E" FUND</b>					
4410	INTEREST INCOME	\$ 13	\$ 6	\$ -	\$ -
4855	DEVELOPER CONTRIBUTIONS	-	-	1,018,350	229,950
<b>TOTAL PARK DEDICATION FEES "E" FUND</b>		<b>\$ 13</b>	<b>\$ 6</b>	<b>\$ 1,018,350</b>	<b>\$ 229,950</b>
<b>175 - PARK DEDICATION FEES "F" FUND</b>					
4410	INTEREST INCOME	\$ -	\$ 25	\$ -	\$ -
4855	DEVELOPER CONTRIBUTIONS	-	21,900	503,700	295,650
<b>TOTAL PARK DEDICATION FEES "F" FUND</b>		<b>\$ -</b>	<b>\$ 21,925</b>	<b>\$ 503,700</b>	<b>\$ 295,650</b>
<b>176 - PARK DEDICATION FEES "G" FUND</b>					
4410	INTEREST INCOME	\$ 5	\$ -	\$ -	\$ -
<b>TOTAL PARK DEDICATION FEES "G" FUND</b>		<b>\$ 5</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>181 - MAINTENANCE DISTRICT #1 FUND</b>					
4010	CURRENT SECURED	\$ 451,031	\$ 454,836	\$ 395,000	\$ 452,532
4014	RESIDUAL/EXCESS TAX INCREMENT (COUNTY)	1,218	-	-	-
4410	INTEREST INCOME	3,450	3,399	-	2,890
<b>TOTAL MAINTENANCE DISTRICT #1 FUND</b>		<b>\$ 455,699</b>	<b>\$ 458,235</b>	<b>\$ 395,000</b>	<b>\$ 455,422</b>
<b>182 - MAINTENANCE DISTRICT #2 FUND</b>					
4010	CURRENT SECURED	\$ 131,346	\$ 143,455	\$ 138,500	\$ 138,500
4014	RESIDUAL/EXCESS TAX INCREMENT (COUNTY)	863	-	-	-
4410	INTEREST INCOME	1,243	1,260	-	-
<b>TOTAL MAINTENANCE DISTRICT #2 FUND</b>		<b>\$ 133,452</b>	<b>\$ 144,715</b>	<b>\$ 138,500</b>	<b>\$ 138,500</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

		2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
<b>183 - COASTAL SAGE CFD</b>					
4190	OTHER TAXES	\$ 107,344	\$ 62,503	\$ 107,400	\$ 107,400
4410	INTEREST INCOME	432	409	-	-
<b>TOTAL COASTAL SAGE CFD</b>		<b>\$ 107,776</b>	<b>\$ 62,912</b>	<b>\$ 107,400</b>	<b>\$ 107,400</b>
<b>184 - MAINTENANCE DISTRICT #4 FUND</b>					
4410	INTEREST INCOME	\$ 5,038	\$ 4,904	\$ -	\$ -
4623	SPECIAL ASSESSMENTS	1,040,875	1,046,723	1,040,000	1,040,000
9182	TRANSFER IN	9,000	9,000	9,000	9,000
<b>TOTAL MAINTENANCE DISTRICT #4 FUND</b>		<b>\$ 1,054,913</b>	<b>\$ 1,060,627</b>	<b>\$ 1,049,000</b>	<b>\$ 1,049,000</b>
<b>186 - MAINTENANCE DISTRICT #6 FUND</b>					
4410	INTEREST INCOME	\$ 728	\$ 766	\$ -	\$ -
4623	SPECIAL ASSESSMENTS	152,567	153,830	155,000	155,000
<b>TOTAL MAINTENANCE DISTRICT #6 FUND</b>		<b>\$ 153,295</b>	<b>\$ 154,596</b>	<b>\$ 155,000</b>	<b>\$ 155,000</b>
<b>187 - MAINTENANCE DISTRICT #7 FUND</b>					
4410	INTEREST INCOME	\$ 747	\$ 914	\$ -	\$ -
4623	SPECIAL ASSESSMENTS	222,019	146,656	147,000	150,800
<b>TOTAL MAINTENANCE DISTRICT #7 FUND</b>		<b>\$ 222,766</b>	<b>\$ 147,570</b>	<b>\$ 147,000</b>	<b>\$ 150,800</b>
<b>188 - CITYWIDE MAINTENANCE DISTRICT FUND</b>					
4410	INTEREST INCOME	\$ 533	\$ 975	\$ -	\$ -
4621	STREET LIGHTING ASSESSMENTS	1,547,727	1,536,388	1,588,000	1,595,000
4625	TREE REMOVAL	11,753	2,451	-	-
9181	TRANSFER IN	1,195	1,200	1,200	1,200
9182	TRANSFER IN	1,195	1,200	1,200	1,200
9184	TRANSFER IN	3,575	3,575	3,580	3,580
9186	TRANSFER IN	3,575	3,575	3,570	3,570
9187	TRANSFER IN	3,575	3,575	3,580	3,580
<b>TOTAL CITYWIDE MAINTENANCE DISTRICT FUND</b>		<b>\$ 1,573,128</b>	<b>\$ 1,552,939</b>	<b>\$ 1,601,130</b>	<b>\$ 1,608,130</b>
<b>189 - SEWER MAINTENANCE FUND</b>					
4010	CURRENT SECURED	\$ 196,250	\$ 193,341	\$ 181,800	\$ 190,000
4014	RESIDUAL/EXCESS TAX INCREMENT (COUNTY)	794,868	20,250	-	-
4281	SEWER MAINTENANCE	-	184	-	-
4410	INTEREST INCOME	1,281	3,455	-	3,500
4622	SEWER ASSESSMENTS	2,536,524	2,627,487	2,678,000	2,678,065
4639	WORK ORDER REIMBURSEMENTS	4,627	5,450	-	-
<b>TOTAL SEWER MAINTENANCE FUND</b>		<b>\$ 3,533,550</b>	<b>\$ 2,850,167</b>	<b>\$ 2,859,800</b>	<b>\$ 2,871,565</b>
<b>190 - BUSINESS IMPROVEMENT DISTRICT FUND</b>					
4190	OTHER TAXES	\$ 10,957	\$ 11,390	\$ 44,380	\$ 57,750
4410	INTEREST INCOME	114	26	-	-
<b>TOTAL BUSINESS IMPROVEMENT DISTRICT FUND</b>		<b>\$ 11,071</b>	<b>\$ 11,416</b>	<b>\$ 44,380</b>	<b>\$ 57,750</b>
<b>204 - COPS TECHNOLOGY GRANT FUND</b>					
4410	INTEREST INCOME	\$ 7	\$ 6	\$ -	\$ -
<b>TOTAL COPS TECHNOLOGY GRANT FUND</b>		<b>\$ 7</b>	<b>\$ 6</b>	<b>\$ -</b>	<b>\$ -</b>
<b>205 - CHARTER PEG FUND</b>					
4410	INTEREST INCOME	\$ 951	\$ 701	\$ -	\$ -
<b>TOTAL CHARTER PEG FUND</b>		<b>\$ 951</b>	<b>\$ 701</b>	<b>\$ -</b>	<b>\$ -</b>
<b>198 - OTS GRANTS FUND</b>					
4520	STATE GRANT	\$ 5,623	\$ -	\$ -	\$ -
<b>TOTAL OTS GRANTS FUND</b>		<b>\$ 5,623</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>208 - JUSTICE ASSISTANT GRANT FUND</b>					
4551	FEDERAL GRANTS	\$ 8,390	\$ -	\$ -	\$ -
<b>TOTAL JUSTICE ASSISTANCE GRANT</b>		<b>\$ 8,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>210 - LA COUNTY GRANT - 1ST DISTRICT FUND</b>					
4540	COUNTY GRANTS	\$ -	\$ -	\$ -	\$ 60,000
<b>TOTAL LA COUNTY GRANT - 1ST DISTRICT FUND</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>
<b>212 - ART IN PUBLIC PLACES FUND</b>					
4410	INTEREST INCOME	\$ 189	\$ 725	\$ -	\$ -
4859	ART IN PUBLIC PLACES	67,026	365,300	45,000	70,000
<b>TOTAL ART IN PUBLIC PLACES FUND</b>		<b>\$ 67,215</b>	<b>\$ 366,025</b>	<b>\$ 45,000</b>	<b>\$ 70,000</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

		2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
<b>214 - USDOJ COPS GRANT FUND</b>					
4551	FEDERAL GRANTS	\$ 5,578	\$ -	\$ -	\$ -
	<b>TOTAL USDOJ COPS GRANT FUND</b>	<b>\$ 5,578</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>215 - N AZUSA RELINQUISHMENT FUND</b>					
4410	INTEREST INCOME	\$ 919	\$ 75	\$ -	\$ -
	<b>TOTAL N AZUSA RELINQUISHMENT FUND</b>	<b>\$ 919</b>	<b>\$ 75</b>	<b>\$ -</b>	<b>\$ -</b>
<b>219 - FIRE TRAINING FUND</b>					
4637	FIRE SEMINAR	\$ 34,257	\$ 33,512	\$ 17,000	\$ 17,000
	<b>TOTAL FIRE TRAINING FUND</b>	<b>\$ 34,257</b>	<b>\$ 33,512</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
<b>220 - WEST COVINA COMMUNITY SERVICES FOUNDATION FUND</b>					
4410	INTEREST INCOME	\$ 317	\$ 321	\$ -	\$ -
4649	SPECIAL EVENTS	67,964	76,597	50,000	50,000
4831	POLICE EXPLORER DONATIONS	1,000	-	-	-
4838	MISCELLANEOUS POLICE DONATIONS	62,090	100,000	50,000	50,000
4862	DONATIONS	34,391	21,496	-	-
4867	DONATIONS-CAMERON COMMUNITY CENTER	3,850	-	-	-
4871	BANNERS	1,600	300	-	-
4872	GOLF TOURNAMENT	27,253	-	-	-
4874	DONATIONS-YOUTH COUNCIL	-	1,432	-	-
	<b>TOTAL WEST COVINA COMMUNITY SERVICES FOUNDATION</b>	<b>\$ 198,465</b>	<b>\$ 200,146</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>221 - POLICE PRIVATE GRANTS FUND</b>					
4410	INTEREST INCOME	\$ 14	\$ 5	\$ -	\$ -
4864	PRIVATE GRANTS	3,500	-	-	-
	<b>TOTAL POLICE PRIVATE GRANTS FUND</b>	<b>\$ 3,514</b>	<b>\$ 5</b>	<b>\$ -</b>	<b>\$ -</b>
<b>223 - HAZARD ELIMINATION SAFETY FUND</b>					
4410	INTEREST INCOME	\$ 265	\$ -	\$ -	\$ -
	<b>TOTAL HAZARD ELIMINATION SAFETY FUND</b>	<b>\$ 265</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>224 - MEASURE R FUND</b>					
4110	SALES TAX	\$ 1,083,917	\$ 1,126,753	\$ 1,168,320	\$ 1,211,328
4410	INTEREST INCOME	2,094	1,044	-	-
4647	MISC REIMBURSEMENT	-	2,400	-	-
	<b>TOTAL MEASURE R FUND</b>	<b>\$ 1,086,011</b>	<b>\$ 1,130,197</b>	<b>\$ 1,168,320</b>	<b>\$ 1,211,328</b>
<b>226 - ARRA - STIMULUS PROJECTS FUND</b>					
4410	INTEREST INCOME	\$ 153	\$ 44	\$ -	\$ -
	<b>TOTAL ARRA - Stimulus Projects</b>	<b>\$ 153</b>	<b>\$ 44</b>	<b>\$ -</b>	<b>\$ -</b>
<b>227 - HOMELAND SECURITY GRANT FUND</b>					
4551	FEDERAL GRANTS	\$ 17,637	\$ 163,759	\$ -	\$ -
	<b>TOTAL HOMELAND SECURITY GRANT FUND</b>	<b>\$ 17,637</b>	<b>\$ 163,759</b>	<b>\$ -</b>	<b>\$ -</b>
<b>228 - RECOVERY BYRNE GRANT FUND</b>					
4551	FEDERAL GRANTS	\$ 1,390	\$ -	\$ -	\$ -
	<b>TOTAL RECOVERY BYRNE GRANT FUND</b>	<b>\$ 1,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>229 - RUBBERIZED ASPHALT CONCRETE GRANT (RAC)</b>					
4410	INTEREST INCOME	\$ -	\$ 58	\$ -	\$ -
	<b>TOTAL RAC GRANT FUND</b>	<b>\$ -</b>	<b>\$ 58</b>	<b>\$ -</b>	<b>\$ -</b>
<b>230 - ENERGY EFFICIENCY GRANT FUND</b>					
4520	STATE GRANT	\$ 21,186	\$ 23,089	\$ -	\$ 37,170
4521	STATE GRANT	688	-	-	-
4524	STATE GRANT - SGV ENERGY WISE PARTNERSHIP	3,625	1,688	-	-
	<b>TOTAL ENERGY EFFICIENCY GRANT FUND</b>	<b>\$ 25,499</b>	<b>\$ 24,777</b>	<b>\$ -</b>	<b>\$ 37,170</b>
<b>231 - ADVANCED TRAFFIC MANAGEMENT SYSTEM FUND</b>					
4410	INTEREST INCOME	\$ 555	\$ 238	\$ -	\$ -
	<b>TOTAL ADVANCED TRAFFIC MANAGEMENT SYSTEM FUND</b>	<b>\$ 555</b>	<b>\$ 238</b>	<b>\$ -</b>	<b>\$ -</b>
<b>300 - CITY DEBT SERVICE FUND</b>					
4410	INTEREST INCOME	\$ 838,967	\$ 825,005	\$ 820,000	\$ -
4412	INTEREST INCOME - FISCAL AGENT	25,530	5,781	25,000	-
4414	FAIR VALUE ADJUSTMENT	(203,075)	(533,456)	-	-
4415	AMORTIZATION - PREMIUM	(21,499)	(21,499)	-	-
4647	MISCELLANEOUS REIMBURSEMENT	477,916	499,771	490,000	575,415
4659	BLD REIMBURSEMENT	410,157	463,000	450,000	400,000

## SCHEDULE OF REVENUE DETAIL BY FUND

		2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
4851	BOND PROCEEDS	-	2,185,000	-	-
4853	DEBT PROCEEDS	7,580,383	-	-	-
9110	TRANSFER IN	1,110,500	1,110,500	1,123,060	1,747,000
9810	TRANSFER IN	1,127,000	1,135,200	1,143,570	-
<b>TOTAL CITY DEBT SERVICE FUND</b>		<b>\$ 11,345,879</b>	<b>\$ 5,669,302</b>	<b>\$ 4,051,630</b>	<b>\$ 2,722,415</b>
<b>360 - SELF INSURANCE - UNINSURED LOSS FUND</b>					
4825	PROPERTY DAMAGE RECOVERY	\$ 36,397	\$ 32,400	\$ -	\$ 32,000
<b>TOTAL SELF INSURANCE - UNINSURED LOSS FUND</b>		<b>\$ 36,397</b>	<b>\$ 32,400</b>	<b>\$ -</b>	<b>\$ 32,000</b>
<b>361 - SELF INSURANCE - GENERAL/AUTO LIABILITY FUND</b>					
4647	MISCELLANEOUS REIMBURSEMENT	\$ 1,376	\$ 1,134	\$ -	\$ 1,083
4684	SPECIAL EVENT INSURANCE	8,168	3,390	-	2,611
4760	INTERDEPARTMENTAL CHARGES	1,426,013	1,425,444	956,540	1,326,590
<b>TOTAL SELF INSURANCE - GENERAL/AUTO LIABILITY FUND</b>		<b>\$ 1,435,557</b>	<b>\$ 1,429,968</b>	<b>\$ 956,540</b>	<b>\$ 1,330,284</b>
<b>363 - WORKERS' COMPENSATION FUND</b>					
4647	MISCELLANEOUS REIMBURSEMENT	\$ 6,628	\$ 770	\$ -	\$ 3,222
4760	INTERDEPARTMENTAL CHARGES	1,024,169	1,264,755	1,280,210	1,385,935
<b>TOTAL WORKERS' COMPENSATION FUND</b>		<b>\$ 1,030,797</b>	<b>\$ 1,265,525</b>	<b>\$ 1,280,210</b>	<b>\$ 1,389,157</b>
<b>365 - FLEET MANAGEMENT FUND</b>					
4750	OVERHEAD CHARGEBACKS	\$ 720,306	\$ 732,318	\$ 857,570	\$ 860,000
4780	INTERDEPARTMENTAL CHARGES - FUEL	756,260	739,729	756,270	760,305
4818	MISCELLANEOUS	-	294	-	-
<b>TOTAL FLEET MANAGEMENT FUND</b>		<b>\$ 1,476,566</b>	<b>\$ 1,472,341</b>	<b>\$ 1,613,840</b>	<b>\$ 1,620,305</b>
<b>367 - VEHICLE REPLACEMENT FUND</b>					
4410	INTEREST INCOME	\$ 601	\$ 557	\$ -	\$ -
9110	TRANSFER IN	-	-	-	80,000
<b>TOTAL VEHICLE REPLACEMENT FUND</b>		<b>\$ 601</b>	<b>\$ 557</b>	<b>\$ -</b>	<b>\$ 80,000</b>
<b>368 - RETIREE LUMP SUM BENEFITS FUND</b>					
4410	INTEREST INCOME	\$ 1,405	\$ 1,436	\$ -	\$ -
4755	INTERDEPARTMENTAL CHARGES - RETIREE LUMP SUM	106,005	94,068	87,770	87,780
<b>TOTAL RETIREE LUMP SUM BENEFITS FUND</b>		<b>\$ 107,410</b>	<b>\$ 95,504</b>	<b>\$ 87,770</b>	<b>\$ 87,780</b>
<b>370 - DARE ENTERPRISE FUND</b>					
4410	INTEREST INCOME	\$ 26	\$ 24	\$ -	\$ -
<b>TOTAL DARE ENTERPRISE FUND</b>		<b>\$ 26</b>	<b>\$ 24</b>	<b>\$ -</b>	<b>\$ -</b>
<b>375 - POLICE COMPUTER SERVICE GROUP FUND</b>					
2848	CITY OF LA MESA	\$ 99,936	\$ 99,336	\$ 99,540	\$ 49,376
2850	CITY OF CORONA	125,620	99,120	99,120	99,120
2851	CITY OF COVINA	85,316	85,316	85,320	85,316
2853	CITY OF CYPRESS	77,720	77,720	77,720	77,137
2854	CITY OF EL MONTE	101,775	101,775	101,780	101,775
2855	CITY OF EL SEGUNDO	19,000	21,500	10,000	12,500
2856	CITY OF FOUNTAIN VALLEY	99,575	99,575	-	32,997
2862	CITY OF LOS ALAMITOS	80,360	80,360	80,360	80,360
2863	CITY OF LA PALMA	84,551	42,276	42,280	-
2864	CITY OF MONTCLAIR	78,366	78,366	78,340	77,783
2865	CITY OF LA HABRA	92,406	92,406	92,410	91,823
2870	CITY OF SEAL BEACH	74,963	74,963	74,960	74,963
2871	CITY OF PORTERVILLE	93,853	85,853	85,850	75,270
2872	CITY OF SPARKS, NV	41,116	41,116	41,120	41,116
2873	CITY OF TUSTIN	103,416	103,416	103,420	97,833
2877	CITY OF CHINO	100,461	100,461	-	24,970
2880	CITY OF TRACY	96,932	96,932	-	96,932
2883	CITY OF SAN MARINO	87,894	87,894	87,890	97,311
2885	CITY OF ALHAMBRA	101,579	101,579	101,580	97,123
2887	SALES - DOS PALOS	58,975	58,975	58,980	58,975
2889	SALES - WEST COVINA FIRE DEPARTMENT	27,848	27,848	27,850	27,848
2891	SALES - PASADENA	139,050	139,050	139,050	139,050
2892	SALES - HEMET	234,704	75,667	75,670	113,500
2893	SALES - LINDSAY	-	-	-	10,000
4410	INTEREST INCOME	5	1,132	36,760	-
4818	MISCELLANEOUS	-	1,000	-	-
<b>TOTAL POLICE COMPUTER SERVICE GROUP FUND</b>		<b>\$ 2,105,421</b>	<b>\$ 1,873,636</b>	<b>\$ 1,600,000</b>	<b>\$ 1,663,078</b>



## SCHEDULE OF REVENUE DETAIL BY FUND

	2012-13 ACTUAL REVENUE	2013-14 ACTUAL REVENUE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
<b>810 - REDEVELOPMENT OBLIGATION RETIREMENT FUND</b>				
4010 CURRENT SECURED	\$ 10,107,859	\$ 7,709,122	\$ 8,996,510	\$ 4,587,100
4410 INTEREST INCOME	25,948	22,419	20,000	-
4412 INTEREST INCOME - FISCAL AGENT	62,105	46,461	65,000	-
4414 FAIR VALUE ADJUSTMENT	(104,842)	23,544	-	-
4430 RENTAL INCOME	64,825	50,000	50,000	50,000
9811 TRANSFER IN	-	165,406	-	-
<b>TOTAL REDEVELOPMENT OBLIGATION RETIREMENT FUND</b>	<b>\$ 10,155,895</b>	<b>\$ 8,016,952</b>	<b>\$ 9,131,510</b>	<b>\$ 4,637,100</b>
<b>811 - SUCCESSOR AGENCY MERGED DS FUND</b>				
4410 INTEREST INCOME	\$ 2,715	\$ 2,251	\$ -	\$ -
4875 GAIN ON RETURN OF INTEREST	2,449,707	-	-	-
4876 GAIN ON ADVANCES	16,585,093	-	-	-
4877 GAIN ON RETURN OF SALES TAX	1,216,145	-	-	-
<b>TOTAL SUCCESSOR AGENCY MERGED DS FUND</b>	<b>\$ 20,253,660</b>	<b>\$ 2,251</b>	<b>\$ -</b>	<b>\$ -</b>
<b>815 - SUCCESSOR AGENCY ADMINISTRATION FUND</b>				
4010 CURRENT SECURED	\$ 343,100	\$ 342,855	\$ 269,900	\$ -
4410 INTEREST INCOME	30	-	-	-
4818 MISCELLANEOUS	25,000	-	-	-
9110 TRANSFER IN	-	-	114,890	-
9810 TRANSFER IN	826,365	-	-	250,000
<b>TOTAL SUCCESSOR AGENCY ADMINISTRATION FUND</b>	<b>\$ 1,194,495</b>	<b>\$ 342,855</b>	<b>\$ 384,790</b>	<b>\$ 250,000</b>
<b>820 - WEST COVINA HOUSING AUTHORITY FUND</b>				
4410 INTEREST INCOME	\$ 7,793	\$ 8,015	\$ -	\$ -
4818 MISCELLANEOUS	65	396	-	-
4856 LOAN REPAYMENTS	653,556	441,660	-	-
4858 LOAN REPAYMENT-EQUITY SHARE	32,663	27,939	15,000	18,000
4878 GAIN ON TRANSFER OF ADVANCE	4,849,083	-	-	-
<b>TOTAL SUCCESSOR HOUSING AGENCY FUND</b>	<b>\$ 5,543,160</b>	<b>\$ 478,010</b>	<b>\$ 15,000</b>	<b>\$ 18,000</b>
<b>853 - CFD DEBT SERVICE FUND</b>				
4010 CURRENT SECURED	\$ 1,840,000	\$ 1,450,000	\$ 1,645,600	\$ 1,645,600
4110 SALES TAX	991,078	377,448	810,000	810,000
4190 OTHER TAXES	2,146,433	3,914,827	2,091,000	2,091,000
4410 INTEREST INCOME	7,009	11,190	7,500	7,500
4412 INTEREST INCOME - FISCAL AGENT	309,733	310,707	350,000	350,000
4414 FAIR VALUE ADJUSTMENT	(20,263)	(1,796)	-	-
<b>TOTAL CFD DEBT SERVICE</b>	<b>\$ 5,273,990</b>	<b>\$ 6,062,376</b>	<b>\$ 4,904,100</b>	<b>\$ 4,904,100</b>
<b>GRAND TOTAL</b>	<b>\$ 136,126,147</b>	<b>\$ 109,738,003</b>	<b>\$ 102,471,690</b>	<b>\$ 95,014,535</b>

## SCHEDULE OF EXPENDITURES BY FUND

	2012-13 ACTUAL EXPENSE	2013-14 ACTUAL EXPENSE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
110 GENERAL FUND*	\$ 73,216,092	\$ 54,536,878	\$ 56,575,399	\$ 55,577,880
111 FEE & CHARGE	1,226,941	1,157,186	1,350,002	1,566,704
219 FIRE TRAINING	18,401	10,286	37,550	37,550
<b>TOTAL GENERAL FUND</b>	<b>\$ 74,461,434</b>	<b>\$ 55,704,350</b>	<b>\$ 57,962,951</b>	<b>\$ 57,182,134</b>
116 STATE ASSET FORFEITURES	\$ -	\$ -	\$ 65,000	\$ -
117 DRUG ENFORCEMENT REBATE	1,946,914	2,338,687	3,682,194	-
118 BUSINESS IMPROVEMENT TAX	11,900	12,749	4,490	-
119 AIR QUALITY IMPROVEMENT TRUST	47,237	33,281	457,995	54,630
120 INTEGRATED WASTE MANAGEMENT	44,240	46,951	52,550	85,180
121 PROPOSITION "A"	2,037,500	1,730,000	1,907,990	1,930,000
122 PROPOSITION "C"	1,101,231	2,035,009	2,255,588	1,471,887
124 GASOLINE TAX	4,217,740	3,636,838	3,245,545	3,247,076
126 PROPOSITION 1B	-	9,066	-	-
127 POLICE DONATIONS	2,000	15,551	34,070	-
128 TRANSPORTATION DEVELOPMENT ACT	-	50,000	80,000	-
129 AB 939	168,984	167,236	168,550	142,643
130 BUREAU OF JUSTICE ASSISTANCE GRANT	29,969	40,624	26,470	-
131 COMMUNITY DEVELOPMENT BLOCK GRANT	1,020,878	1,012,678	1,296,403	921,547
133 SAFER GRANT	-	-	2,212,340	1,706,255
138 ABC GRANT	-	-	8,600	-
140 ISTE/T-21 GRANT	480,794	1,055,072	289,142	-
143 LA COUNTY PARK BOND	89,235	146,835	120,602	74,118
144 TREE	1,000	-	-	-
145 WASTE MGT ENFORCEMENT - GRANT	16,945	15,761	15,760	15,760
146 SENIOR MEALS PROGRAM	210,651	204,319	213,420	231,968
149 USED OIL BLOCK GRANT	34,680	30,933	28,310	21,547
150 INMATE WELFARE	6,734	140	-	-
153 PUBLIC SAFETY AUGMENTATION	575,000	650,000	650,000	650,000
155 COPS/SLESA	104,924	241,448	465,808	-
158 C.R.V. / RECYCLING GRANT	24,668	40,992	39,890	29,980
159 SUMMER MEALS PROGRAM	25,928	6,980	26,690	26,810
181 MAINTENANCE DISTRICT #1	316,196	446,896	434,959	535,016
182 MAINTENANCE DISTRICT #2	87,067	116,662	288,808	178,761
183 COASTAL SAGE CFD	90,116	84,354	119,924	112,999
184 MAINTENANCE DISTRICT #4	961,656	1,047,172	1,017,119	1,364,846
186 MAINTENANCE DISTRICT #6	113,702	127,873	163,380	208,552
187 MAINTENANCE DISTRICT #7	110,894	134,733	203,053	214,740
188 CITYWIDE MAINTENANCE DISTRICT	1,345,420	1,307,029	1,522,410	1,528,008
189 SEWER MAINTENANCE	2,586,793	2,444,595	3,088,108	2,679,649
190 BUSINESS IMPROVEMENT DISTRICT	39,999	46,818	46,580	46,890
205 CHARTER PEG	88,254	12,708	60,000	10,000
207 OTS GRANTS	7,735	-	-	-
208 JUSTICE ASSISTANT GRANT	4,173	-	-	-
210 LA COUNTY GRANT - 1ST DISTRICT	-	255	59,745	-
212 ART IN PUBLIC PLACES	60,715	14,544	138,130	8,000
215 N AZUSA RELINQUISHMENT	259,229	150,925	-	-
220 WC COMMUNITY SERVICES FOUNDATION	205,911	171,519	345,388	100,000
221 POLICE PRIVATE GRANTS	6,816	6,211	3,500	-
224 MEASURE R	687,243	1,576,981	1,596,440	859,151
226 ARRA - STIMULUS PROJECTS	71,329	5,717	-	-
227 HOMELAND SECURITY GRANT	173,956	-	155,366	-
228 RECOVERY BYRNE GRANT	1,743	12,080	-	-
229 RUBBERIZED ASPHALT CONCRETE GRANT	(23,717)	-	-	-
230 ENERGY EFFICIENCY GRANT	46,004	4,683	18,475	-
231 ADVANCED TRAFFIC MGMT SYSTEM	519,237	69,139	61,853	-
232 NON-FEDERAL GRANTS	-	70,000	-	-
820 WEST COVINA HOUSING AUTHORITY	3,704,296	660,450	820,060	777,057
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 23,663,820</b>	<b>\$ 22,032,494</b>	<b>\$ 27,490,705</b>	<b>\$ 19,233,070</b>

## SCHEDULE OF EXPENDITURES BY FUND

	2012-13 ACTUAL EXPENSE	2013-14 ACTUAL EXPENSE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
160 CAPITAL PROJECTS	\$ 391,659	\$ 294,294	\$ 151,533	\$ -
161 CONSTRUCTION TAX	67,376	41,018	319,501	132,775
163 PARKS	89,562	12,062	-	-
170 PARK DEDICATION FEES "A"	-	-	-	-
171 PARK DEDICATION FEES "B"	1,718	985	-	-
172 PARK DEDICATION FEES "C"	33,991	3,276	408,971	-
173 PARK DEDICATION FEES "D"	-	-	123,752	2,533,000
174 PARK DEDICATION FEES "E"	(650)	3,280	-	790,000
175 PARK DEDICATION FEES "F"	-	-	-	580,000
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>\$ 585,262</b>	<b>\$ 354,915</b>	<b>\$ 1,003,757</b>	<b>\$ 4,035,775</b>
300 DEBT SERVICE - CITY	\$ 11,442,303	\$ 6,245,607	\$ 3,249,250	\$ 3,522,494
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$ 11,442,303</b>	<b>\$ 6,245,607</b>	<b>\$ 3,249,250</b>	<b>\$ 3,522,494</b>
360 SELF INSURANCE - UNINSURED LOSS	\$ 96,232	\$ 69,557	\$ 100,000	\$ 70,000
361 SELF INSURANCE - GENERAL/AUTO LIAB	833,697	(568,306)	1,156,540	1,156,540
363 WORKER'S COMPENSATION	1,474,086	1,660,339	1,382,620	1,386,364
365 FLEET MANAGEMENT	1,717,119	1,711,670	1,622,280	1,620,302
367 VEHICLE REPLACEMENT	60,077	60,217	266,840	93,146
368 RETIREE LUMP SUM BENEFITS	20,170	88,016	59,800	-
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>\$ 4,201,381</b>	<b>\$ 3,021,493</b>	<b>\$ 4,588,080</b>	<b>\$ 4,326,352</b>
375 POLICE COMPUTER SERVICE GROUP	1,537,384	1,386,195	1,675,010	1,691,538
<b>TOTAL ENTERPRISE FUND</b>	<b>\$ 1,537,384</b>	<b>\$ 1,386,195</b>	<b>\$ 1,675,010</b>	<b>\$ 1,691,538</b>
810 REDEVELOPMENT OBLIGATION RETIREMENT	\$ 8,943,372	\$ 7,904,679	\$ 9,140,799	\$ 6,525,022
811 SUCCESSOR AGENCY MERGED DS	1,891,166	-	-	-
815 SUCCESSOR AGENCY ADMINISTRATION	781,496	438,114	385,389	313,350
853 CFD DEBT SERVICE	4,801,055	4,711,636	4,904,101	4,933,446
<b>TOTAL PRIVATE PURPOSE TRUST FUNDS</b>	<b>\$ 16,417,089</b>	<b>\$ 13,054,429</b>	<b>\$ 14,430,289</b>	<b>\$ 11,771,818</b>
<b>GRAND TOTAL</b>	<b>\$ 132,308,673</b>	<b>\$ 101,799,483</b>	<b>\$ 110,400,042</b>	<b>\$ 101,763,181</b>

\*Traffic Safety Fund activity was determined not to be special revenue, so the activity was combined with the General Fund.

## EXPENDITURES BY DEPARTMENT PROGRAM

	2012-13 ACTUAL EXPENSE	2013-14 ACTUAL EXPENSE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
<b>City Council &amp; City Manager</b>				
City Council	\$ 222,850	\$ 204,191	\$ 197,930	\$ 125,988
City Manager	786,385	691,469	1,220,625	473,970
Community Information	178,509	164,459	106,256	90,334
City Attorney	461,521	736,566	375,663	334,200
Economic Development	13,472	23,042	25,924	27,618
Business Improvement District	39,999	46,818	46,580	46,890
Housing Administration	463,581	648,960	691,310	566,247
Housing Preservation Program	6,282	6,613	124,070	206,780
First Time Homebuyer Program	5,350	4,876	4,680	4,030
Redevelopment Administration	4,242,494	1,832,144	3,495,138	1,708,061
Successor Agency Debt Service	5,442,849	5,375,504	4,887,480	4,880,311
CFD Debt Service	4,801,053	4,711,639	4,904,100	4,933,450
<b>Total City Council &amp; City Manager</b>	<b>\$ 16,664,345</b>	<b>\$ 14,446,281</b>	<b>\$ 16,079,756</b>	<b>\$ 13,397,879</b>
<b>City Clerk</b>				
City Clerk	\$ 335,677	\$ 529,513	\$ 386,455	\$ 542,927
Animal Control Services	344,816	394,288	370,200	372,800
<b>Total City Clerk</b>	<b>\$ 680,493</b>	<b>\$ 923,801</b>	<b>\$ 756,655</b>	<b>\$ 915,727</b>
<b>Finance</b>				
City Treasurer	\$ 1,224	\$ 1,271	\$ 1,220	\$ 2,802
Finance	1,668,155	1,756,339	1,808,115	1,866,793
Reprographics	(2,961)	(851)	-	(841)
Information Technology	393,297	380,510	511,479	666,344
Debt Service	11,442,303	6,245,607	3,249,250	3,522,494
<b>Total Finance</b>	<b>\$ 13,502,018</b>	<b>\$ 8,382,876</b>	<b>\$ 5,570,064</b>	<b>\$ 6,057,592</b>
<b>Human Resources</b>				
Human Services Commission	\$ 492	\$ -	\$ 250	\$ 500
Human Resources	401,789	494,356	787,380	708,779
Risk Management	325,278	210,794	275,280	250,974
Self Insurance	(310,972)	(394,520)	2,362,840	2,360,890
<b>Total Human Resources</b>	<b>\$ 416,587</b>	<b>\$ 310,630</b>	<b>\$ 3,425,750</b>	<b>\$ 3,321,143</b>
<b>Planning</b>				
Planning Commission	\$ 1,506	\$ 2,722	\$ 6,000	\$ 6,000
Public Arts Commission	1,252	1,613	-	-
Planning	526,575	493,237	614,529	546,979
Transportation Planning	66,610	92,688	86,500	136,510
Program Administration	17,592	19,874	21,901	22,250
<b>Total Planning</b>	<b>\$ 613,535</b>	<b>\$ 610,134</b>	<b>\$ 728,930</b>	<b>\$ 711,739</b>
<b>Police</b>				
Police Administration	\$ 6,028,757	\$ 5,284,059	\$ 6,061,052	\$ 3,514,115
Jail	453,651	495,800	529,880	534,935
Dispatch	1,477,430	1,504,564	1,729,620	1,666,703
West Covina Service Group	1,599,962	1,649,937	2,570,041	1,589,762
Patrol	13,291,771	13,657,294	14,111,733	14,036,717
Traffic	1,201,657	1,245,525	1,316,700	1,557,318
Community Enhancement	-	518	227,700	203,161
Investigations	4,726,548	4,306,896	4,532,740	4,137,834
Special Enforcement Team	1,060,675	1,306,117	1,354,660	1,124,035
<b>Total Police</b>	<b>\$ 29,840,451</b>	<b>\$ 29,450,710</b>	<b>\$ 32,434,126</b>	<b>\$ 28,364,580</b>
<b>Fire</b>				
Fire	\$ 14,337,979	\$ 15,255,926	\$ 15,852,563	\$ 15,550,703
Fire-Grant	1,632,918	867,242	2,212,340	1,726,255
Fire Prevention	200,207	217,324	188,330	187,202
Emergency Services	26,489	26,589	34,220	28,945
<b>Total Fire</b>	<b>\$ 16,197,593</b>	<b>\$ 16,367,081</b>	<b>\$ 18,287,453</b>	<b>\$ 17,493,105</b>

## EXPENDITURES BY DEPARTMENT PROGRAM

	2012-13 ACTUAL EXPENSE	2013-14 ACTUAL EXPENSE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
<b>Public Works</b>				
Public Works	\$ 380,344	\$ 177,508	\$ 145,670	\$ 166,476
Building Services	472,858	454,383	439,290	534,820
Community Enhancement	227,334	186,924	76,150	13,884
General Engineering	96,372	213,873	230,720	144,586
Traffic Engineering	329,644	207,536	273,010	277,864
Pavement Management	134,484	132,226	171,140	178,687
District Engineering	414,211	456,845	537,600	499,933
Maintenance Service	114,818	94,313	135,130	196,923
Landscape Maintenance	605,260	574,462	831,320	794,470
Park Maintenance	1,277,074	1,230,374	1,278,020	1,227,536
City Buildings	974,589	956,226	913,540	902,628
District Maintenance	1,644,035	1,764,756	1,831,354	1,824,784
Electronics	286,269	295,654	291,340	300,039
Traffic Signal Maintenance	63,603	185,735	149,100	175,468
Street Maintenance	1,718,181	1,459,684	1,663,870	1,825,231
Street Sweeping	561,930	574,760	582,710	461,168
Street Lighting	1,103,336	1,327,436	1,331,110	1,356,859
Sewer Maintenance	1,377,364	1,278,994	1,467,550	1,401,551
Fleet Maintenance	1,777,196	1,771,747	1,622,280	1,620,302
Integrated Waste Management	49,990	52,443	68,200	87,527
Landfill Enforcement	32,466	33,875	37,750	38,671
Air Quality (AB 2766)	6,419	7,561	8,300	8,300
Transp Demand Mgmt	8,880	14,084	5,250	2,880
Alternative Fuel	588	2,832	12,100	12,100
Franchise Waste Collection	28,720	27,237	30,160	25,870
Waste Reduction (AB 939)	167,935	165,637	167,750	142,643
NPDES	-	-	-	378,000
Program Administration	-	21,269	16,640	15,930
<b>Total Public Works</b>	<b>\$ 13,853,900</b>	<b>\$ 13,668,374</b>	<b>\$ 14,317,054</b>	<b>\$ 14,615,130</b>
<b>Community Services</b>				
Fair Housing	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
Community Services Commission	2,833	2,596	7,090	5,261
Youth Council	169	1,338	7,570	3,000
Community Services Administration	112,784	203,834	326,043	316,791
Program Administration	467,163	500,984	537,375	389,660
Community Subrecipients	92,434	103,699	88,438	109,065
California Afterschool Program	96,459	76,856	94,830	104,053
Wescove Afterschool Program	103,490	81,274	100,540	104,206
Vine Afterschool Program	123,740	110,968	119,120	132,744
Orangewood Afterschool Program	99,660	104,614	113,110	119,060
Palmview Afterschool Program	108,590	99,245	109,220	115,106
Careship	22,034	16,350	15,000	-
Regional Transportation	2,030,000	1,730,000	1,907,990	1,930,000
Corridor Shuttle (Fixed Route)	338,592	419,746	457,120	462,120
Dial-A-Ride	342,484	338,844	390,800	390,800
Bus Shelter Maintenance	48,633	53,604	52,500	74,500
Recreation/Education Transit	75,536	68,281	80,000	80,000
Fixed Route-Green Line Corridor Shuttle	230,921	254,330	240,000	240,000
Transit Marketing	-	5,973	4,027	-
Special Events	215,545	126,907	230,026	202,012
Recreation Services	138,805	119,377	129,516	114,158
Cameron Community Center	305,854	300,878	392,542	413,698
Facility Rentals	34,836	40,084	33,330	40,338
Recreation Classes	82,223	93,561	84,060	103,224
Summer Lunch	25,928	6,980	26,690	26,810
Park Reservation	-	-	13,680	13,741
Aquatics	68,946	79,653	89,250	89,654
Shadow Oak Comm Center	-	-	5,270	-
Pool Maintenance	118,201	99,834	107,040	122,826
Del Norte Splash Pad	29,424	51,077	37,550	38,803

## EXPENDITURES BY DEPARTMENT PROGRAM

	2012-13 ACTUAL EXPENSE	2013-14 ACTUAL EXPENSE	2014-15 AMENDED BUDGET	2015-16 ADOPTED BUDGET
Senior Citizen Center	195,151	222,702	234,958	213,268
Senior Center Rentals	61,419	40,000	58,740	50,251
Senior Center Donations	14,401	12,356	15,000	15,000
Senior Citizen Commission	-	-	-	1,826
Meal Grant	210,651	204,319	213,420	231,967
Senior Excursions	4,080	6,680	11,390	11,443
<b>Total Community Services</b>	<b>\$ 5,810,986</b>	<b>\$ 5,586,944</b>	<b>\$ 6,343,235</b>	<b>\$ 6,265,385</b>
CIP Streets-SP	\$ 2,836,928	\$ 4,859,390	\$ 3,158,861	\$ 1,300,000
CIP Parks-PP	\$ 497,068	\$ 466,487	\$ 1,290,130	\$ 4,518,000
CIP Buildings-BP	\$ 285,886	\$ 71,246	\$ 706,803	\$ 87,500
CIP General & Misc-GP	\$ 155,190	\$ 36,814	\$ 641,234	\$ 130,000
CIP Traffic-TP	\$ 621,590	\$ 250,492	\$ 327,678	\$ 85,000
CIP Youth Sports-YP	\$ 6,850	\$ 3,280	\$ -	\$ -
CIP Vehicle - VP	\$ 93,324	\$ 140	\$ 651,103	\$ 184,496
CIP Energy Conservation-EP	\$ 22,855	\$ 116,924	\$ 77,106	\$ -
CIP Utilities	\$ -	\$ -	\$ -	\$ 610,000
Non Departmental	\$ 24,478,149	\$ 1,061,035	\$ 292,937	\$ -
Transfer Out	\$ 5,730,925	\$ 5,186,844	\$ 5,311,167	\$ 3,705,905
<b>Grand Total</b>	<b>\$ 132,308,673</b>	<b>\$ 101,799,483</b>	<b>\$ 110,400,042</b>	<b>\$ 101,763,181</b>

## SUMMARY OF OPERATING TRANSFERS

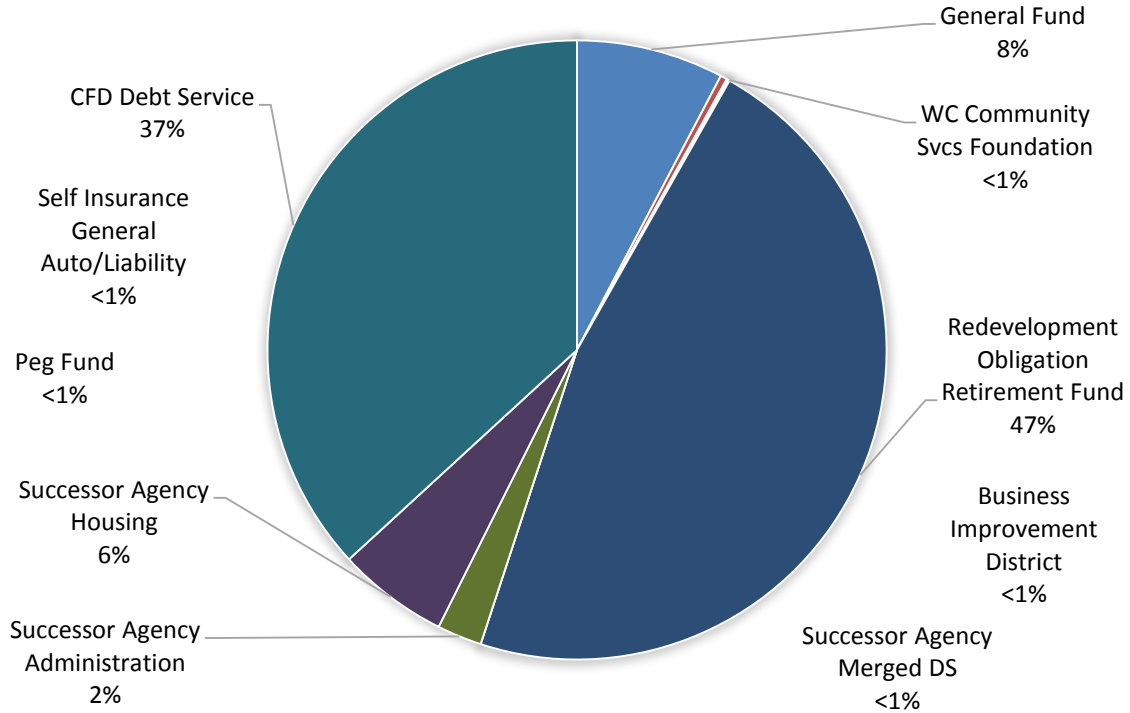
Fund No.	Fund Name	Transfers In	Transfers Out
110	General Fund	\$ 720,000	
124	Gasoline Tax For landscape, maintenance, traffic signal maintenance, street lighting.		\$ 720,000
110	General Fund	650,000	
153	Public Safety Augmentation Transfer funding for front-line public safety.		650,000
110	General Fund	50,000	
220	WC Community Services Foundation Transfer Athens donation for SWAT.		50,000
110	General Fund	101,775	
375	Police Enterprise WCSG El Monte in-kind helicopter.		101,775
111	Fee & Charge	60,000	
110	General Fund Transfer for pool and Cameron.		60,000
124	Gasoline Tax	25,000	
189	Sewer Maintenance Reimburse Gasoline Tax for pavement cuts.		25,000
184	Maintenance District #4	9,000	
182	Maintenance District #2 Reimburse Fund 184 for shared services.		9,000
188	Citywide Maintenance District	13,130	
181	Maintenance District #1		1,200
182	Maintenance District #2		1,200
184	Maintenance District #4		3,580
186	Maintenance District #6		3,570
187	Maintenance District #7 Reimburse Fund 188 for shared services.		3,580
300	Debt Service - City	1,747,000	
110	General Fund Transfer for debt service.		1,747,000
367	Vehicle Replacement	80,000	
110	General Fund For police vehicle replacement.		80,000
815	Successor Agency Administration	250,000	
810	Redevelopment Obligation Retirement For Successor Agency Administration costs.		250,000
<b>Total</b>		<b><u>\$ 3,705,905</u></b>	<b><u>\$ 3,705,905</u></b>

(This Page Left Intentionally Blank)



# City Council & City Manager

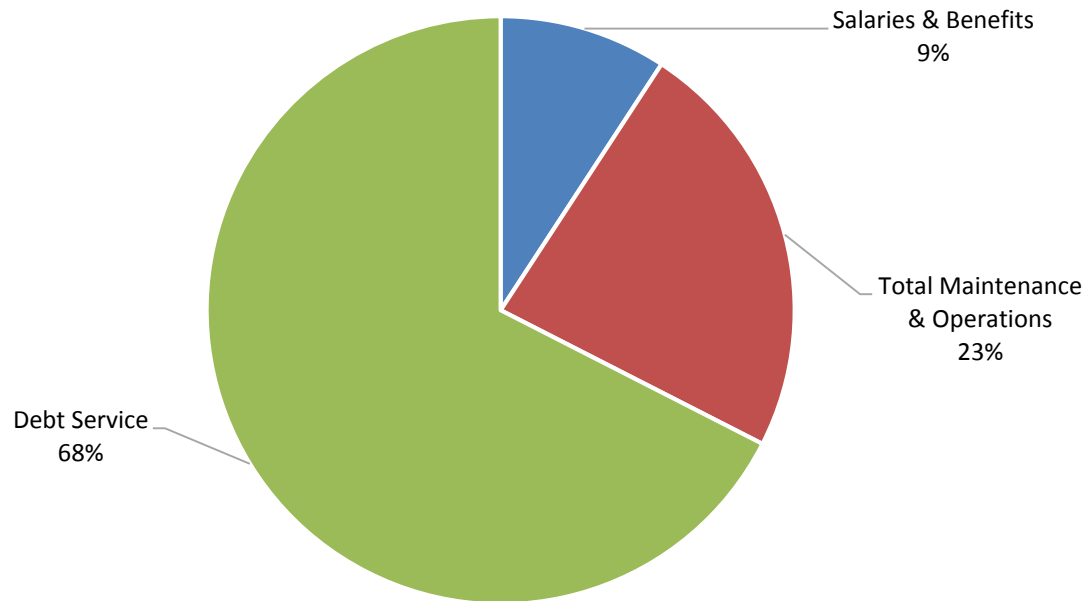
## EXPENDITURES BY FUNDING SOURCE



	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Source of Funds:</b>				
General Fund	\$ 1,496,576	\$ 1,755,422	\$ 1,916,398	\$ 1,030,610
Business Improvement District	39,997	46,817	46,580	46,890
Peg Fund	13,328	12,693	10,000	10,000
WC Community Svcs Foundation	14,155	545	-	11,500
Self Insurance General Auto/Liability	127,602	5,061	-	-
Self Insurance Worker's Compensation	33,752	46,061	-	-
Redevelopment Obligation Retirement Fund	6,990,007	6,769,479	7,997,229	6,275,022
Successor Agency Merged DS	1,891,166	-	-	-
Successor Agency Administration	781,496	438,114	385,389	313,350
Successor Agency Housing	475,213	660,450	820,060	777,057
CFD Debt Service	4,801,053	4,711,639	4,904,100	4,933,450
<b>Total Source of Funds</b>	<b>\$ 16,664,345</b>	<b>\$ 14,446,281</b>	<b>\$ 16,079,756</b>	<b>\$ 13,397,879</b>

# City Council & City Manager

## EXPENDITURES BY CATEGORY



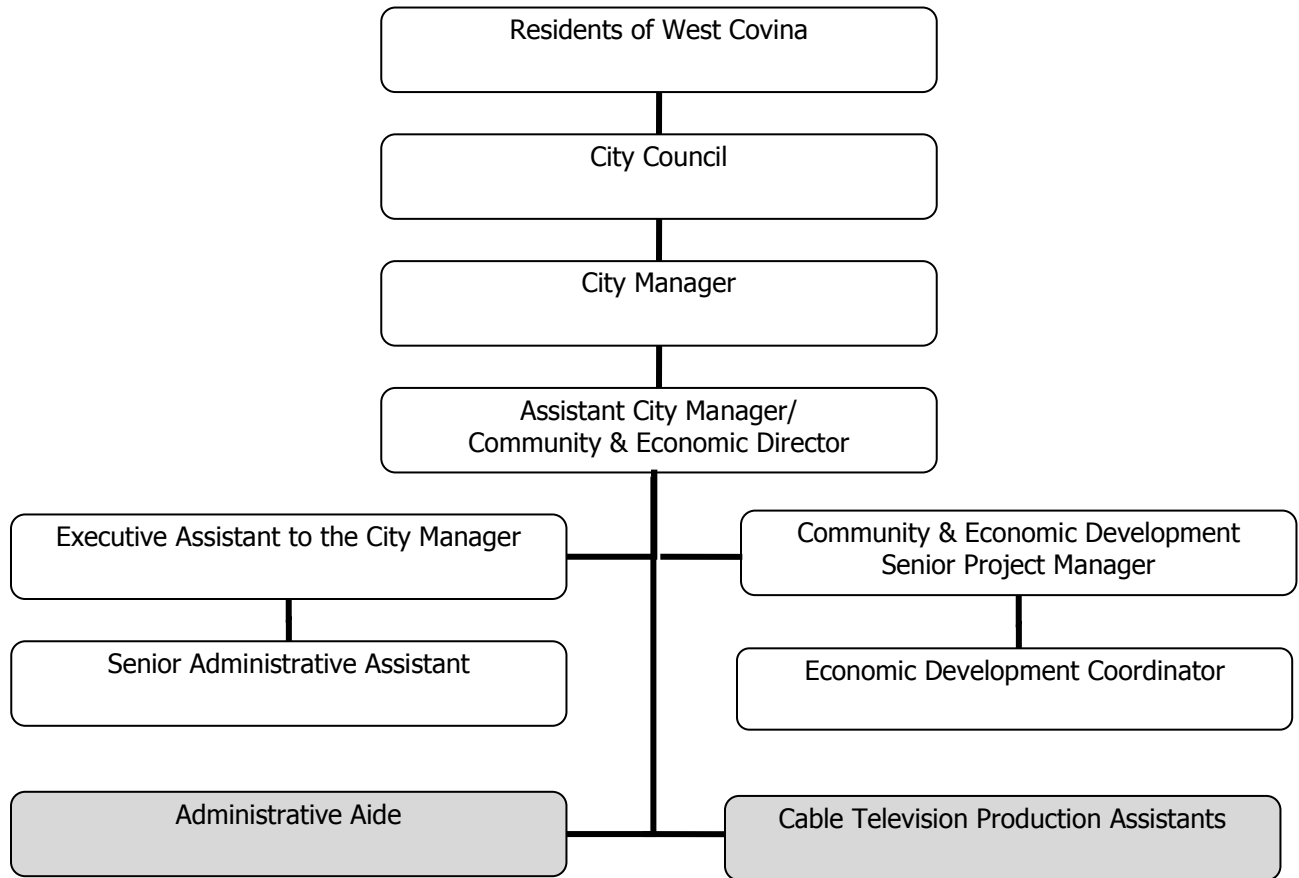
	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Expense Classification:</b>				
Total Salaries & Benefits	\$ 1,477,637	\$ 1,479,671	\$ 1,877,435	\$ 1,235,101
Total Maintenance & Operations	6,554,555	4,197,211	5,182,661	3,121,094
Total Debt Service	8,632,153	8,769,399	9,019,660	9,041,684
<b>Total Source of Funds</b>	<b>\$ 16,664,345</b>	<b>\$ 14,446,281</b>	<b>\$ 16,079,756</b>	<b>\$ 13,397,879</b>

---

# City Council & City Manager

---

## Organizational Chart by Position



Shading denotes part time staff.

---

# City Council & City Manager

---

## CITY COUNCIL

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

---

---

**T**he West Covina City Council is the governing body with the authority to adopt and enforce municipal laws and regulations. Members are elected at-large to serve a four-year term. They consist of five City Council Members with 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.

### 2014-2015 ACCOMPLISHMENTS

- Established City Council priorities through the facilitation of a Goals and Objectives Session.
- Initiated leadership changes at the staff level to improve West Covina and its decision making process.
- Served as a "Host Town" for Team Nippon (Japan) for the 2015 Special Olympic World Games held in Los Angeles.
- Disclosed and posted additional information on the City's website to increase transparency and accountability of the City of West Covina.
- Built a new playground at Walmerado Park using grant and park dedication funds.
- Represented the City at numerous community events and on several regional boards and committees.

---

## **City Council & City Manager**

---

- Promoted the Adopt-A-Park Program to provide community groups with volunteerism opportunities to help beautify our City parks.
- Increased funding to hire additional police officers.
- Hosted the 1<sup>st</sup> Annual Community Service Day with local Community Groups as a forum to promote non-profit groups and the efforts they make to better West Covina through volunteerism.
- Implemented additional financial policies and procedures to increase oversight and efficiencies in the management of the City's finances.
- Approval of approximately \$12 million in Recognized Obligations Payment Schedule (ROPS) for the Successor Agency.
- Updated the City's Campaign Ordinance.

---

# City Council & City Manager

---

## CITY MANAGER'S OFFICE

**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/Her 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, mobile phone application, 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); the Community Service Volunteerism Day; participation in the Special Olympics; outreach to local non-profit organizations; and Sister City relationships.

### **Community & Economic Development (CED)**

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 CED 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.

---

## City Council & City Manager

---

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

CED is responsible for the Housing Successor Agency, which assumed the housing obligations of the former Redevelopment Agency. CED 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 CED 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".

CED 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.

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

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

---

# City Council & City Manager

---

## FY 2015-16 GOALS AND OBJECTIVES

- Hire a New City Manager.
- Hire a full time Human Resources Director.
- Update the Council approved goals and objectives.
- Implement a balanced budget for the new fiscal year.
- Continue to support the business-friendly efforts of the CED.
- Reduce City litigation and legal expenses.
- Reduce City staff turnover as measured by percentage.
- Implement a City Council approved Capital Improvement Program.
- Resolve all State Internal Controls and Gas Tax Audit issues.
- Negotiate successful and timely labor agreements.
- Close the 2014-2015 City “books” and work with the Finance Department to produce the annual audit on a timely basis (i.e. by October 1, 2015).
- Resolve the dispute with the State Department of Finance (DOF) regarding the dissolution of the former Redevelopment Agency.
- Resolve the condemnation litigation with the State Department of Transportation (Caltrans).
- Complete the opening of the Lennar Housing Project on Glendora Avenue.
- Implement measures to provide increased financial oversight and procedures in response to the State Audit.
- Continue to control and reduce City legal and litigation expenses.
- Work with Glendora Avenue Merchants to improve the Business District.
- Complete an update of the City’s General Plan.
- Break ground on a soccer complex at Orangewood Park.



---

## City Council & City Manager

---

- Hire new School Resource Officers at West Covina and Edgewood High Schools.
- Foster volunteerism and sense of community with the Community Services Group.
- Explore the development of a joint-use transit center with Foothill Transit in West Covina.
- Complete the Long Range Property Management Plan for the disposition of former Redevelopment Agency properties.
- Provide 30 Home Preservation Program loans to improve the condition of homes in West Covina.
- Seek resolution to ongoing litigation facing the City and the Successor Agency.

### PERFORMANCE MEASURES

<b>Performance Measures</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-15 Estimated</b>	<b>2015-2016 Projected</b>
City Council or CED regular and special meetings	48	64	63	60	60
Number of web page views	7,076,232	8,208,543	6,126,576	7,000,000	7,200,000
Attend and coordinate Oversight Board Meetings	0	0	0	10	12
Grand Openings & Events Hosted	18	10	14	14	14
Number of New Businesses	115	117	254	184	200
New Home Preservation Loans Processed	0	0	0	0	35
Community Events attended by City Council	55	39	77	72	37

---

# City Council & City Manager

---

## FY 2014-2015 ACCOMPLISHMENTS

- Negotiated cell and radio tower lease agreements on City property, generating new General Fund revenues.
- Appointed several new Department Heads to provide new leadership and management of City operations and programs.
- Administered the repayment of the Housing Loan Programs, processing the reconveyance of 18 loans, totaling repayment of \$183,439 of loan funds.
- Monitored the housing compliance of 420 affordable housing units restricted by affordability covenants pursuant to former redevelopment housing projects.
- Managed the Economic Development Team and facilitated the development of over 40 projects in over 239,387 square feet of development.
- Assisted in the attraction of new businesses including: Porto's Bakery & Café, The Big Catch, YogurtLand, DriveTime, Waba Grill, Sola Salon and others.
- 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.
- Hosted the First Annual West Covina Business Expo in partnership with the Greater West Covina Business Association.
- Maintained West Covina's Available Property Listing (APL) and the Expanding Retailers Listing that is distributed 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 Council & City Manager

## 2015-16 SCHEDULE OF POSITIONS

Position Title	FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 15-16 Adopted
<b>CITY COUNCIL &amp; CITY MANAGER</b>				
City Manager	1.00	1.00	1.00	1.00
CDC Director	1.00	-	-	-
Assistant City Manager/CDC Director	-	1.00	1.00	1.00
Deputy City Manager	1.00	-	-	-
Assistant CDC Director	1.00	-	-	-
Management Analyst I / II	1.00	1.00	1.00	-
Sr. Redevelopment Project Manager	-	-	1.00	1.00
Redevelopment Project Manager	-	1.00	-	-
RDA Project Coordinator	-	-	-	1.00
Executive Asst to the City Manager	1.00	1.00	1.00	1.00
Sr Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	-	-	-
Administrative Assistant I	-	1.00	-	-
<b>Total - City Council &amp; City Manager</b>	<b>8.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>

## 2015 - 2016 EXPENDITURES BY OBJECT CODE

### DEPARTMENT: CITY COUNCIL & CITY MANAGER

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
5111	Full Time Salaries	\$ 812,923	\$ 805,388	\$ 1,263,154	\$ 805,747
5112	Part Time Salaries	96,349	40,212	3,760	6,684
5113	Overtime Salaries	-	576	2,100	1,527
5114	Elective/Appointive	45,230	47,083	45,890	45,890
5117	Bilingual Pay	2,527	2,587	2,570	2,571
5121	Holiday Opt/No Pers	2,107	3,501	2,080	2,250
5124	Sick Leave Buy Back	8,810	15,641	4,920	11,120
5125	Vacation Buy Back	32,376	38,566	28,210	28,943
5127	Other Incentive Programs	-	1,798	-	-
5132	Uniform Allowances	-	-	-	599
5151	Workers' Compensation	3,494	3,729	3,770	3,777
5152	Health/Flex Benefit	94,744	74,269	65,050	45,160
5153	Group Life	2,219	2,741	2,810	2,611
5154	Group Long Term Disability	5,053	4,785	4,920	4,662
5155	Medicare	16,262	15,892	14,700	13,274
5157	Retirement - Nonsworn	120,469	148,848	204,156	165,469
5158	Deferred Compensation	41,674	46,204	42,260	21,623
5159	Dental Ins Benefit	8,674	8,717	5,940	4,117
5160	Retiree Medical Benefit	1,242	4,247	4,360	4,360
5161	Vision	2,919	2,298	2,150	1,893
5163	Retirement Health Savings Plan	5,132	7,063	6,320	7,402
5166	Retiree Lump Sum Benefit	9,535	8,511	7,390	6,790
5168	Supplemental Retirement Plan	62,088	45,732	59,950	-
5169	Epmc Replacement Plan	4,480	3,161	3,380	1,779
5171	Unemployment	14,068	12,578	-	-
5180	Leave Lump Sum	13,918	61,780	32,035	20,150
5251	Auto Allowance	26,495	30,351	28,130	22,788
5253	Cash Back	44,849	43,413	37,430	21,257
5999	Salary Savings	-	-	-	(17,342)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 1,477,637</b>	<b>\$ 1,479,671</b>	<b>\$ 1,877,435</b>	<b>\$ 1,235,101</b>
6020	Educational	\$ 116	\$ -	\$ 1,400	\$ 2,000
6030	Memberships	1,357	140	39,700	39,135
6040	Herfert/Allowances	3,158	1,653	4,178	-
6041	Toma/Allowances	-	2,121	4,700	4,700
6042	Warshaw/Allowances	-	1,737	4,700	4,700
6044	Wong/Allowances	2,355	2,421	1,600	4,700
6045	Mc Intyre Allowances	1,219	1,737	-	-
6046	Sykes/Allowances	2,340	1,696	4,700	4,700
6048	Sanderson/Allowances	1,531	1,293	-	-
6049	Spence/Allowances	-	2,437	4,700	4,700
6050	Conferences & Meetings	26,030	20,431	15,709	36,828
6110	Professional Services	137,796	230,784	159,261	81,000
6111	Legal Services	1,806,607	1,499,690	1,856,802	719,620
6112	Accounting And Auditing	26,933	16,682	54,000	14,191
6114	Appraisals, Titles, Escrow	-	-	10,000	10,000
6117	Consultants	7,500	30,000	46,000	56,500
6119	Other Professional Services	73,285	53,365	11,321	107,310
6120	Other Contractual Services	2,249,281	361,147	1,004,197	213,405
6126	Website Development & Maint	-	9,664	3,832	-
6142	Electricity	11,238	13,392	13,000	13,000
6144	Telephone -- City System	5,286	5,286	3,120	-
6145	Telephone -- Special Lines	556	605	590	600
6147	Cellular Phones	2,913	3,487	2,526	2,840
6169	Graffiti	15,003	15,438	15,530	15,525
6170	Advertising & Publications	143	363	967	1,100

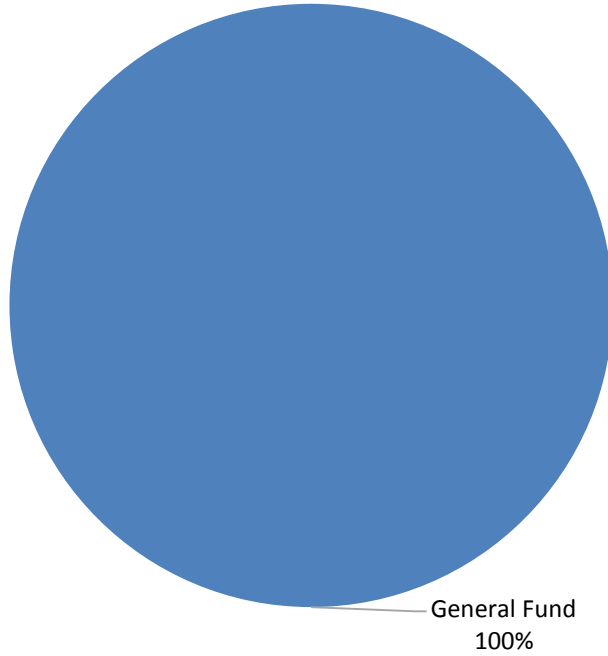
## 2015 - 2016 EXPENDITURES BY OBJECT CODE

### DEPARTMENT: CITY COUNCIL & CITY MANAGER

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
6173	Subscriptions	12	-	-	-
6178	City Attorney Retainer	96,000	96,000	146,000	157,500
6180	Legal Services - Personnel	15,226	78,373	77	-
6210	Office Supplies	6,934	11,864	6,900	9,700
6212	Reprographic Services	11,678	12,835	14,430	13,449
6213	Postage	23	-	-	500
6270	Special Department Supplies	4,541	4,121	7,700	12,200
6319	Pool Car Usage	18	-	500	500
6320	Chgbk - Fuel & Oil	3,486	1,919	3,490	3,490
6327	Chgbk - Veh Maintenance	2,054	1,382	5,560	5,560
6330	Equipment M & R	12,701	12,428	13,460	13,400
6410	Chgbk - Property & Liability Ins	27,591	27,592	19,810	26,450
6419	Claim Paid	12,416	15,379	4,100	4,100
6440	City Newsletter	52,277	68,291	77,500	65,000
6457	Project Improvements	1,500	2,557	3,000	3,000
6489	Interest-County Deferral	629,031	590,009	-	-
6490	Miscellaneous Expenses	995,449	741,716	775,000	775,000
6493	Admin And Overhead	199,060	193,442	169,320	6,190
6494	Property Tax	83,824	42,017	85,710	114,000
6507	Seraf Obligation	-	-	575,310	560,000
6511	Workers Comp Medical	10,486	5,195	-	-
6546	Banners	439	545	-	-
6999	Non-Capital Equipment	1,840	4,165	762	3,000
7122	Furniture And Fixtures	-	-	1,500	1,500
7160	Other Equipment	13,322	11,812	9,999	10,001
<b>Total Maintenance &amp; Operations</b>		<b>\$ 6,554,555</b>	<b>\$ 4,197,211</b>	<b>\$ 5,182,661</b>	<b>\$ 3,121,094</b>
6420	Bond Interest	\$ 3,034,328	\$ 2,865,979	\$ 2,678,400	\$ 2,519,671
6421	Bond Principal	3,075,000	3,410,000	3,760,000	3,995,000
6423	Other Debt Payment	1,840,000	1,450,000	739,500	944,290
6424	Capitalized Lease Payments	1,064	2,313	3,080	2,923
6426	Ongoing Bond Costs	112,631	100,590	136,680	79,800
6429	Amortization Expense	11,667	11,667	-	-
6488	Principal-County Deferral	557,463	928,850	1,702,000	1,500,000
<b>Total Debt Service</b>		<b>\$ 8,632,153</b>	<b>\$ 8,769,399</b>	<b>\$ 9,019,660</b>	<b>\$ 9,041,684</b>
<b>Total Expenditures</b>		<b>\$ 16,664,345</b>	<b>\$ 14,446,281</b>	<b>\$ 16,079,756</b>	<b>\$ 13,397,879</b>

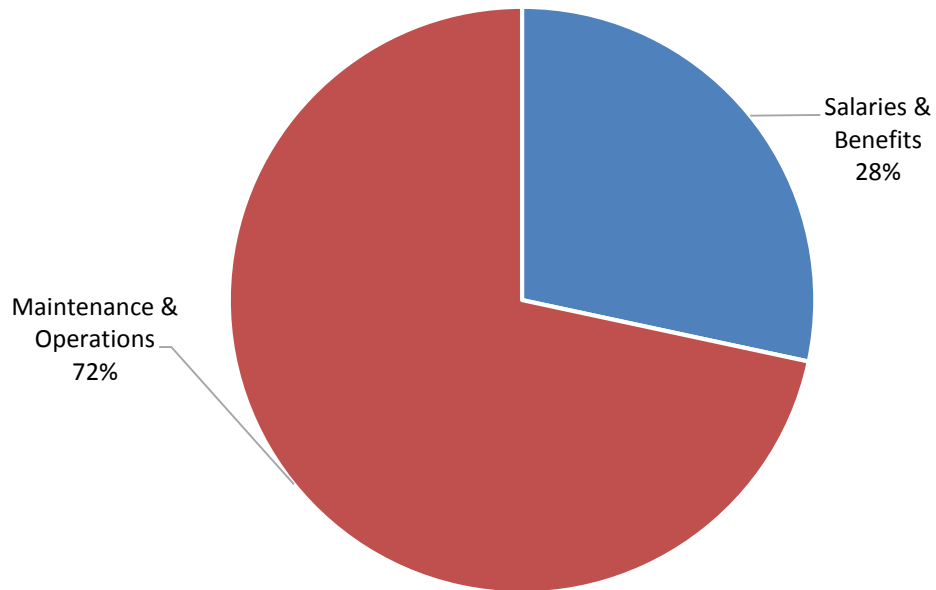
(This Page Left Intentionally Blank)

**EXPENDITURES BY FUNDING SOURCE**



	<b>2012-13 Actual Expense</b>	<b>2013-14 Actual Expense</b>	<b>2014-15 Amended Budget</b>	<b>2015-16 Adopted Budget</b>
Source of Funds:				
General Fund	<b>\$ 680,493</b>	<b>\$ 923,801</b>	<b>\$ 756,655</b>	<b>\$ 915,727</b>

**EXPENDITURES BY CATEGORY**



	<b>2012-13 Actual Expense</b>	<b>2013-14 Actual Expense</b>	<b>2014-15 Amended Budget</b>	<b>2015-16 Adopted Budget</b>
<b>Expense Classification:</b>				
Total Salaries & Benefits	\$ 299,049	\$ 290,355	\$ 335,645	\$ 259,747
Total Maintenance & Operations	381,444	633,446	421,010	655,980
<b>Total Source of Funds</b>	<b>\$ 680,493</b>	<b>\$ 923,801</b>	<b>\$ 756,655</b>	<b>\$ 915,727</b>

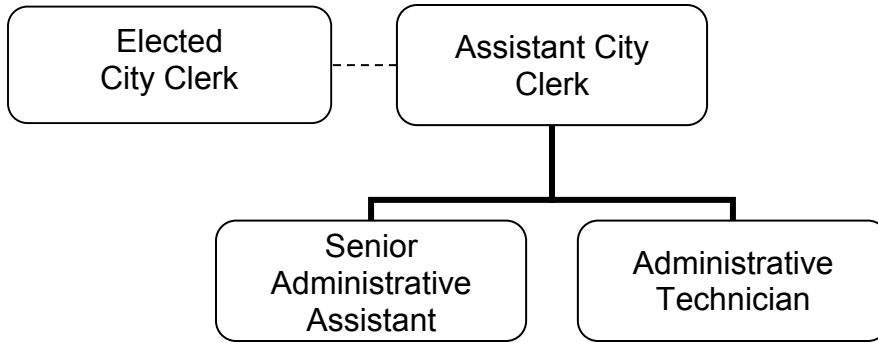


---

# City Clerk

---

## Organizational Chart by Position



## 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.

---

---

**T**he 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.

---

# City Clerk

---

## **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**

The 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 accessibility to information to internal staff and the public.

---

# City Clerk

---

## FY 2015-2016 GOALS AND OBJECTIVES

- Prepare and facilitate the nomination process for all candidates running in the November 3, 2015 general municipal election.
- Serve as the City's Elections Official for 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, Successor Agency to the Former 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.
- Promote further training of Assistant City Clerk and Senior Administrative Assistant in obtaining the Master Municipal Clerk and Certified Municipal Clerk certifications.

## PERFORMANCE MEASURES

<b>Performance Measures</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Projected</b>
Agendas and packets	40	65	48	40	40
Minutes prepared	40	65	48	40	40
Documents for recordation processed and indexed	18	60	50	55	55
Resolutions and ordinances processed and indexed	71	90	85	80	80
Contracts/Agreements processed and indexed	85	35	40	50	50
Municipal elections conducted or assisted	1	0	1	0	1
Claims/subpoenas/summons received and indexed	153	100	100	110	110
Passport applications accepted and processed	669	900	1000	900	900
Passport photos taken	389	480	550	125	125

---

# City Clerk

---

## FY 2014-2015 ACCOMPLISHMENTS

- Prepared, published, and distributed agendas and agenda packets for the City Council, Successor Agency to the Former 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 appointment process to fill the vacancy left by the retirement of a former City Councilmember.
- 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.
- Received, processed and responded to 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.
- Conducted the bi-annual review of the City's Conflict of Interest Code as required by the Political Reform Act.
- Updated the process of the monitoring and tracking of Public Records Requests.
- Processed approximately 900 passport applications.
- Continued to update the West Covina Municipal Code. Newly adopted ordinances are posted on the website as adopted so current code information is continually available.
- Created a web page on the City's website and posted all frequently asked for contracts/agreements to further increase transparency.
- Hired a new Assistant City Clerk and Senior Administrative Assistant to replace the retiring Assistant City Clerk and Deputy City Clerk.

---

# City Clerk

---

## 2015-16 SCHEDULE OF POSITIONS

Position Title	FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 15-16 Adopted
<b>CITY CLERK</b>				
Assistant City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	-	-
Sr Administrative Assistant	-	-	1.00	1.00
Administrative Technician	1.00	1.00	1.00	1.00
<b>Total - City Clerk</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**2015 - 2016 EXPENDITURES BY OBJECT CODE**

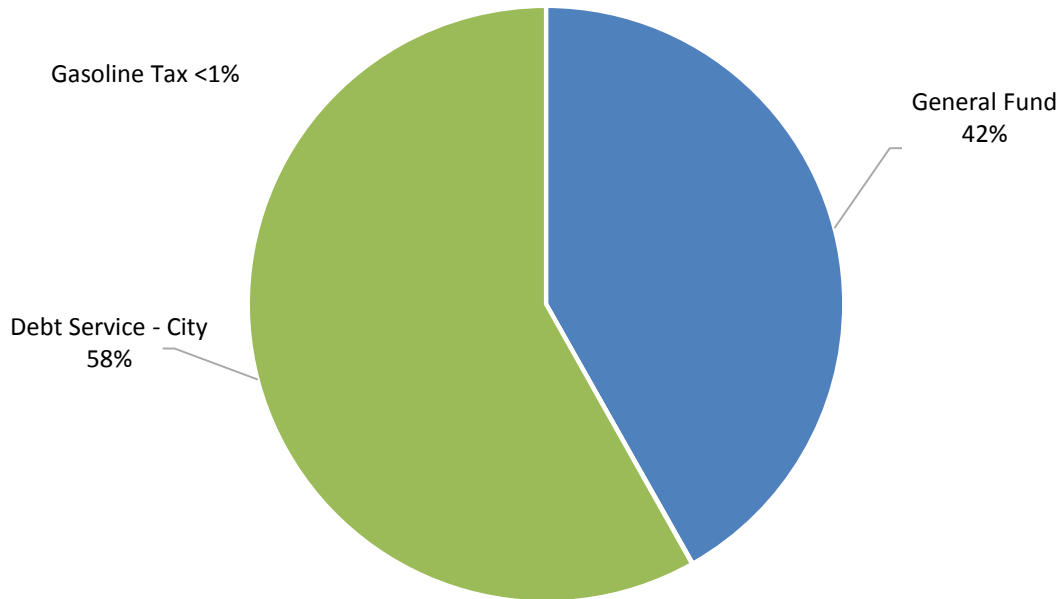
**DEPARTMENT: CITY CLERK**

<b>Object Code</b>	<b>Expense Classification</b>	<b>2012-13 Actual Expense</b>	<b>2013-14 Actual Expense</b>	<b>2014-15 Amended Budget</b>	<b>2015-16 Adopted Budget</b>
5111	Full Time Salaries	\$ 198,071	\$ 193,223	\$ 192,660	\$ 172,401
5112	Part Time Salaries	185	-	-	-
5114	Elective/Appointive	1,805	1,874	1,790	1,794
5117	Bilingual Pay	1,083	1,023	1,020	-
5124	Sick Leave Buy Back	3,021	4,364	2,890	10,000
5125	Vacation Buy Back	9,868	11,235	9,470	10,210
5151	Workers' Compensation	684	722	710	599
5152	Health/Flex Benefit	25,593	25,269	26,700	22,723
5153	Group Life	286	392	390	348
5154	Group Long Term Disability	1,366	1,320	1,320	1,129
5155	Medicare	3,130	3,070	3,060	2,637
5157	Retirement - Nonsworn	27,540	28,807	33,160	33,338
5158	Deferred Compensation	4,333	4,092	4,080	4,165
5159	Dental Ins Benefit	1,429	1,556	1,730	1,139
5161	Vision	575	560	590	589
5163	Retirement Health Savings Plan	1,715	2,773	2,780	2,620
5166	Retiree Lump Sum Benefit	1,961	1,778	1,620	1,620
5168	Supplemental Retirement Plan	1,797	2,698	3,560	-
5169	Epmc Replacement Plan	1,056	516	510	-
5171	Unemployment	8,098	-	-	-
5180	Leave Lump Sum	-	-	42,895	-
5251	Auto Allowance	3,259	3,078	3,060	3,060
5253	Cash Back	2,194	2,005	1,650	796
5999	Salary Savings	-	-	-	(9,421)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 299,049</b>	<b>\$ 290,355</b>	<b>\$ 335,645</b>	<b>\$ 259,747</b>
6030	Memberships	\$ -	\$ -	\$ 480	\$ 600
6050	Conferences & Meetings	-	-	1,575	4,470
6118	Elections	570	195,281	663	230,000
6120	Other Contractual Services	-	30	120	120
6130	Service Contracts	12,350	16,481	16,900	16,900
6144	Telephone -- City System	1,630	1,630	820	-
6151	Shelter Services	344,816	394,288	370,000	370,000
6154	L.A. County Coyote Control	-	-	200	2,800
6170	Advertising & Publications	1,770	3,134	5,200	5,000
6177	Municipal Code Supplemts	3,391	3,966	4,500	4,500
6210	Office Supplies	520	500	1,016	1,000
6212	Reprographic Services	6,637	7,611	8,570	8,480
6214	Printing & Copying	63	-	-	-
6270	Special Department Supplies	2,704	3,013	3,200	3,200
6330	Equipment M & R	380	404	740	-
6410	Chgbk - Property & Liability Ins	6,092	6,092	3,780	5,330
6490	Miscellaneous Expenses	521	1,016	580	580
6999	Non-Capital Equipment	-	-	2,666	3,000
<b>Total Maintenance &amp; Operations</b>		<b>\$ 381,444</b>	<b>\$ 633,446</b>	<b>\$ 421,010</b>	<b>\$ 655,980</b>
<b>Total Expenditures</b>		<b>\$ 680,493</b>	<b>\$ 923,801</b>	<b>\$ 756,655</b>	<b>\$ 915,727</b>

(This Page Left Intentionally Blank)

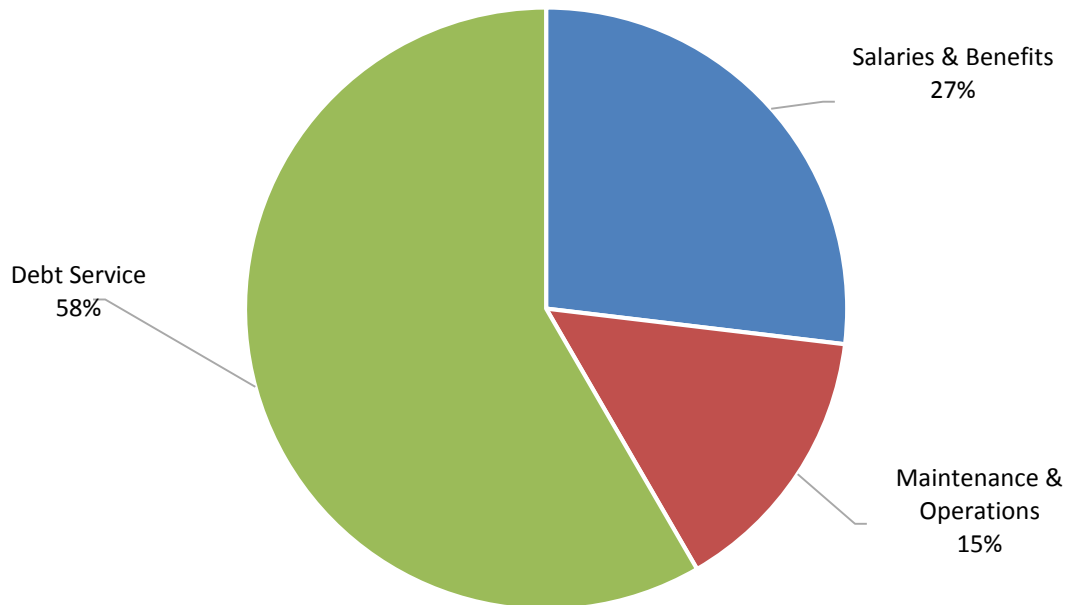


## EXPENDITURES BY FUNDING SOURCE



	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Source of Funds:</b>				
General Fund	\$ 2,033,556	\$2,048,529	\$2,320,814	\$2,532,598
Gasoline Tax	-	-	-	2,500
Debt Service - City	11,442,303	6,245,607	3,249,250	3,522,494
Self Insurance Workers' Compensation	5,989	724	-	-
Retiree Lump Sum Benefits	20,170	88,016	-	-
<b>Total Source of Funds</b>	<b>\$ 13,502,018</b>	<b>\$ 8,382,876</b>	<b>\$5,570,064</b>	<b>\$ 6,057,592</b>

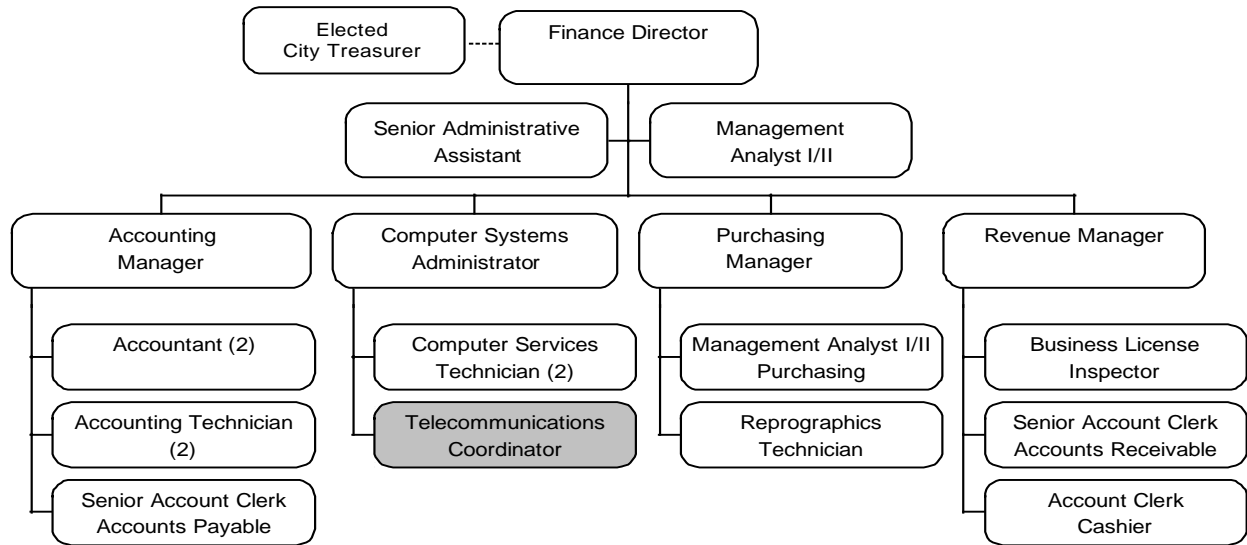
## EXPENDITURES BY CATEGORY



	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Expense Classification:</b>				
Total Salaries & Benefits	\$ 1,450,919	\$1,502,178	\$1,386,970	\$1,628,958
Total Maintenance & Operations	592,663	624,858	921,326	893,529
Total Debt Service	11,458,436	6,255,840	3,261,768	3,535,105
<b>Total Source of Funds</b>	<b>\$ 13,502,018</b>	<b>\$8,382,876</b>	<b>\$5,570,064</b>	<b>\$6,057,592</b>

# Finance

## Organizational Chart by Position



Shading denotes part time staff

---

# Finance

---

## FINANCE DEPARTMENT

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

---

---

The Finance Department is responsible for all financial affairs and information technology of the City of West Covina. The goal of the Finance Department is to maintain financial stability, provide accurate and timely financial information and recommendations to the City's decision makers, and 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 three main functions.

### Finance

Finance includes payroll, accounts payable, general accounting, financial reporting, grant monitoring, budget and fixed assets. Finance monitors various lease and loan payments due to the City and the 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.

It also 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 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.

---

# Finance

---

## Purchasing

Purchasing oversees the purchasing section that is responsible for maximizing cost effectiveness and controlling purchases, assisting City departments in vendor selection for equipment and service purchases, and ensuring that City purchasing policies are followed. Purchasing reviews City contracts to ensure they are in compliance with the terms and conditions in the Request for Proposal (RFP) specifications.

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

## Information Technology (IT)

Information technology 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. IT also coordinates training of City staff on new computer equipment and software, and develops office automation standards.

IT is also responsible for the 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.

## **FY 2015-16 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.
- Re-evaluate the fees and charges for City-provided services to ensure the fees are reasonable and fully recover the cost of providing those services.
- Monitor all current revenue sources and perform audits of various revenues to ensure the City is receiving all the existing revenues to which it is entitled.
- Effectively manage the City's cash and investment portfolio to maximize revenues while adhering to the primary goals of safety and liquidity of the City's cash reserves.
- Coordinate the exchange of approximately \$1.3 million in Proposition A funds with a city.
- Oversee compliance with continuing disclosure requirements for the City's bonded debt.

---

## Finance

---

- Provide outstanding customer service to City departments to assist them in performing their departmental operations.
- Implement monthly financial reporting to City Council.
- 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.
- Prepare a Government Finance Officers Association award winning Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2015.
- Prepare the annual mid-year budget review for Fiscal Year 2015-16, and present budget recommendations to the City Council in February 2016.
- Provide good fiscal stewardship by initiating the Fiscal Year 2016-17 budget process in January 2016, ensuring that the Fiscal Year 2016-17 City budget is adopted by the City Council prior to the close of Fiscal Year 2015-16.
- Prepare a Government Finance Officers Association Award winning Budget for Fiscal Year 2016-17.
- 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.
- Increase inspection of businesses operating within the city to ensure business license compliance and increased revenue.
- Implement an Eden cashiering module.
- Expand the use of on-line business license renewal payments.
- Review and update current City policies as well as various forms to ensure the City has strong internal controls.
- Upgrade Windows Servers to the latest version for increased security and to receive continuing support from Microsoft.
- Upgrade Microsoft Exchange email to the latest version to enhance email performance.
- Continue upgrading users to the latest version of Microsoft Office to ensure document consistency.

## Finance

- Upgrade VMware host to allow for the expansion of additional virtual servers.
- Upgrade VCenter to the latest version in order to receive support to keep our virtual environment running smoothly.
- Upgrade most of the City's old network cables in City Hall to accommodate current technology.
- Replace outdated switches to 10 GB switches to increase network reliability and performance.
- Install a new storage area network (SAN) to increase storage space and performance.

### PERFORMANCE MEASURES

Performance Measures	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Estimated	2015-2016 Projected
Ambulance subscriptions issued	334	315	325	287	300
Audits coordinated	16	17	15	15	15
Business licenses issued	4,492	4,385	4,610	4,583	4,690
Cash receipts processed	21,000	23,190	24,000	28,761	29,000
Cell phone maintenance	225	223	221	221	221
Cell/radio tower lease agreements	10	10	13	16	17
Checks disbursed	6,328	6,413	6,161	5,709	5,600
Computer training vouchers provided	10	10	10	0	0
Debt instruments administered	15	16	17	17	17
False alarm invoices issued	189	200	234	202	206
False alarm warning letters issued	1,131	1,200	1,209	1,233	1,200
Formal bids	11	2	15	32	25
Invoices paid	14,036	14,922	14,895	13,515	14,000
Journal entries prepared	1,067	968	625	550	500
Mobile food vendor permit	2	2	2	1	1
Paid parking pay stations managed	6	6	6	6	6
Personal computers, monitors, printers, network devices, power systems and servers maintained	800	780	810	850	850
Purchase orders issued	641	672	605	558	650
Telephone line changes/setups/maint.	721	721	721	721	721
Wire transfers disbursed	600	600	240	268	270

---

# Finance

---

## FY 2014-15 ACCOMPLISHMENTS

- Effectively managed 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.
- Continued financial responsibility for the Successor Agency of the former West Covina Redevelopment Agency and Housing Successor Agency.
- Continued dialog and correspondence with the State Department of Finance and County Auditor Controller regarding the dissolution of the former Redevelopment Agency.
- Coordinated the exchange of Proposition A funds resulting in \$1,408,490 in revenue for the General Fund.
- Coordinated posting financial data to the City's website.
- Reviewed debt for refinancing and credit enhancement opportunities.
- Prepared and timely filed the compensation report with the State Controller's Office to ensure transparency of compensation for all employees and elected officials of the City.
- Upgraded users to the latest version of Microsoft Office to ensure document consistency.
- Reviewed City-wide telephone expenses and sought lower costs for line usage.
- Converted Police Internet to Charter, resulting in costs savings and a better signal.
- Distributed "Eden the Easy Way" manual to assist the departments in navigating the finance software.
- Organized and lead a Web Design Team that met weekly to design and launch the City's new website within a three month timeline.
- Trained individuals on how to create webpages and post content to the City's website.
- Executed a cost effective solution to replace our old XP computers throughout City Hall.
- Implemented through IT, a no cost help desk ticketing solution for employees.



# Finance

## 2015-16 SCHEDULE OF POSITIONS

Position Title	FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 15-16 Adopted
<b>FINANCE DEPARTMENT</b>				
Finance & Administrative Services Director	-	1.00	1.00	-
Assistant City Manager/Finance Director	1.00	-	-	-
Finance Director	-	-	-	1.00
Controller	1.00	-	-	-
Revenue Manager	-	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Purchasing Manager	-	-	-	1.00
Computer Systems Administrator	1.00	1.00	1.00	1.00
Management Analyst I / II	2.00	2.00	2.00	2.00
Accountant	1.00	1.00	1.00	2.00
Accounting Technician	2.00	2.00	2.00	2.00
Computer Services Technician	2.00	2.00	2.00	2.00
Reprographics Technician	1.00	1.00	1.00	1.00
Sr. Administrative Assistant	-	-	-	1.00
Administrative Assistant II	-	1.00	1.00	-
Business License Inspector	1.00	1.00	1.00	1.00
Senior Account Clerk	4.00	4.00	4.00	2.00
Account Clerk	-	-	-	1.00
<b>Total - Finance Dept</b>	<b>17.00</b>	<b>18.00</b>	<b>18.00</b>	<b>19.00</b>

**2015 - 2016 EXPENDITURES BY OBJECT CODE**

**DEPARTMENT: FINANCE**

<b>Object Code</b>	<b>Expense Classification</b>	<b>2012-13 Actual Expense</b>	<b>2013-14 Actual Expense</b>	<b>2014-15 Amended Budget</b>	<b>2015-16 Adopted Budget</b>
5111	Full Time Salaries	\$ 886,133	\$ 877,206	\$ 673,310	\$ 1,114,913
5112	Part Time Salaries	118,806	103,127	153,440	37,096
5113	Overtime Salaries	2,869	3,649	26,700	6,145
5114	Elective/Appointive	1,203	1,249	1,200	1,196
5117	Bilingual Pay	5,304	5,521	6,680	4,784
5121	Holiday Opt/No Pers	1,590	2,020	1,690	2,200
5124	Sick Leave Buy Back	6,688	12,241	9,430	10,000
5125	Vacation Buy Back	18,260	16,650	10,810	6,030
5151	Workers' Compensation	3,854	4,141	4,270	4,345
5152	Health/Flex Benefit	115,316	108,891	132,600	140,886
5153	Group Life	1,341	1,889	2,240	2,799
5154	Group Long Term Disability	6,274	6,222	7,410	7,930
5155	Medicare	15,858	15,628	16,500	16,902
5157	Retirement - Nonsworn	123,383	130,952	139,040	218,041
5158	Deferred Compensation	10,148	10,137	11,970	17,580
5159	Dental Ins Benefit	6,598	6,621	8,690	6,927
5160	Retiree Medical Benefit	1,242	2,601	4,360	4,360
5161	Vision	3,037	2,995	3,750	3,614
5163	Retirement Health Savings Plan	13,171	19,115	22,650	25,320
5166	Retiree Lump Sum Benefit	9,992	8,637	9,970	9,470
5167	Retiree Lump Sum Benefit	20,170	88,016	-	-
5168	Supplemental Retirement Plan	6,938	1,191	1,150	-
5169	Epmc Replacement Plan	4,676	1,625	1,630	772
5180	Leave Lump Sum	21,510	26,286	81,940	10,860
5251	Auto Allowance	1,358	1,358	990	2,520
5253	Cash Back	45,200	44,210	54,550	33,312
5999	Salary Savings	-	-	-	(59,044)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 1,450,919</b>	<b>\$ 1,502,178</b>	<b>\$ 1,386,970</b>	<b>\$ 1,628,958</b>
6021	Journals & Publications	\$ 65	\$ 65	\$ 820	\$ 380
6024	Conferences	-	-	-	300
6030	Memberships	1,906	1,465	1,440	2,745
6050	Conferences & Meetings	1,352	7,360	8,638	6,500
6081	League Of Calf Cities	25,288	25,288	-	-
6084	Scag	9,900	9,953	-	-
6110	Professional Services	-	-	169,043	160,000
6112	Accounting And Auditing	23,153	21,642	33,111	-
6120	Other Contractual Services	267,620	304,034	212,375	23,000
6124	Computer Services	644	-	2,750	2,380
6126	Website Development & Maint	-	-	19,300	11,190
6130	Service Contracts	53,426	55,441	52,847	76,060
6138	Misc Equipment Contracts	34,207	25,145	26,980	25,523
6144	Telephone -- City System	8,610	8,610	3,040	-
6145	Telephone -- Special Lines	8,768	10,536	9,800	9,400
6147	Cellular Phones	2,264	2,937	3,600	3,500
6150	Telephones - Rest Of City	80,659	46,288	52,440	52,770
6185	Network Maintenance	17,693	22,977	84,160	40,940
6210	Office Supplies	9,060	5,870	5,937	7,750
6212	Reprographic Services	18,694	21,436	1,000	990
6213	Postage	43,533	51,036	51,260	51,200
6214	Printing & Copying	30,460	37,662	40,000	40,000
6215	Computer Supplies	1,688	1,879	4,000	2,000
6270	Special Department Supplies	-	-	200	-
6272	Software Licensing	3,435	13,357	15,399	10,690
6275	Financial Report Process	1,030	695	925	56,250
6279	Other Special Dept Supplies	1,582	1,109	3,000	3,000
6319	Pool Car Usage	356	318	-	-
6330	Equipment M & R	2,097	19,594	26,200	22,000

**2015 - 2016 EXPENDITURES BY OBJECT CODE**

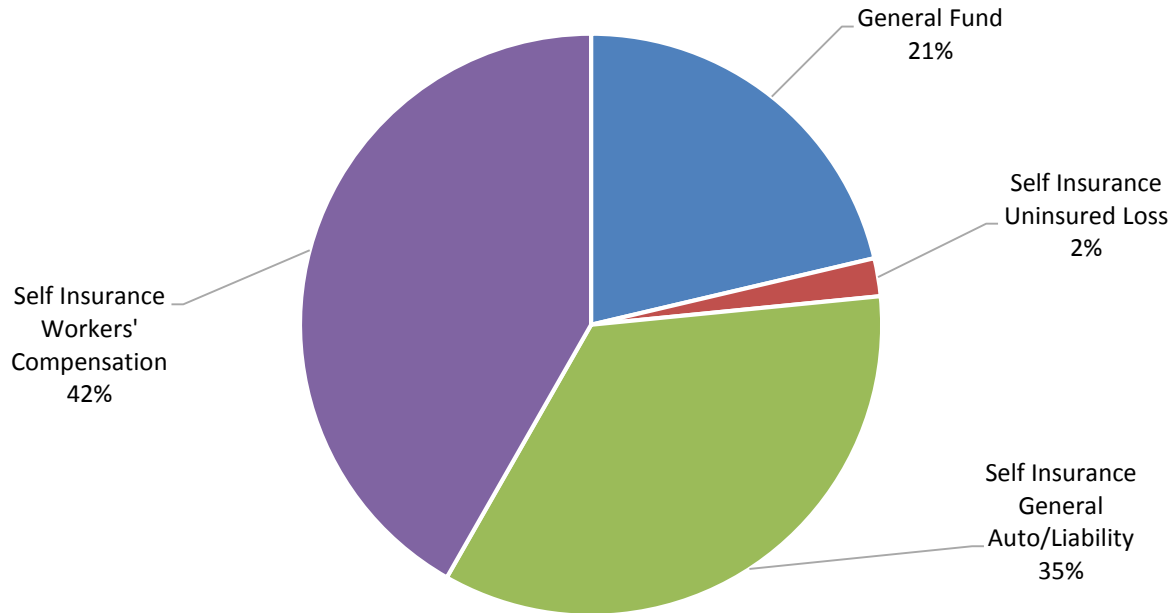
**DEPARTMENT: FINANCE**

<b>Object Code</b>	<b>Expense Classification</b>	<b>2012-13 Actual Expense</b>	<b>2013-14 Actual Expense</b>	<b>2014-15 Amended Budget</b>	<b>2015-16 Adopted Budget</b>
6334	Data Processing Equipment	-	-	-	211,000
6341	Pers Health Admin Fee	13,638	17,322	36,390	20,000
6342	Benefits Admin Fees	41,593	80,279	120,000	135,000
6410	Chgbk - Property & Liability Ins	37,169	37,169	20,250	12,150
6419	Claim Paid	540	-	-	-
6490	Miscellaneous Expenses	14,513	16,121	14,499	-
6494	Property Tax	80,754	62,835	100,000	70,000
6511	Workers Comp Medical	5,444	5,619	-	-
6999	Non-Capital Equipment	17,887	3,981	20,542	1,000
7130	Data Processing Equipment	6,565	-	35,000	35,000
8000	Allocation	(272,930)	(293,165)	(253,620)	(199,189)
<b>Total Maintenance &amp; Operations</b>		<b>\$ 592,663</b>	<b>\$ 624,858</b>	<b>\$ 921,326</b>	<b>\$ 893,529</b>
6420	Bond Interest	\$ 1,272,370	\$ 1,176,724	\$ 623,060	\$ 1,242,160
6421	Bond Principal	1,605,000	1,715,000	1,655,000	1,825,000
6422	Notes Principal	141,664	145,765	149,930	155,329
6423	Other Debt Payment	-	2,248,061	-	-
6424	Capitalized Lease Payments	16,134	11,933	12,518	12,611
6425	Interest On Notes	52,234	48,003	43,720	40,265
6426	Ongoing Bond Costs	198,161	203,983	262,520	259,740
6432	Costs Of Bond Issuance	35,702	203,917	-	-
6436	Trans - Principal	7,600,000	-	-	-
6437	Trans - Interest	34,717	-	-	-
6438	Capitalized Lease Principal	451,599	469,475	488,060	-
6439	Capitalized Lease Interest	50,855	32,979	26,960	-
<b>Total Debt Service</b>		<b>\$ 11,458,436</b>	<b>\$ 6,255,840</b>	<b>\$ 3,261,768</b>	<b>\$ 3,535,105</b>
<b>Total Expenditures</b>		<b>\$ 13,502,018</b>	<b>\$ 8,382,876</b>	<b>\$ 5,570,064</b>	<b>\$ 6,057,592</b>

(This Page Left Intentionally Blank)

# Human Resources

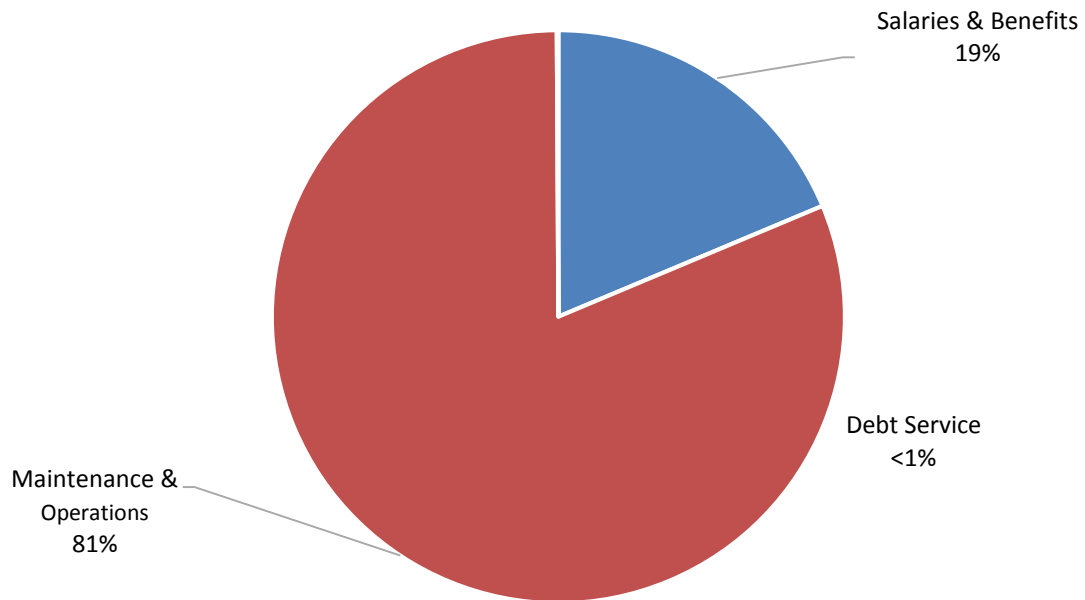
## EXPENDITURES BY FUNDING SOURCE



Source of Funds:	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
General Fund	\$ 398,690	\$ 479,009	\$ 786,590	\$ 708,239
Self Insurance Uninsured Loss	96,233	69,557	100,000	70,000
Self Insurance General Auto/Liability	(708,058)	(906,619)	1,156,540	1,156,540
Self Insurance Workers' Compensation	629,722	668,683	1,382,620	1,386,364
<b>Total Sources of Funds</b>	<b>\$ 416,587</b>	<b>\$ 310,630</b>	<b>\$3,425,750</b>	<b>\$3,321,143</b>

# Human Resources

## EXPENDITURES BY CATEGORY



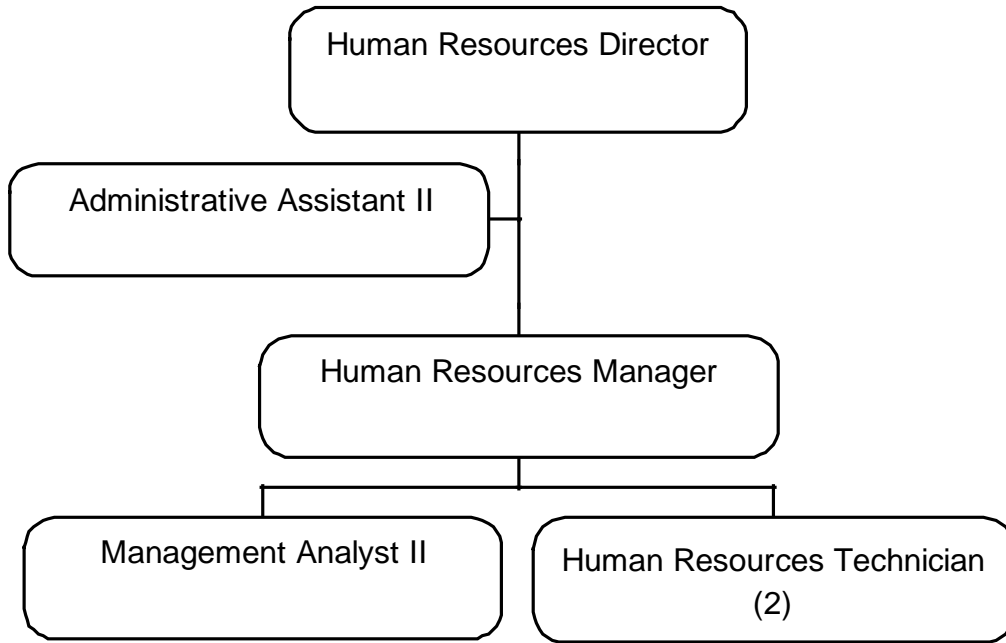
	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Expense Classification:</b>				
Total Salaries & Benefits	\$ 414,681	\$ 449,885	\$ 571,410	\$ 620,332
Total Maintenance & Operations	897	(141,171)	2,851,850	2,697,871
Total Debt Service	1,009	1,916	2,490	2,940
<b>Total Source of Funds</b>	<b>\$ 416,587</b>	<b>\$ 310,630</b>	<b>\$3,425,750</b>	<b>\$3,321,143</b>

---

# Human Resources

---

## Organizational Chart by Position



---

# Human Resources

---

## HUMAN RESOURCES DEPARTMENT

**MISSION STATEMENT:** The Human Resources Department is committed to providing professional, responsive, courteous, and equitable services to all internal and external customers of the City. Our mission is to provide the City of West Covina with the highest standard of service through the recruitment, selection, development, and retention of an outstanding workforce that is committed to providing excellent public service.

---

---

The Human Resources Department serves 346 full-time and approximately 134 part-time staff. The department is responsible for the administration of all Personnel and Risk Management functions of the City. The main objectives of the Human Resources Department are as follows: First, the department aims to carry out the directives of the City Council and City Manager in the most cost effective and efficient manner possible; second, the department seeks to provide timely and reliable information and recommendations to the City's decision makers when called upon; third, the department looks to provide an equitable and healthy work environment for all employees; fourth, the department aims to mitigate all unnecessary risk, loss, and liability for the City and its surrounding community; and lastly, the department aims to provide valuable and responsive support services to all other City departments to enable them to complete their respective missions.

The Department is comprised of three divisional bodies:

Human Resources Division  
Risk Management Division  
Human Resources Commission

### **Human Resources Division**

The Human Resources Division provides a comprehensive array of support, consultation, and personnel management services to the entire organization. The division accomplishes its goals and objectives through the following functions:

- Employee Recruitment, Selection, Training, and Development;
- Employee Education and Assistance Programs;
- Employee Grievance and Discipline Administration;
- Personnel Policy Development and Administration;
- Job Classification and Compensation Administration;
- Employee Benefits Administration;
- Employee-Management Relations and Collective Bargaining;
- MOU Development and Administration;
- Organizational Development.



---

# Human Resources

---

## **Risk Management Division**

The Risk Management Division is responsible for ensuring a safe and healthful environment for the City's employees and citizens. The division accomplishes its goals and objectives through the following functions:

- Workers' Compensation Program Administration:
  - Case Management;
  - Claims Administration;
  - Litigation and Legal Defense Management;
  - Employee Injury Prevention and Rehabilitation Programs;
  - Workplace Safety Programs;
  - Employee Outreach and Training Programs.
- General Liability Insurance Program Administration:
  - Case Management;
  - Claims Administration;
  - Litigation Defense and Tort Claims Management;
  - Loss Control and Prevention Programs.

## **Human Resources Commission**

The Human Resources Commission was created and authorized by the City Council to act in an advisory and judiciary capacity for the City Council and Human Resources Officer in regards to the City's personnel management and employee relations. The Commission performs the following duties:

- Advises the City Council and the Human Resources Director on personnel matters not specifically delegated by law to other parties in the City organization;
- Reviews the recruitment and selection processes for the City's classified service and certifies the eligible candidates list for appointment;
- Reviews the City's Position Classification System and makes comments and recommendations regarding position classifications to the Human Resources Director and/or City Council;
- Holds hearings, makes recommendations, and adjudicates matters of personnel administration and employee relations at the request of the City Council, City Manager, or Human Resources Officer;
- Receives, hears, and certifies its findings and recommendations of 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.

---

# Human Resources

---

## FY 2015-16 GOALS AND OBJECTIVES

- Full implementation and utilization of the web-based recruitment application NeoGov. Our goal is to train staff to fully utilize the system and to build a robust career portal that uses the system's statistics and analysis functions to improve our recruiting strategies and selection processes. Once fully implemented, the department's internal organization, customer service, efficiency, and productivity are expected to increase significantly. Additionally, full implementation is expected to help abate the impact of department staffing cuts that have occurred over the last few years.
- Update and revise the Personnel Rules to incorporate MOU changes, changes in labor law, changes in policy, and process improvements.
- Continue to analyze all service contracts and remediate all identified deficiencies and service gaps. This includes continuously improving contract performance, oversight, fiduciary controls, and cost transparencies.
- Continue to improve departmental efficiencies through the increased use of technology and web-based applications. The department is especially focused on increasing the utilization of readily available and common office technologies that are already in place (e.g., desktop computer applications) to increase the department's overall work productivity, quality, responsiveness, and organization.
- Fully award, develop, and implement a new third party administration contract for the City's self-insured workers' compensation program.
- Fully establish and execute retainer agreements with a panel of qualified and Council approved legal firms for the provision of general liability and workers' compensation legal services.
- Develop, issue, and complete a Request for Quotes (RFQ) for investigative services in order to establish a panel of vetted and Council approved investigative firms from which the City can hire for as-needed investigative services.
- Fully establish and execute agreements with a panel of qualified and Council approved investigation firms for the provision of as-needed investigative services.
- Analyze the City's new hire process and identify deficiencies and service gaps and implement process improvements. When practical, this includes the increased use of automation in the hiring process to increase its effectiveness and efficiency.

---

## Human Resources

---

- Conduct an employee Health and Benefits fair to coincide with open enrollment to allow vendors to provide updates and important communications regarding health plans and other employee benefits.
- Continuously emphasize and improve the Human Resources Department's internal services to all other City departments in order to help those departments better their operations and meet their FY 15-16 goals and objectives.
- Continue to develop a professional and well-trained staff in order to provide the highest level of service possible.
- Continue to improve the coordination and integration of the department's 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 and the four safety bargaining units.
- Continue to assist all departments with employee investigations, grievances, discipline, Americans with Disability Act (ADA), and other personnel related matters.
- Continue to emphasize and provide for a safe and healthy environment for all City employees and residents. This includes on-going risk analysis citywide and the continued training of all employees in harassment, workplace violence, customer service, and human relations.

### PERFORMANCE MEASURES

<b>Performance Measures</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Actual</b>	<b>2014-15 Estimated</b>	<b>2015-16 Projected</b>
New Hires: Full-Time	20	12	11	35	20
Part-Time	30	44	26	15	29
Promotions: Full-Time	6	41	25	40	28
Part-Time	3	5	7	10	6
Separations: Full-Time	16	21	36	30	26
Part-Time	16	34	40	69	40
Recruitments	20	16	32	56	31
Employee Training Sessions	17	6	2	3	6

---

---

## Human Resources

---

Performance Measures	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2015-16 Projected
New Workers' Comp Claims	41	43	45	39	42
Total: Workers' Comp Open Claims	130	117	133	131	128
New General Liability Claims	62	59	60	29	52
Total: General Liability Open Claims	51	46	50	40	47

### FY 2014-15 ACCOMPLISHMENTS

- Automated the employee recruitment and applicant tracking process via the web-based service NeoGov. This service streamlines the City's recruitment and hiring processes, increases the City's pool of qualified employment candidates, reduces staff time related to processing and screening applications, reduces telephone and front counter inquiries related to recruitments, increases the department's productivity, and enhances the City's image.
  - Renewed the City's membership with the Western Region Item Bank (WRIB) at a pro-rated cost of \$850. WRIB serves as a cost-effective resource for the procurement and development of written tests for recruitments and talent acquisition. As a cost comparison, the use of Donoe & Associates for standardized testing materials from July 2014 – January 2015 cost \$6,981. Additionally, WRIB gives our internal staff and hiring authorities more control, input, and flexibility in the creation of both specialized and general employment examinations.
  - Improved the department's contract administration processes and controls. The department successfully reviewed and amended several legal services contracts, consultant contracts, and its third party administration contract for workers' compensation. This process resulted in significantly improved contract services, cost transparencies, internal controls of contract expenditures, and contract oversight.
  - Developed and issued a highly complex and comprehensive Request for Proposal (RFP) for Third Party Administration Services for the City's Self-Insured Workers' Compensation Program. This RFP is expected to yield greater services and cost savings to the City in regards to its workers' compensation program after the RFP is completed and fully implemented on July 1, 2015.
  - Developed and issued a Request for Qualifications (RFQ) for workers' compensation and general liability legal defense services. This RFQ will establish a panel of legal
-

---

## Human Resources

---

firms from which the City can use for workers' compensation and general liability matters beginning July 1, 2015. Additionally, this RFQ is expected to yield a panel of highly qualified legal firms and competitive rates.

- Improved departmental efficiencies through the increased use of technology and web-based applications. An example includes the increased use of common desktop computer applications to improve the internal processing and tracking of numerous employee benefit programs and their related expenses. This has resulted in greater internal organization, responsiveness, services, and cost savings in FY 14-15 and this trend is expected to continue in FY 15-16.
- Continued to effectively manage the City's insurance needs and liabilities amidst an ever-changing and dynamic insurance market.
- Effectively managed approximately 40 active general liability claims and 131 open workers' compensation cases.
- Successfully processed numerous employee and labor relations issues and equitably mitigated the on-going costs associated with these issues.
- Continued to post all job announcements, class specifications, 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.

---

# Human Resources

---

## 2015-16 SCHEDULE OF POSITIONS

Position Title	FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 15-16 Adopted
<b>HUMAN RESOURCES DEPARTMENT</b>				
Human Resources Director	1.00	-	-	1.00
Human Resources Manager	-	1.00	1.00	1.00
Safety & Claims Manager	1.00	1.00	1.00	-
Management Analyst I / II	-	-	-	1.00
Human Resources Technician	2.00	2.00	2.00	2.00
Administrative Assistant II	1.00	-	-	1.00
Office Assistant II	-	-	1.00	-
<b>Total - Human Resources Dept</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>6.00</b>

## 2015 - 2016 EXPENDITURES BY OBJECT CODE

### DEPARTMENT: HUMAN RESOURCES

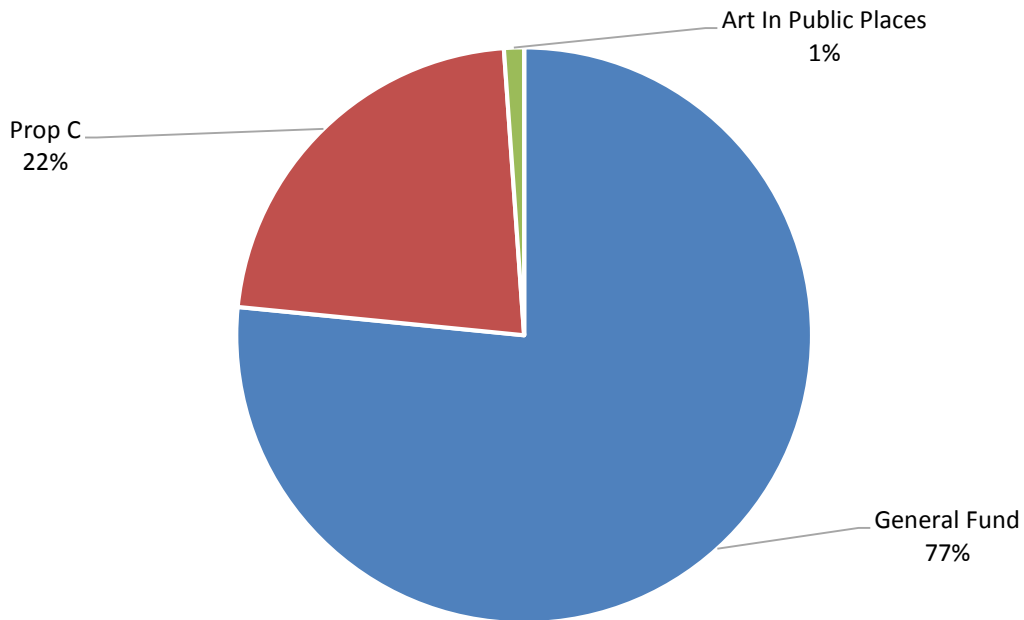
Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
5111	Full Time Salaries	\$ 240,323	\$ 299,743	\$ 388,130	\$ 440,653
5112	Part Time Salaries	58,453	14,611	-	-
5113	Overtime Salaries	72	3,967	1,770	8,828
5114	Elective/Appointive	480	-	-	-
5117	Bilingual Pay	1,203	1,203	720	1,196
5121	Holiday Opt/No Pers	471	1,036	110	1,000
5124	Sick Leave Buy Back	2,519	1,947	190	1,690
5125	Vacation Buy Back	3,470	2,080	-	2,450
5151	Workers' Compensation	955	1,159	1,320	1,500
5152	Health/Flex Benefit	32,737	35,500	37,730	42,802
5153	Group Life	431	755	900	1,107
5154	Group Long Term Disability	1,720	2,033	2,600	3,026
5155	Medicare	3,261	3,780	4,600	6,611
5157	Retirement - Nonsworn	33,408	44,592	66,570	87,278
5158	Deferred Compensation	5,653	6,341	8,430	8,520
5159	Dental Ins Benefit	2,504	2,802	3,110	2,439
5160	Retiree Medical Benefit	3,727	6,515	7,260	7,260
5161	Vision	837	954	1,100	1,323
5163	Retirement Health Savings Plan	3,610	5,186	5,700	6,800
5165	Compensated Absences Adj	1,463	(22,442)	-	-
5166	Retiree Lump Sum Benefit	3,589	3,264	2,200	2,200
5168	Supplemental Retirement Plan	1,996	1,190	1,990	-
5169	Epmc Replacement Plan	1,231	336	440	-
5180	Leave Lump Sum	-	19,408	19,710	-
5251	Auto Allowance	297	1,358	1,710	4,320
5253	Cash Back	10,271	12,567	15,120	5,304
5999	Salary Savings	-	-	-	(15,975)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 414,681</b>	<b>\$ 449,885</b>	<b>\$ 571,410</b>	<b>\$ 620,332</b>
6020	Educational	\$ 680	\$ 357	\$ -	\$ 1,000
6021	Journals & Publications	109	98	2,300	760
6022	Tuition Reimbursement	12,788	15,377	29,450	29,500
6030	Memberships	544	571	940	1,000
6050	Conferences & Meetings	1,665	2,609	6,250	4,500
6110	Professional Services	19,813	65,070	51,460	25,500
6111	Legal Services	(1,039)	-	455,000	454,700
6115	Medical Services	17,823	12,583	20,700	20,500
6116	Psychological Services	16,399	15,913	16,550	20,000
6117	Consultants	29,280	37,284	180,000	60,000
6119	Other Professional Services	136,308	167,909	145,810	175,000
6120	Other Contractual Services	7,565	14,028	8,500	22,800
6130	Service Contracts	17,212	15,033	1,200	18,000
6144	Telephone -- City System	3,190	3,190	3,190	-
6170	Advertising & Publications	21,295	973	2,500	2,500
6210	Office Supplies	3,352	1,309	3,200	3,300
6212	Reprographic Services	9,799	11,197	12,610	12,490
6213	Postage	-	-	200	1,100
6217	Depo Copying Related Legal Svcs	977	479	-	-
6270	Special Department Supplies	3,043	4,143	3,000	3,500

**2015 - 2016 EXPENDITURES BY OBJECT CODE****DEPARTMENT: HUMAN RESOURCES**

<b>Object Code</b>	<b>Expense Classification</b>	<b>2012-13 Actual Expense</b>	<b>2013-14 Actual Expense</b>	<b>2014-15 Amended Budget</b>	<b>2015-16 Adopted Budget</b>
6272	Software Licensing	-	-	15,800	19,500
6330	Equipment M & R	380	528	1,160	1,250
6407	Special Events Insurance	6,193	3,390	5,000	5,000
6408	Bad Debt Expense	17,216	-	-	-
6409	Actuarial Adjustment	(1,030,622)	(1,166,519)	-	-
6410	Chgbk - Property & Liability Ins	14,575	14,575	9,180	12,970
6411	Insurance	341,711	334,080	406,190	450,000
6412	Fire, Vandal, Extend Coverage	40,404	44,371	45,000	50,000
6415	A D & D	8,633	750	10,000	10,000
6416	Bonds	2,715	2,715	2,800	3,000
6417	Uninsured Losses	79,016	69,557	100,000	70,000
6418	Excess Insurance	97,292	102,156	113,860	100,000
6419	Claim Paid	391	4,069	600,000	545,000
6511	Workers Comp Medical	118,359	81,034	600,000	575,001
6999	Non-Capital Equipment	3,831	-	-	-
<b>Total Maintenance &amp; Operations</b>		<b>\$ 897</b>	<b>\$ (141,171)</b>	<b>\$ 2,851,850</b>	<b>\$ 2,697,871</b>
6424	Capitalized Lease Payments	\$ 1,009	\$ 1,916	\$ 2,490	\$ 2,940
<b>Total Debt Service</b>		<b>\$ 1,009</b>	<b>\$ 1,916</b>	<b>\$ 2,490</b>	<b>\$ 2,940</b>
<b>Total Expenditures</b>		<b>\$ 416,587</b>	<b>\$ 310,630</b>	<b>\$ 3,425,750</b>	<b>\$ 3,321,143</b>



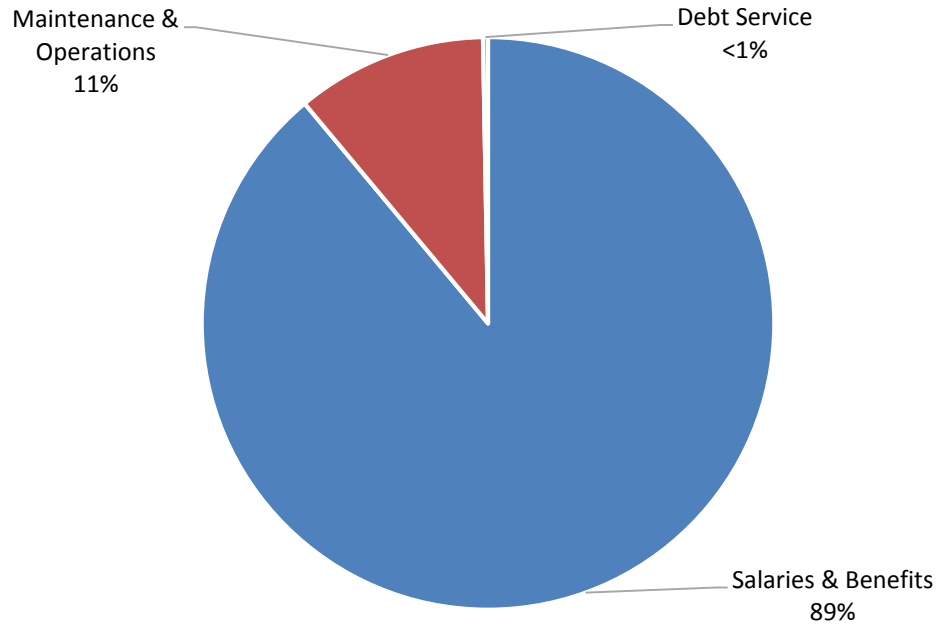
## EXPENDITURES BY FUNDING SOURCE



	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Source of Funds:</b>				
General Fund	\$ 468,618	\$ 491,993	\$ 612,399	\$ 544,979
Prop C	84,202	112,561	108,401	158,760
Art In Public Places	60,715	4,544	8,130	8,000
Self Insurance Workers' Compensation	-	1,036	-	-
<b>Total Source of Funds</b>	<b>\$ 613,535</b>	<b>\$ 610,134</b>	<b>\$ 728,930</b>	<b>\$ 711,739</b>

# Planning

## EXPENDITURES BY CATEGORY



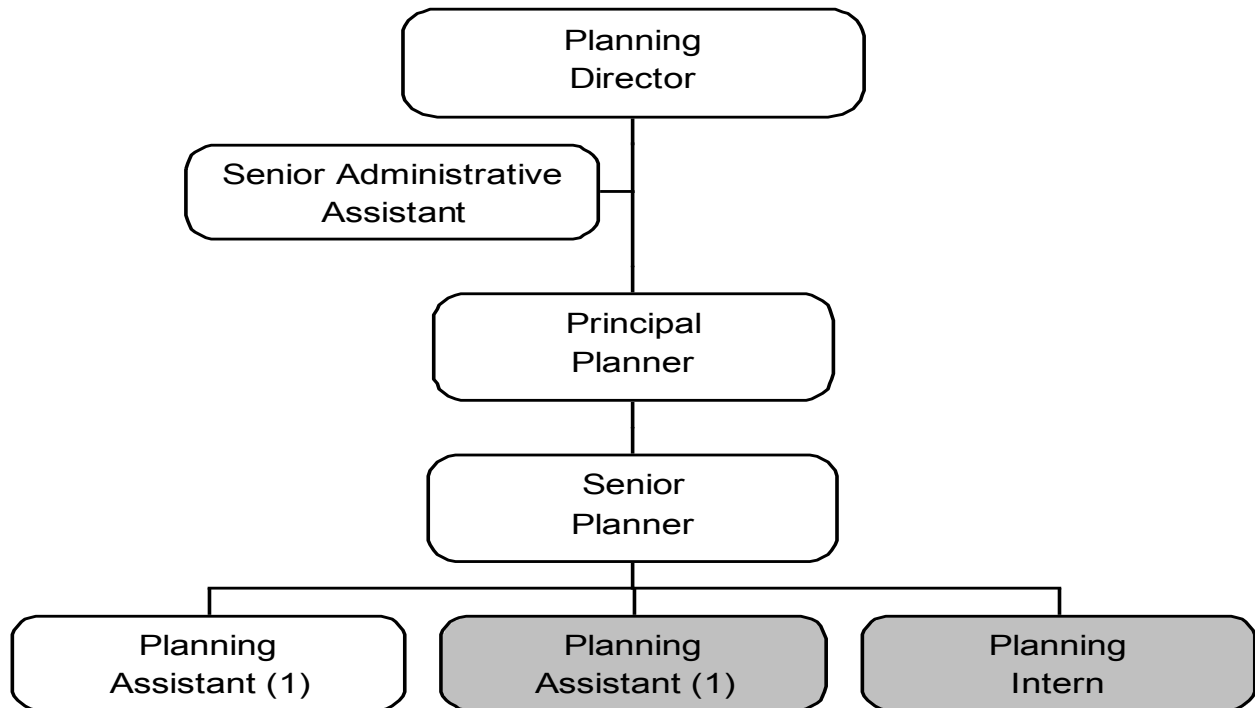
	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
Expense Classification:				
Total Salaries & Benefits	\$ 506,625	\$ 529,687	\$ 586,570	\$ 632,993
Total Maintenance & Operations	104,883	78,512	140,360	76,746
Total Debt Service	2,027	1,935	2,000	2,000
<b>Total Source of Funds</b>	<b>\$ 613,535</b>	<b>\$ 610,134</b>	<b>\$ 728,930</b>	<b>\$ 711,739</b>

---

# Planning

---

## Organizational Chart by Position



Shading denotes part time staff

---

# 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.

---

---

The Planning 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 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.

---

# Planning

---

## **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.

### **2015-16 GOALS AND OBJECTIVES**

- General Plan Update – Continue to manage the General Plan Update process.
- Continue to collaborate with Public Works to complete construction documents and construction for Veterans Memorial art project.
- Complete Code Amendment process to consider modifications to Adult Oriented Business standards.
- Provide excellent customer service.
  - Respond to all questions and inquiries by providing accurate information in a prompt, polite, courteous manner.
  - Provide options to allow applicants to achieve their needs.
- Provide prompt, thorough, and objective processing of all permits, entitlements, and projects.
  - Identify issues, concerns, and corrections early in the review process.
  - Critically evaluate and review projects to obtain good project design.
  - Without lowering standards of quality, streamline processes that impede business investment and economic prosperity.
- Provide quality, professional support, and assistance to other departments.
- Prepare long-range plans and programs to enhance the City's quality of life by preparing for the future.

---

# Planning

---

## PERFORMANCE MEASURES

Performance Measures	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Estimated	2015-2016 Projected
Advanced Planning	7	5	13	6	4
Current Planning	44	63	58	100	65
Administrative Applications	146	181	147	180	160
Temporary Applications	54	55	45	37	40
Document Preparation	37	54	47	58	55
Plan Check Reviews	148	177	172	143	155
Counter Plan Reviews	301	322	519	720	750
Commercial Business License Reviews	117	106	256	209	200
Subcommittee Review	47	42	79	84	75
Assisted at Counter	1,924	1,955	1,560	1,880	1,900

## 2014-15 ACCOMPLISHMENTS

- The General Plan Update process was initiated, award of bid was given to Rangwala Associates on July 15, 2014. Five speakers provided presentations on issues regarding planning for future growth. A Technical Advisory Committee was formed of Councilmembers, Planning Commissioners, and department heads to steer the process of the Update. The Technical Advisory Committee (TAC) held three meetings during FY 2014-15. The TAC appointed members to six Focus Groups to study subjects that are required to be part of the General Plan such as transportation, land use, and health and safety. A total of 17 Focus Group meetings were held during FY 2014-15. As each of the Focus Groups completes their meetings, draft General Plan Elements are being completed.
- An Impact Fee Study was initiated. The award of bid was given to Economic and Planning Systems on September 2, 2014. The consultant researched anticipated capital improvement projects for Police, Fire, Public Works, Parks and City Administration.
- Processed an Art In Public Places project for the creation of Veterans Memorial in the City Hall courtyard. Completed the process to select the artists by Planning Commission and City Council. Artist (Michael Amescua) selected by City Council on October 21, 2014.

---

# Planning

---

- Prepared and processed six municipal code amendments: Included revisions to the commercial parking standards, revision to guest house standards, establishment of standards for donation drop boxes, prohibition of medical marijuana uses, potential revisions of adult oriented businesses (including a moratorium), and a revision to second unit standards.
- Processed 85 current development applications through the Planning Commission, including conditional use permits, precise plans, variances, tentative tract and parcel maps, and Art in Public Places applications.
- Processed 157 administrative applications, including administrative use permits, administrative modifications, planning director's modifications, slight modifications, and sign reviews.
- Processed 33 temporary reviews including film permits, temporary use permits, and special event permits.
- Completed 126 building, grading, and landscape plan checks.
- Completed 642 counter reviews for improvements such as patio covers, air conditioners, solar panels, swimming pools, and small room additions.
- Completed the review of 184 business license applications.
- Processed 75 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 48-unit multi-family development at 3228, 3238, and 3244 Holt Ave, a 21-unit single-family development at 424 S. Lark Ellen Avenue, and the processing of 51 new single-family houses in the South Hills Subdivision. Commercial projects included a Lotus automobile dealership at 2505 E. Garvey Avenue North, the completion of the rear 30 units at Prosperity Business Park at 1773 San Bernardino Road, the remodel of a service station at 201 N Grand Avenue, and a Drive-Time car dealership at 1900 E. Garvey Avenue South.

---

# Planning

---

## 2015-16 SCHEDULE OF POSITIONS

Position Title	FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 15-16 Adopted
<b>PLANNING DEPARTMENT</b>				
Planning Director	1.00	1.00	1.00	1.00
Principal Planner	-	-	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Planning Assistant	1.00	1.00	1.00	1.00
Planning Associate	1.00	1.00	-	-
<b>Total- Planning Dept</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>



## 2015 - 2016 EXPENDITURES BY OBJECT CODE

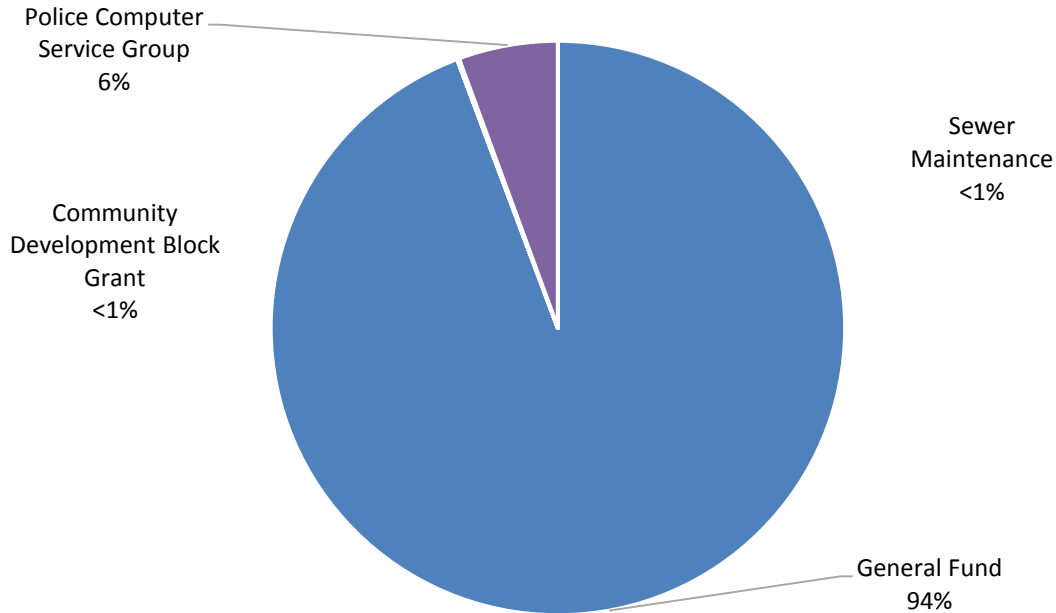
### DEPARTMENT: PLANNING

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
5111	Full Time Salaries	\$ 351,814	\$ 364,718	\$ 322,110	\$ 384,954
5112	Part Time Salaries	-	-	95,750	65,050
5113	Overtime Salaries	-	-	8,770	5,336
5114	Elective/Appointive	2,616	3,171	3,000	3,000
5117	Bilingual Pay	1,203	1,203	1,200	1,017
5121	Holiday Opt/No Pers	514	590	470	580
5124	Sick Leave Buy Back	4,322	4,477	4,530	4,910
5125	Vacation Buy Back	7,177	13,265	9,670	12,980
5151	Workers' Compensation	1,159	1,309	1,750	1,321
5152	Health/Flex Benefit	45,490	36,584	39,460	53,031
5153	Group Life	553	795	790	825
5154	Group Long Term Disability	2,441	2,476	2,160	2,636
5155	Medicare	5,601	5,921	7,740	5,859
5157	Retirement - Nonsworn	48,745	54,215	55,340	77,435
5158	Deferred Compensation	6,060	6,060	7,840	7,842
5159	Dental Ins Benefit	2,060	2,087	2,270	2,441
5160	Retiree Medical Benefit	1,242	1,312	1,450	1,450
5161	Vision	988	990	820	1,027
5163	Retirement Health Savings Plan	3,475	5,264	3,160	4,765
5166	Retiree Lump Sum Benefit	3,690	3,212	3,060	3,060
5168	Supplemental Retirement Plan	1,836	2,920	3,860	-
5169	Epmc Replacement Plan	1,870	998	1,430	1,463
5251	Auto Allowance	3,331	3,331	3,310	3,312
5253	Cash Back	10,438	14,789	6,630	6,706
5999	Salary Savings	-	-	-	(18,007)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 506,625</b>	<b>\$ 529,687</b>	<b>\$ 586,570</b>	<b>\$ 632,993</b>
6021	Journals & Publications	\$ 65	\$ 65	\$ 107	\$ 250
6030	Memberships	400	400	410	710
6050	Conferences & Meetings	668	494	2,076	6,750
6060	Commission Expenses	44	1,108	1,424	500
6120	Other Contractual Services	45,743	18,934	56,780	12,950
6144	Telephone -- City System	2,830	2,830	1,590	-
6147	Cellular Phones	697	621	620	900
6210	Office Supplies	1,574	1,925	2,191	2,900
6212	Reprographic Services	12,323	14,131	15,910	15,750
6214	Printing & Copying	608	-	-	-
6270	Special Department Supplies	427	400	24,227	1,600
6319	Pool Car Usage	196	261	300	300
6330	Equipment M & R	380	64	500	500
6410	Chgbk - Property & Liability Ins	11,433	11,433	5,840	8,250
6493	Admin And Overhead	27,495	24,856	20,890	20,890
6511	Workers Comp Medical	-	990	-	-
6999	Non-Capital Equipment	-	-	5,413	4,496
7120	Office Equipment	-	-	2,082	-
<b>Total Maintenance &amp; Operations</b>		<b>\$ 104,883</b>	<b>\$ 78,512</b>	<b>\$ 140,360</b>	<b>\$ 76,746</b>
6424	Capitalized Lease Payments	\$ 2,027	\$ 1,935	\$ 2,000	\$ 2,000
<b>Total Debt Service</b>		<b>\$ 2,027</b>	<b>\$ 1,935</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>Total Expenditures</b>		<b>\$ 613,535</b>	<b>\$ 610,134</b>	<b>\$ 728,930</b>	<b>\$ 711,739</b>

(This Page Left Intentionally Blank)

# Police

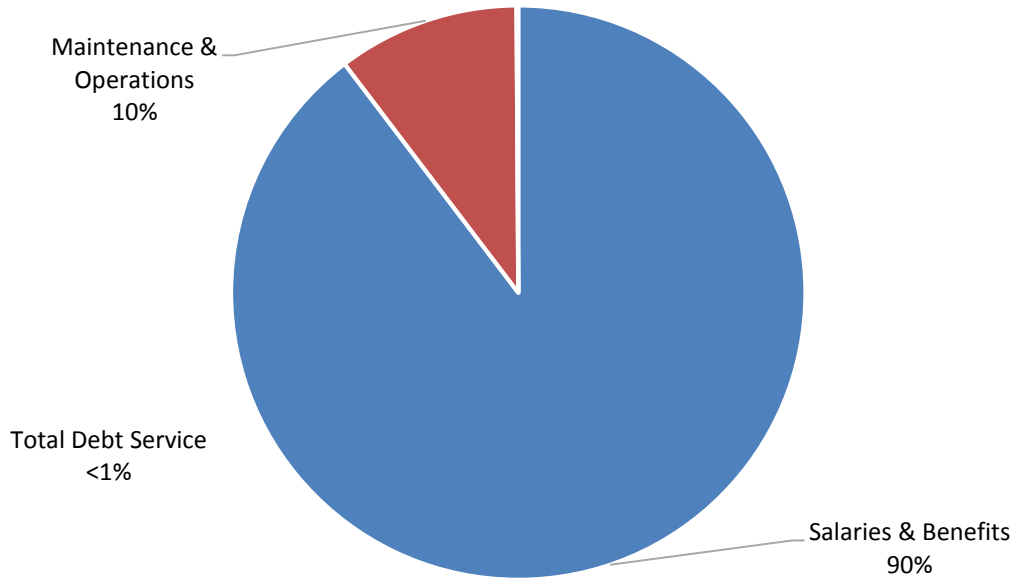
## EXPENDITURES BY FUNDING SOURCE



Source of Funds:	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
General Fund	\$ 24,556,154	\$ 24,635,850	\$ 26,294,512	\$ 26,746,450
Drug Enforcement Rebate	1,917,956	2,324,274	3,662,712	-
Police Donations	2,000	15,551	34,070	-
Bureau of Justice Assistance	29,969	40,624	26,470	-
Community Development Block Grant	18,578	20,383	86,220	500
ABC Grant	-	-	8,600	-
Inmate Welfare	6,734	140	-	-
COPS/SLESF	104,924	241,448	465,808	-
Sewer Maintenance	-	-	-	27,867
OTS Grants	7,735	-	-	-
Justice Assistance Grant	4,173	-	-	-
WC Community Services Foundation	27,659	53,839	27,494	-
Police Private Grants	6,816	6,211	3,500	-
Homeland Security Grant	50,000	-	150,000	-
Recovery Byrne Grant	1,743	12,080	-	-
Self Insurance General Auto/Liability	1,182,226	310,981	-	-
Self Insurance Workers' Compensation	488,175	504,909	-	-
Vehicle Replacement	-	-	101,510	-
Police Computer Service Group	1,435,609	1,284,420	1,573,230	1,589,763
<b>Total Source of Funds</b>	<b>\$ 29,840,451</b>	<b>\$ 29,450,710</b>	<b>\$ 32,434,126</b>	<b>\$ 28,364,580</b>

# Police

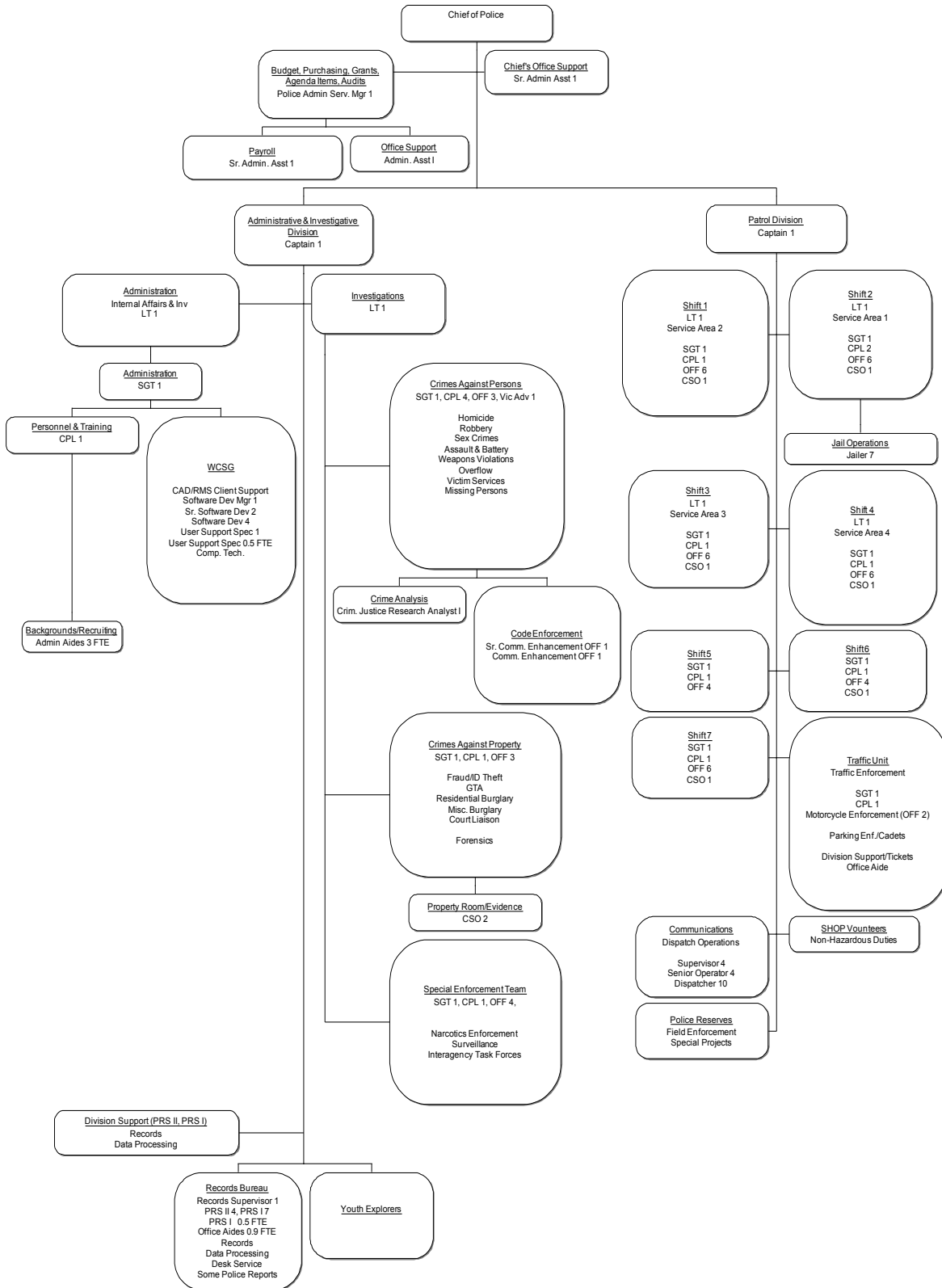
## EXPENDITURES BY CATEGORY



	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Expense Classification:</b>				
Total Salaries & Benefits	\$ 24,560,945	\$ 24,494,179	\$ 25,792,944	\$ 25,432,554
Total Maintenance & Operations	5,253,763	4,930,823	6,613,522	2,904,076
Total Debt Service	25,743	25,708	27,660	27,950
<b>Total Source of Funds</b>	<b>\$ 29,840,451</b>	<b>\$ 29,450,710</b>	<b>\$ 32,434,126</b>	<b>\$ 28,364,580</b>

# Police

## Organizational Chart by Position



## 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 2015-16 full-time workforce of 97 sworn officers and 66 civilians, including 18 dispatchers, and 2 community enhancement/code enforcement officers. There are also numerous part-time positions including reserve officers 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, domestic violence victim advocate, and K9 Officers.

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

### **Patrol Division**

Two-thirds of all sworn officers work in the Patrol 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 the award-winning Seniors Helping Our Police (SHOP) volunteers who perform non-hazardous duties. 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. Collateral duties for sworn personnel in the Patrol Division include jail management, arrest and control, force options, manual update committee, peer support, SWAT, Reserve Program oversight, public information officer duties, field training officer program, Explorer program, and hostage negotiations. This division also incorporates several subdivisions:

- Traffic Unit – This unit provides enforcement of traffic laws, targeted enforcement at schools and other sites, traffic investigations, parking enforcement, oversight of the crossing guard services contract, and fleet services.

---

# Police

---

- 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 for both Police and Fire.
- Jail Operations - This unit processes all arrests, oversees all prisoners, coordinates all jail operations, and maintains compliance with State mandates specific to jail operations.

## **Administrative & Investigative Division**

This division is responsible for providing investigation and follow-up services associated with major crimes, as well as overseeing the centralized administrative functions of the Police Department. Collateral duties for sworn personnel in the Administrative & Investigative Division include special problems detail, property room and evidence, honor guard, terrorism liaison office, and the firing range.

**Investigations and Support Services:** For almost any crime victim to obtain justice in our courts (i.e., for a suspect to be convicted), detectives conduct intensive follow-up and prepare cases for the district attorney. Investigative assignments include homicide, robbery, sex crimes, assault and battery, weapons violations, missing persons, fraud and identity theft, automobile theft, burglary, and court liaison. Certain officers are involved in specialized interagency task forces, and the department's domestic violence victim advocate (partially funded from CDBG grant funds) is assigned here. Investigations incorporates two subdivisions:

- 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.
- Code Enforcement/Community Enhancement – Absorbed into the Police Department in FY 2014-15, personnel in this unit enforce the City's municipal codes specific to properties, conducting field inspections, documenting and abating problems, and responding to citizens' complaints.

**Administration:** Focusing on the centralized administrative division functions of the Police Department, Administration includes the Records Division, Personnel & Training, and the Property & Evidence unit. Administration incorporates one subdivision:

- West Covina Service Group (WCSG) - This group supplies Computer Aided Dispatch and Records Management System (CAD/RMS) service and technological support to West Covina and client agencies.

---

# Police

---

## FY 2015-16 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.
    - 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, etc.
    - Utilize part-time and volunteer positions to aid officers and civilian personnel.
    - Utilize non-General Fund sources to the highest possible degree.
    - Complete and staff a new contact station at the Plaza Mall.
  - 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.
    - Work closely with regional and federal partners to reduce narcotics sales and distribution in the San Gabriel Valley.
  - 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
    - Work closely with school districts to improve safety around schools.
  - Obtain and renew external funds to address department needs.
    - Continue the department's excellent record and expertise in the area of obtaining grants from multiple sources.
    - Obtain funding to add School Resource Officer (SRO) positions.
    - Continue to fully leverage multiple funding sources.
  - Maintain current 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).
    - Complete an updated training plan for WCPD personnel.
-



# Police

- 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, integrating the Service Area Policing program.
  - Utilize computerized based solutions including Department policy manual, scheduling software, and Field Training Officer (FTO) software.
  - Refine timely deployment of police resources to address neighborhood crime trends utilizing CompStat.
  - Work to improve effectiveness and marketability of the West Covina Service Group.
  - Transition from analog radio communications to digital technology utilized by the “Com-Net” East San Gabriel Valley Interagency Communications Interoperability System.
  - Implement electronic access control to improve the security of the Police Station and comply with federal law enforcement security requirements.
  - Transition to mobile tablet-based computing.
  - Transition to new websites for the Police Department and West Covina Service Group.
  - Staff vacant positions in the Police Department by streamlining the recruitment and hiring process.

## PERFORMANCE MEASURES

Performance Measures	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2015-16 Projected
Total Part 1 crimes per 1,000 residents, with goal of reducing the numerical value of the rate by 5% from last year to next year	.033	.032	.033	.028	.028
Average Priority 1 response time (call time to arrival time), with goal of meeting industry standard of under 5 minutes	5:28	5:30	5:22	5:18	5 minutes
Average Priority 2 response time, with goal of under 20 minutes	16:57	17:41	19:59	17:29	20 minutes or less

## Police

<b>Performance Measures</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Actual</b>	<b>2014-15 Estimated</b>	<b>2015-16 Projected</b>
Average Priority 3 response time, with goal of under 30 minutes	24:30	24:54	27:07	15:52	30 minutes or less
Clearance rate of investigations, with goal of reducing the numerical value of the rate by 5% from last year to next year	25%	30%	34%	35%	35%
Police Department General Fund cost per resident, with goal of remaining in the lowest third among San Gabriel Valley Cities with independent Police Departments	\$243	\$230	\$233	\$241	TBD
Number of WCSG clients, with goal of 100% retention	24	23	23	23	23

### FY 2014-15 ACCOMPLISHMENTS

- West Covina police officers work extraordinarily efficiently and effectively. They actively respond to over 150 calls a day.
- Continued focus on front-line law enforcement and crime prevention activities to improve public safety. Property crime in West Covina has seen an increase in what can be attributed to the passage of Proposition 47.
- Police Officers participated in task forces targeting narcotics enforcement, regional traffic safety, and violent offender monitoring. Officers also implemented special patrol deployments at key shopping locations during holidays.
- The West Covina Police Department increased its use of social media (e.g., Facebook, Nixle, and Twitter) to provide our community with up to date information. The department offered crime statistics, crime mapping, 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.

---

## Police

---

- The Special Enforcement Team continued to work toward the reduction of the sales and distribution of illegal narcotics, in cooperation with regional and federal partners. Last year, the SET Team seized an estimated \$17,500,000 worth of illegal narcotics.
- The West Covina Service Group provided comprehensive Dispatch and Records services to 23 agencies, and generated \$1.7 million in revenue for operational costs and development to improve the legacy software product.
- Crossing guard services were contracted out to a private company, freeing up the time of sworn personnel to manage other operations.
- The department's SHOP program 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, saving an estimated \$300,000 last year.
- The department continued its excellent record of obtaining special funds, purchasing needed items including vehicles, supplemental overtime to address community concerns, a new traffic radar trailer, SWAT rifles, TASER devices with built-in video recording, computer infrastructure and hardware items, a station video recording system, vehicle mounted radios, and more.

# Police

## 2015-16 SCHEDULE OF POSITIONS

Position Title	FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 15-16 Adopted
<b>POLICE DEPARTMENT</b>				
Police Chief	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00
Police Lieutenant	5.00	5.00	5.00	6.00
Police Sergeant	12.00	12.00	12.00	13.00
Police Corporal	17.00	17.00	17.00	16.00
Police Officer	53.00	53.00	56.00	59.00
<b>Subtotal Sworn</b>	<b>90.00</b>	<b>90.00</b>	<b>93.00</b>	<b>97.00</b>
Police Administrative Services Manager	1.00	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Criminal Justice Research Analyst	1.00	1.00	1.00	1.00
Senior Administrative Assistant	2.00	2.00	2.00	2.00
Sr. Community Enhancement Officer	-	-	-	1.00
Community Enhancement Coordinator	-	-	2.00	-
Community Enhancement Officer	-	-	-	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Victim Advocate	1.00	1.00	1.00	1.00
Community Services Officer	12.00	12.00	12.00	12.00
Jailer	6.00	6.00	6.00	6.00
Records Clerk I	6.00	6.00	6.00	6.00
Records Clerk II	4.00	4.00	4.00	4.00
<b>Subtotal Admin services, records, jail</b>	<b>35.00</b>	<b>35.00</b>	<b>37.00</b>	<b>37.00</b>
Software Development Manager	1.00	1.00	1.00	1.00
Senior Software Developer	2.00	2.00	2.00	2.00
Software Developer	6.00	6.00	6.00	6.00
User Support Specialist	1.00	1.00	1.00	1.00
Computer Services Technician	1.00	1.00	1.00	1.00
<b>Subtotal West Covina Service Group</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
Communications Supervisor	3.00	3.00	4.00	4.00
Public Safety Dispatcher	10.00	10.00	10.00	10.00
Senior Communications Operator	4.00	4.00	4.00	4.00
<b>Subtotal Dispatch</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>	<b>18.00</b>
<b>Total - Police Dept</b>	<b>153.00</b>	<b>153.00</b>	<b>159.00</b>	<b>163.00</b>

## 2015 - 2016 EXPENDITURES BY OBJECT CODE

### DEPARTMENT: POLICE

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
5110	Sworn Full Time Salaries	\$ 8,419,344	\$ 8,318,966	\$ 8,852,060	\$ 9,246,396
5111	Full Time Salaries	3,194,535	3,108,824	3,660,175	3,761,297
5112	Part Time Salaries	747,979	665,580	592,734	581,895
5113	Overtime Salaries	2,801,423	2,954,159	2,026,120	1,446,018
5117	Bilingual Pay	31,301	31,526	32,290	32,292
5119	Longevity Pay	195,842	201,188	233,640	228,769
5120	Educational Incentive	364,308	350,163	371,040	408,865
5121	Holiday Opt/No Pers	35,457	32,450	58,900	31,100
5122	Holiday Opt/Persable	255,947	246,715	282,930	247,414
5124	Sick Leave Buy Back	190,538	187,987	150,140	186,750
5125	Vacation Buy Back	62,258	42,509	21,440	28,530
5126	Special Assignment Pay	(77,193)	(94,267)	-	-
5132	Uniform Allowances	112,017	111,967	121,450	126,099
5151	Workers' Compensation	683,484	655,826	620,550	538,421
5152	Health/Flex Benefit	1,430,082	1,494,917	1,817,290	1,688,990
5153	Group Life	21,924	22,017	24,270	24,773
5154	Group Long Term Disability	22,697	23,434	27,540	28,558
5155	Medicare	235,601	236,974	242,540	203,936
5156	Retirement - Safety	3,344,789	3,559,666	4,226,960	4,833,439
5157	Retirement - Nonsworn	460,603	546,190	713,900	865,391
5158	Deferred Compensation	27,977	24,396	33,500	32,870
5159	Dental Ins Benefit	74,721	73,596	82,260	79,824
5160	Retiree Medical Benefit	1,054,592	1,043,037	1,068,740	1,068,740
5161	Vision	45,468	46,222	52,870	51,308
5163	Retirement Health Savings Plan	53,534	80,663	90,545	85,294
5165	Compensated Absences Adj	(216)	(18,013)	-	-
5166	Retiree Lump Sum Benefit	36,775	31,611	29,400	29,400
5169	Epmc Replacement Plan	110,077	9,518	10,630	10,633
5171	Unemployment	21,968	9,687	-	-
5172	Deferred Comp - Safety	3,109	-	-	-
5173	Motor Special Pay	17,867	19,231	19,010	19,006
5174	Detective Special Pay	37,029	30,744	29,750	32,110
5176	K-9 Special Pay	8,811	10,208	9,130	13,182
5177	Swat Special Pay	36,474	35,269	37,230	33,024
5180	Leave Lump Sum	226,351	154,920	-	132,000
5253	Cash Back	273,472	246,299	253,910	213,114
5999	Salary Savings	-	-	-	(876,884)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 24,560,945</b>	<b>\$ 24,494,179</b>	<b>\$ 25,792,944</b>	<b>\$ 25,432,554</b>
6010	Uniforms	\$ 377	\$ 188	\$ 1,500	\$ 1,500
6011	Uniforms	20,866	21,067	25,710	25,200
6018	Post Reimbursable Training	52,383	38,475	55,000	52,000
6020	Educational	(1,379)	-	-	-
6021	Journals & Publications	-	-	70	-
6030	Memberships	5,170	5,348	6,220	6,220
6050	Conferences & Meetings	142,551	127,541	190,270	106,000
6110	Professional Services	25,853	32,995	121,970	118,000
6111	Legal Services	329,548	177,426	-	-
6120	Other Contractual Services	411,574	437,799	913,229	411,172
6130	Service Contracts	6,226	6,714	12,900	12,900
6138	Misc Equipment Contracts	17,055	12,647	20,160	17,960
6144	Telephone -- City System	41,200	41,200	23,690	-

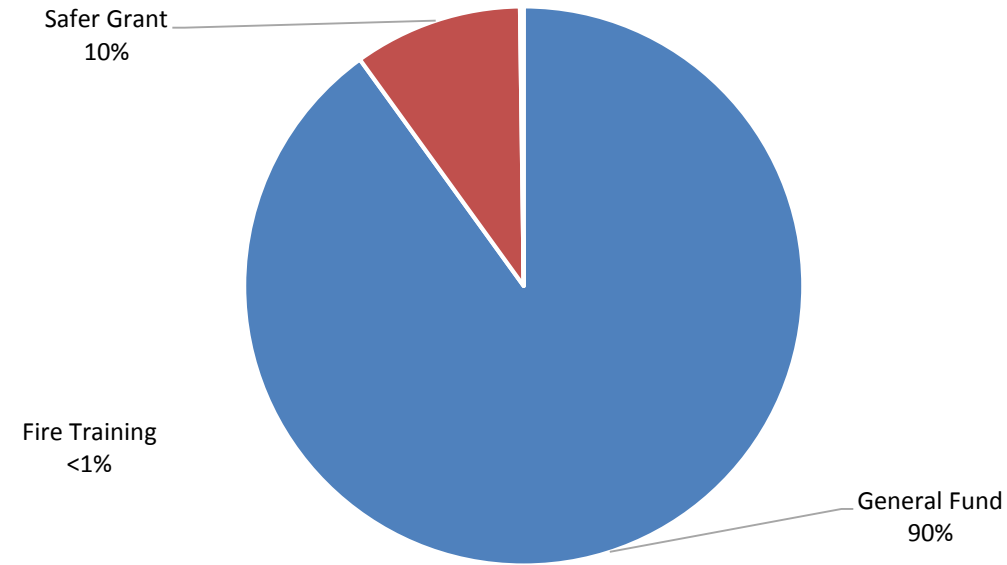
## 2015 - 2016 EXPENDITURES BY OBJECT CODE

### DEPARTMENT: POLICE

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
6145	Telephone -- Special Lines	68,904	83,409	82,490	82,490
6147	Cellular Phones	97,902	126,158	114,800	114,800
6149	Other Services	-	105	-	-
6169	Graffiti	103,017	106,025	109,040	109,035
6210	Office Supplies	53,486	66,096	62,750	55,000
6212	Reprographic Services	54,841	63,288	71,230	70,540
6214	Printing & Copying	4,126	2,855	3,900	2,000
6215	Computer Supplies	6,915	9,429	11,500	2,500
6220	Police Department Supplies	160,160	274,815	486,138	66,231
6221	Ammo & Range Supplies	64,886	79,260	90,000	75,000
6223	Forensic Supplies	5,173	8,640	9,000	9,000
6224	Undercover Investigation	8,000	5,000	8,000	8,000
6225	Jail & Prisoner Supplies	30,345	40,647	40,000	40,000
6270	Special Department Supplies	3,667	8,595	5,000	3,000
6272	Software Licensing	51,862	54,589	258,500	-
6290	Small Tools	21,139	-	40	-
6320	Chgbk - Fuel & Oil	400,755	381,513	401,520	403,315
6327	Chgbk - Veh Maintenance	182,998	187,093	298,170	296,370
6329	Other Vehicle Sublet Repairs	30,092	63,974	55,000	55,000
6330	Equipment M & R	8,861	7,274	7,500	6,000
6338	Explorer Program	-	-	3,878	-
6408	Bad Debt Expense	(3,170)	-	-	-
6410	Chgbk - Property & Liability Ins	930,488	930,488	400,910	562,160
6419	Claim Paid	938,442	269,278	-	-
6468	Every 15 Minutes Expenditure	477	-	-	-
6469	Explorer Donation Expenses	788	764	-	-
6476	Misc Police Donations Exp.	26,734	484	23,697	-
6493	Admin And Overhead	136,338	121,937	134,680	134,680
6511	Workers Comp Medical	302,512	317,645	-	-
6547	Wall Of Honor	-	2,591	4,659	-
6560	K-9	16,628	44,853	45,636	30,000
6570	Community Policing	2,187	4,056	3,500	2,000
6571	Reward - Crimes	600	900	2,000	1,000
6572	Shop Program	1,659	879	3,282	-
6573	Mounted Enforcement Team	-	8	10,412	-
6999	Non-Capital Equipment	56,072	87,641	91,604	-
7130	Data Processing Equipment	24,204	90,791	358,407	-
7160	Other Equipment	296,462	37,815	877,372	25,003
7170	Vehicles & Mobile Equipment	84,164	510,626	1,168,188	-
8517	Purchases - Pasadena	14,607	11,425	-	-
8519	Purchases - Hemet	16,018	-	-	-
8520	Purchases - Corona	-	28,477	-	-
<b>Total Maintenance &amp; Operations</b>		<b>\$ 5,253,763</b>	<b>\$ 4,930,823</b>	<b>\$ 6,613,522</b>	<b>\$ 2,904,076</b>
6424	Capitalized Lease Payments	\$ 25,743	\$ 25,708	\$ 27,660	\$ 27,950
<b>Total Debt Service</b>		<b>\$ 25,743</b>	<b>\$ 25,708</b>	<b>\$ 27,660</b>	<b>\$ 27,950</b>
<b>Total Expenditures</b>		<b>\$ 29,840,451</b>	<b>\$ 29,450,710</b>	<b>\$ 32,434,126</b>	<b>\$ 28,364,580</b>

# Fire

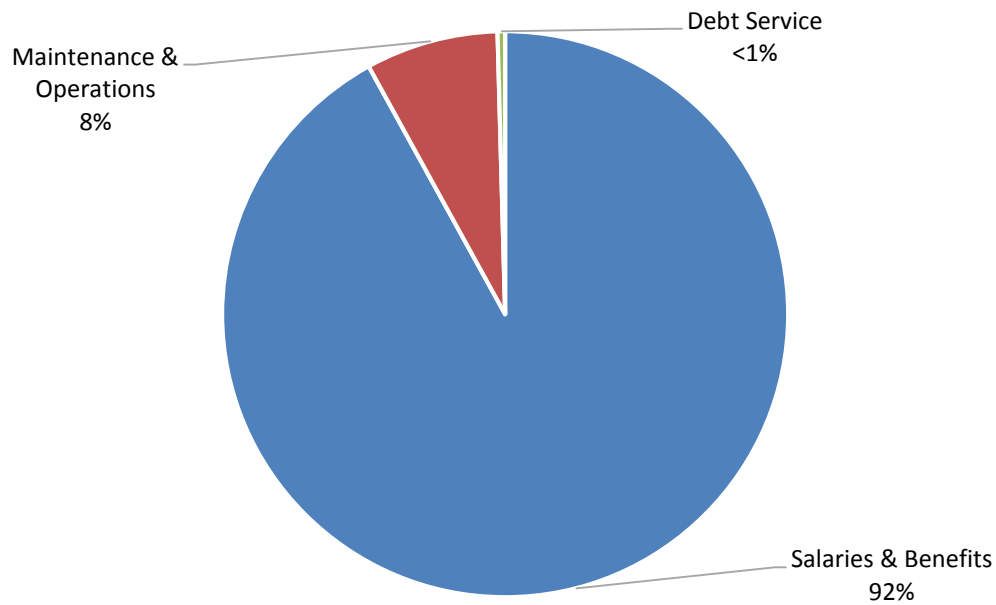
## EXPENDITURES BY FUNDING SOURCE



	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Source of Funds:</b>				
General Fund	\$ 15,755,317	\$ 16,008,057	\$ 15,956,727	\$ 15,749,300
Safer Grant	-	-	2,212,340	1,706,255
Fire Training	18,401	10,286	37,550	37,550
WC Community Services Foundation	1,000	-	-	-
Homeland Security Grant	148,151	-	5,366	-
Self Insurance General Auto/Liability	564	6,903	-	-
Self Insurance Workers' Compensation	274,160	341,835	-	-
Vehicle Replacement	-	-	75,470	-
<b>Total Source of Funds</b>	<b>\$ 16,197,593</b>	<b>\$ 16,367,081</b>	<b>\$ 18,287,453</b>	<b>\$ 17,493,105</b>

# Fire

## EXPENDITURES BY CATEGORY

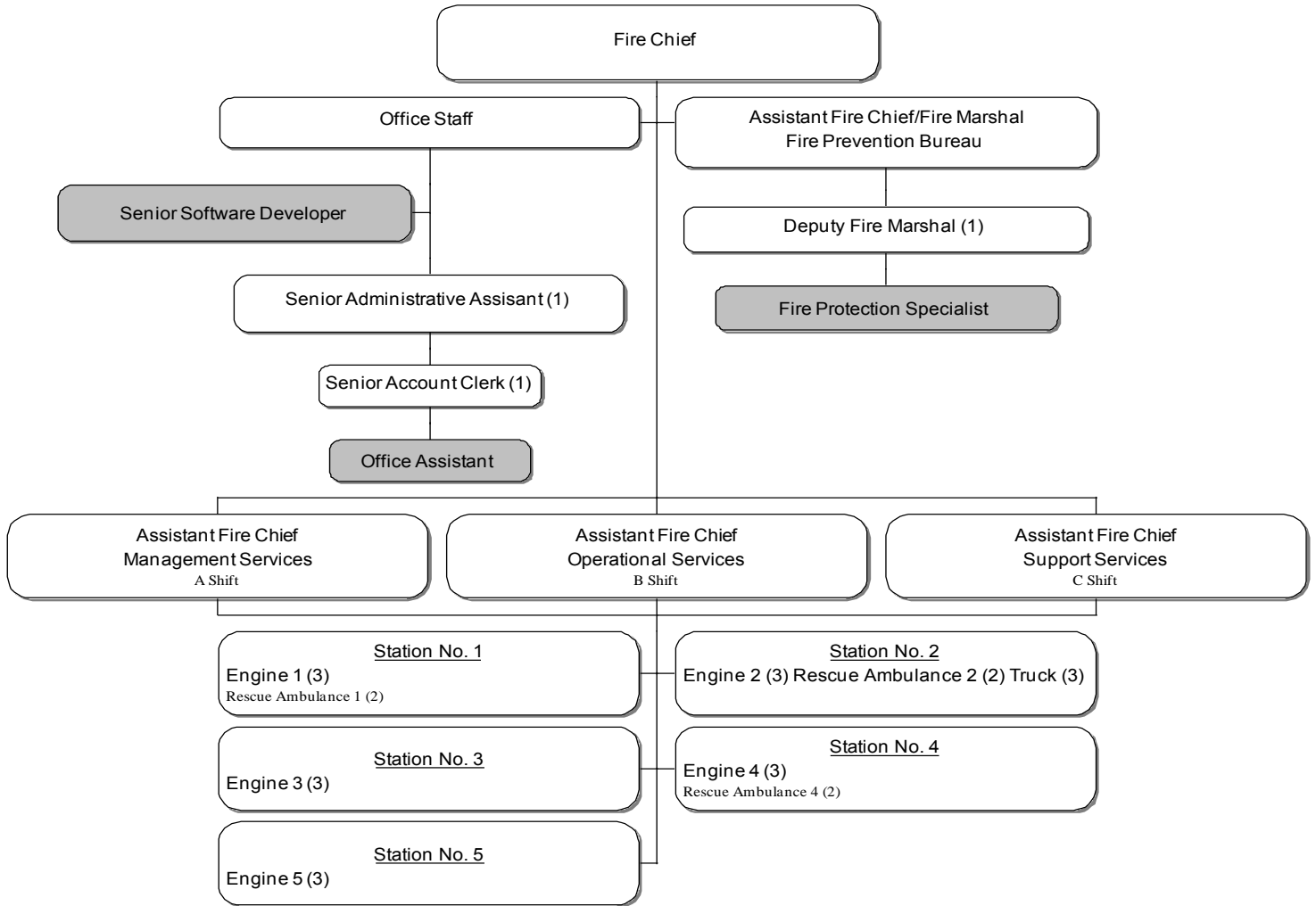


	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
Expense Classification:				
Total Salaries & Benefits	\$ 14,617,799	\$ 14,773,539	\$ 16,822,176	\$ 16,091,829
Total Maintenance & Operations	1,579,794	1,513,819	1,314,307	1,325,776
Total Debt Service	-	79,723	150,970	75,500
<b>Total Source of Funds</b>	<b>\$ 16,197,593</b>	<b>\$ 16,367,081</b>	<b>\$ 18,287,453</b>	<b>\$ 17,493,105</b>



# Fire

## Organizational Chart by Position



Shading denotes part time staff.

## 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.

---

---

**T**he Fire 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, 2014 to December 31, 2014, the department had a total of 14,528 response units. These responses were for 8,248 reported emergency incidents. They included 6,058 medical emergencies, 1,909 public assistance / hazardous conditions / fire alarms / false alarms, and 143 hostile fires, unfortunately, resulting in 4 civilian and 17 firefighter injuries. The total fire loss for the 12-month period amounted to \$3,567,140.

Listed below are the five fire stations, which serve the City of West Covina:

- 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
-

---

# Fire

---

## **Operational Services**

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

- **Emergency Operations** – This is the core of the department’s fire and life safety protection services. Emergency operations are currently delivered 24 hours a day, 365 days a year, by five 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 2015-16 with the implementation of a Federal SAFER (Staffing for Adequate Fire and Emergency Response) grant. This grant funds thirteen firefighter/paramedics 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 2500 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.

---

## Fire

---

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 6,000 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.

### **Fire Prevention/Fire Marshal**

- The Assistant Fire Chief/Fire Marshal is tasked with 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. The 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 2014-15, these services provided revenue in the amount of approximately \$200,000.
- The Assistant Fire Chief/Fire Marshal is also responsible for overseeing the department's fire investigation unit. Trained fire investigators work diligently to identify the cause and origin of fires in the City. They work closely with detectives from the Police Department to identify, arrest, and prosecute arson suspects.
- 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.

---

# Fire

---

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.

## **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.

- 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 2015-2016 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.

# Fire

- 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	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2015-16 Projected
Emergency responses	7,545	7,871	7998	8248	8800
Response time average* & **	5:18	4:59	5:20	5:17	5:15
Patients treated	5,550	5,635	5917	6058	6300
Patients transported in City ambulances	3,607	3,462	3512	3580	3800
Trauma patients treated***	75	74	73	79	85
Fire inspections	496	837	823	836	900

# Fire

Performance Measures	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2015-16 Projected
Permits	305	302	325	368	400
Plan checks	497	486	523	659	700
Public education programs	45	46	52	58	60
Federal grants obtained	2	2	1	1	1
Emergency preparedness exercises	2	2	1	2	2
CERT training programs completed	1	1	1	1	1

\*Response time 80<sup>th</sup> percentile (5:56)

\*\*Response time 90<sup>th</sup> percentile (6:54)

\*\*\*LA County Trauma Criteria

## FY 2014-2015 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.
- Promoted a new Fire Chief from within the department for the first time in City history.
- 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.
- Implemented 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.

---

## Fire

---

- 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.
- 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.
- 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.



---

# Fire

---

## 2015-16 SCHEDULE OF POSITIONS

Position Title	FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 15-16 Adopted
<b>FIRE DEPARTMENT</b>				
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00	3.00
Assistant Fire Chief / Fire Marshal	-	-	1.00	1.00
Fire Captain	15.00	15.00	18.00	18.00
Fire Engineer	18.00	15.00	18.00	18.00
Firefighter / Paramedic	30.00	32.00	36.00	36.00
Firefighter	9.00	1.00	3.00	3.00
<b>Subtotal Sworn</b>	<b>76.00</b>	<b>67.00</b>	<b>80.00</b>	<b>80.00</b>
Deputy Fire Marshal	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00
<b>Subtotal Non Sworn</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Total - Fire Dept</b>	<b>79.00</b>	<b>70.00</b>	<b>83.00</b>	<b>83.00</b>

## 2015 - 2016 EXPENDITURES BY OBJECT CODE

### DEPARTMENT: FIRE

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
5110	Sworn Full Time Salaries	\$ 6,640,227	\$ 6,174,771	\$ 7,632,660	\$ 7,608,639
5111	Full Time Salaries	157,273	165,446	170,920	175,812
5112	Part Time Salaries	132,152	149,570	57,500	117,613
5113	Overtime Salaries	1,803,173	2,142,649	1,529,786	1,245,940
5115	Paramedic Pay	119,649	117,155	144,140	107,792
5116	Fire Investigator Pay	6,016	3,626	2,990	2,990
5117	Bilingual Pay	14,134	14,438	14,350	14,352
5118	Flsa Overtime	137,077	123,661	139,600	-
5119	Longevity Pay	146,156	145,402	192,640	175,184
5120	Educational Incentive	233,965	224,126	270,870	266,318
5121	Holiday Opt/No Pers	575	337	510	300
5122	Holiday Opt/Persable	266,615	260,968	295,850	301,142
5124	Sick Leave Buy Back	36,416	32,462	25,390	25,000
5125	Vacation Buy Back	20,891	10,282	4,430	4,720
5132	Uniform Allowances	54,104	47,273	60,160	60,164
5151	Workers' Compensation	215,671	477,813	519,540	430,154
5152	Health/Flex Benefit	761,247	716,112	973,930	834,587
5153	Group Life	9,470	12,711	15,470	15,501
5154	Group Long Term Disability	1,629	1,207	1,960	1,279
5155	Medicare	135,719	136,373	127,900	124,892
5156	Retirement - Safety	2,721,296	2,781,362	3,662,170	3,861,519
5157	Retirement - Nonsworn	20,540	24,880	105,500	243,614
5158	Deferred Compensation	11,757	6,796	13,810	13,800
5159	Dental Ins Benefit	23,573	21,379	26,260	25,523
5160	Retiree Medical Benefit	637,435	673,794	645,940	645,940
5161	Vision	25,016	23,815	29,750	27,360
5163	Retirement Health Savings Plan	2,708	3,901	3,900	3,900
5166	Retiree Lump Sum Benefit	1,484	1,474	1,430	1,430
5169	Epmc Replacement Plan	55,010	36,502	44,480	35,801
5171	Unemployment	99	15,229	-	-
5175	Fire Officer Certification Pay	16,878	11,761	16,850	25,064
5180	Leave Lump Sum	79,342	80,590	-	80,000
5253	Cash Back	130,502	135,674	145,650	137,256
5999	Salary Savings	-	-	(54,160)	(521,757)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 14,617,799</b>	<b>\$ 14,773,539</b>	<b>\$ 16,822,176</b>	<b>\$ 16,091,829</b>
6011	Uniforms	\$ 6,376	\$ 1,060	\$ 12,000	\$ 5,100
6013	Protective Clothing	27,246	9,151	48,700	48,700
6030	Memberships	1,584	2,689	3,000	3,200
6050	Conferences & Meetings	44,533	11,352	12,420	6,076
6110	Professional Services	74,130	95,778	110,890	115,890
6111	Legal Services	41,528	55,643	-	-
6120	Other Contractual Services	184,997	208,368	158,050	150,000
6130	Service Contracts	4,823	1,565	2,700	2,500
6141	Natural Gas	7,975	7,564	8,000	7,000
6142	Electricity	34,218	31,203	35,000	34,000
6143	Water	1,229	1,197	1,230	1,230
6144	Telephone -- City System	8,010	8,010	4,420	-
6145	Telephone -- Special Lines	16,264	14,019	14,090	14,090
6147	Cellular Phones	22,308	19,912	18,600	16,600
6161	Prom. Prog. And Projects	2,361	1,341	2,140	3,640
6173	Subscriptions	616	624	510	710

## 2015 - 2016 EXPENDITURES BY OBJECT CODE

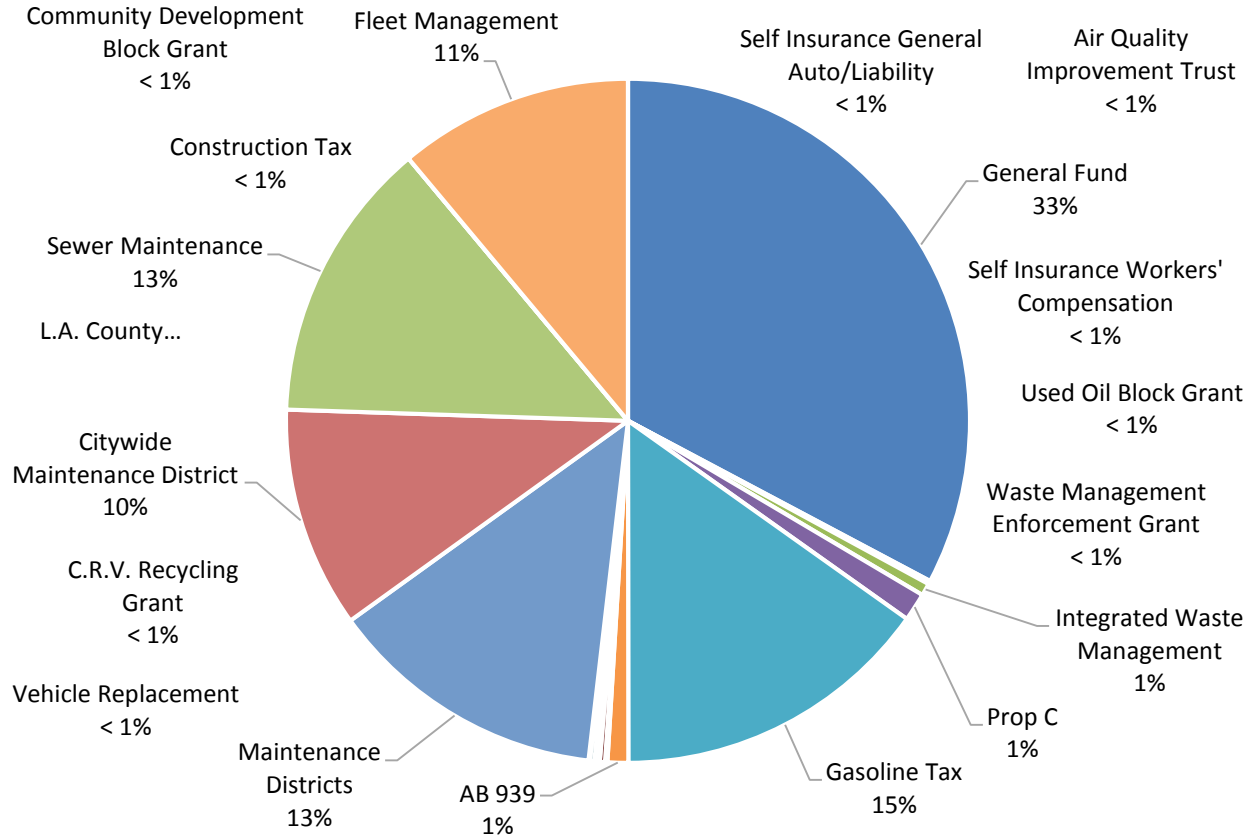
### DEPARTMENT: FIRE

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
6174	Reference Library	1,169	500	2,750	1,850
6176	Books And Periodicals	-	757	-	-
6210	Office Supplies	6,234	7,382	7,100	6,250
6211	Meeting Supplies	-	-	-	-
6212	Reprographic Services	8,902	10,208	11,490	11,380
6213	Postage	-	-	150	150
6231	Safety Apparel & Supps.	4,882	3,964	12,780	12,780
6233	Medical & Oxygen Supplies	101,464	114,648	105,000	105,000
6234	Maps And Run Books	-	-	70	1,070
6235	Film	174	-	350	350
6239	Other Fire Dptmntl Supps	5,401	1,312	1,500	500
6243	Awards	1,445	864	2,200	2,200
6260	Bldg. Servs. Supplies	7,412	8,683	11,500	13,000
6261	Janitorial Supplies	17,401	11,840	15,000	14,000
6262	Laundry Sevices & Supps.	-	386	700	700
6270	Special Department Supplies	33,840	22,825	76,027	44,000
6280	Fire Rehab	2,340	2,901	2,500	2,500
6290	Small Tools	863	722	2,200	2,200
6319	Pool Car Usage	-	13	-	-
6320	Chgbk - Fuel & Oil	112,479	98,476	112,480	114,000
6327	Chgbk - Veh Maintenance	242,236	290,311	274,840	273,070
6329	Other Vehicle Sublet Repairs	7	2,319	4,000	4,000
6330	Equipment M & R	11,612	5,039	12,000	11,000
6331	Office Equipment M & R	1,093	-	5,500	2,700
6338	Explorer Program	4,407	3,364	5,000	3,000
6410	Chgbk - Property & Liability Ins	153,986	153,986	179,870	253,790
6419	Claim Paid	112,338	149,786	-	-
6490	Miscellaneous Expenses	1,000	-	-	-
6493	Admin And Overhead	1,390	1,038	2,550	2,550
6511	Workers Comp Medical	88,148	107,365	-	-
6551	Fire Training Costs	17,011	9,247	35,000	35,000
6999	Non-Capital Equipment	164,362	-	-	-
7160	Other Equipment	-	36,407	-	-
<b>Total Maintenance &amp; Operations</b>		<b>\$ 1,579,794</b>	<b>\$ 1,513,819</b>	<b>\$ 1,314,307</b>	<b>\$ 1,325,776</b>
6438	Capitalized Lease Principal	\$ -	\$ 79,723	\$ 150,970	\$ 75,500
<b>Total Debt Service</b>		<b>\$ -</b>	<b>\$ 79,723</b>	<b>\$ 150,970</b>	<b>\$ 75,500</b>
<b>Total Expenditures</b>		<b>\$ 16,197,593</b>	<b>\$ 16,367,081</b>	<b>\$ 18,287,453</b>	<b>\$ 17,493,105</b>

(This Page Left Intentionally Blank)

# Public Works

## EXPENDITURES BY FUNDING SOURCE



Other Public Works fund sources not identified on the above chart:

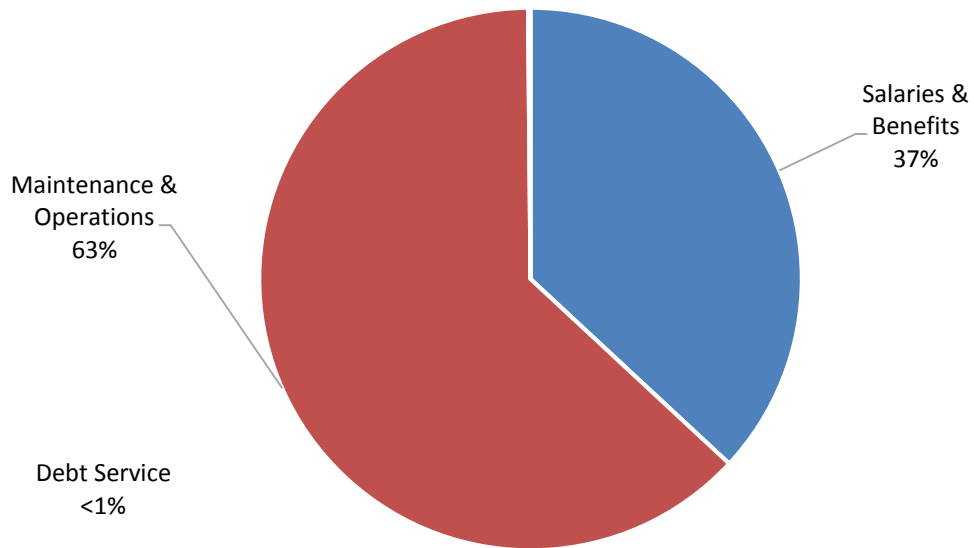
Fund Name	Funding Percent
Air Quality Improvement Trust	<1%
Community Development Block Grant	<1%
L.A. County Park Bond	<1%
Waste Management Enforcement Grant	<1%
Used Oil Block Grant	<1%
C.R.V. Recycling Grant	<1%
Construction Tax	<1%
Vehicle Replacement	<1%

# Public Works

	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Source of Funds:</b>				
General Fund	\$ 3,922,498	\$ 4,248,554	\$ 4,230,100	\$ 4,788,019
Air Quality Improvement Trust	15,887	24,475	25,650	23,280
Integrated Waste Management	44,365	46,951	52,550	85,180
Prop C	134,484	150,295	186,580	194,217
Gasoline Tax	1,985,305	1,604,701	1,874,360	2,214,576
AB 939	168,577	167,236	168,550	142,643
Community Development Block Grant	85,251	80,799	51,650	16,462
L.A. County Park Bond	-	-	37,910	35,315
Waste Management Enforcement Grant	16,945	15,761	15,760	15,760
Used Oil Block Grant	24,680	30,933	28,310	21,547
C.R.V. Recycling Grant	24,680	21,510	39,890	29,980
Construction Tax	5,386	5,564	9,990	10,275
Maintenance District #1	308,919	352,260	343,870	323,816
Maintenance District #2	76,872	105,336	108,060	118,561
WC CSS CFD	90,116	84,354	119,924	112,999
Maintenance District #4	927,144	968,168	964,400	1,061,266
Maintenance District #6	110,127	124,298	144,810	154,982
Maintenance District #7	107,319	130,340	150,290	161,160
Citywide Maintenance District	1,345,420	1,307,029	1,522,410	1,528,008
Sewer Maintenance	2,416,026	2,349,975	2,619,710	1,956,782
Self Insurance General Auto/Liability	226,606	15,368	-	-
Self Insurance Workers' Compensation	40,097	62,720	-	-
Fleet Management	1,717,119	1,711,670	1,622,280	1,620,302
Vehicle Replacement	60,077	60,077	-	-
<b>Total Source of Funds</b>	<b>\$ 13,853,900</b>	<b>\$ 13,668,374</b>	<b>\$ 14,317,054</b>	<b>\$ 14,615,130</b>

# Public Works

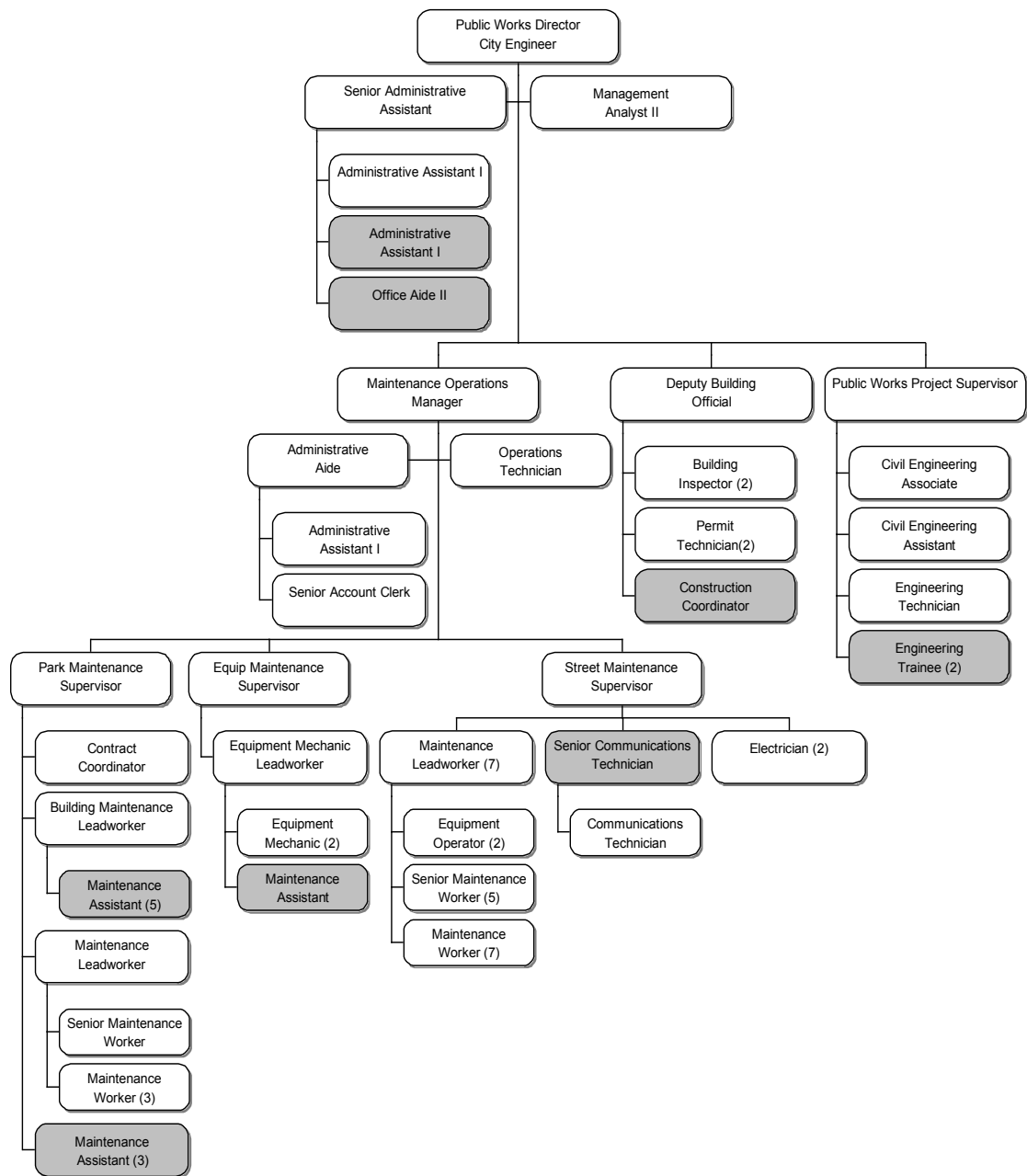
## EXPENDITURES BY CATEGORY



	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Expense Classification:</b>				
Total Salaries & Benefits	\$ 5,084,149	\$ 4,989,263	\$ 5,273,174	\$ 5,395,604
Total Maintenance & Operations	8,752,862	8,661,924	9,025,450	9,198,410
Total Debt Service	16,889	17,187	18,430	21,116
<b>Total Source of Funds</b>	<b>\$ 13,853,900</b>	<b>\$ 13,668,374</b>	<b>\$ 14,317,054</b>	<b>\$ 14,615,130</b>

# Public Works

## Organizational Chart by Position



Shading denotes part time staff



---

# Public Works

---

## 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.

---

---

**T**he Public Works Department consists of three functional divisions: building, engineering, and maintenance services. Together, the divisions provide building plan review and inspections; development services; design and construction of capital improvements; and maintenance of City infrastructure, buildings, and facilities.

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

### **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 waste management enforcement contracts.

### **Building Division**

The Building Division's focus is to enhance the quality of life in the City by providing for life-safety, safeguarding property and protecting public welfare through enforcement of adopted codes. It is mainly responsible for implementation and enforcement of City and State codes relating to the construction, remodeling, alteration, repair and demolition of buildings and structures located within the City to ensure that they are built to minimum standards to safeguard life, health, property and public welfare. This is accomplished through a comprehensive plan review, permit issuance and building construction inspection process. The division consists of the Building & Safety Services and Building Construction Sections.

### **Engineering Division**

The Engineering Division is responsible for the design, construction, inspection, and administration of CIP projects; review of subdivision and development projects; traffic safety; assessment engineering; and sewer and storm water compliance. It is divided into two sections: Engineering Services and Traffic and Lighting Services.

---

## Public Works

---

The Engineering Services Section prepares plans, specifications, and estimates on projects. It provides field inspections for all CIP projects and processes all related documents. This section also ensures that private developments conform to Conditions of Approval approved by the Planning Commission and City Council, and adopted City standards through comprehensive plan review and inspections.

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 regularly update the City's Pavement Management System and Sewer System Management Plan and spearhead the National Pollution Discharge Elimination System (NPDES) compliance efforts.

In an effort to maintain optimal traffic flow and safety throughout the City, the Traffic and Lighting Section performs traffic safety studies and warrant analyses; designs traffic signals; and reviews street lighting designs on private development projects. It also maintains and enhances computer operations for both engineering activities and the City's computerized traffic signal control system.

### **Maintenance Division**

This division is responsible for the operations and maintenance of City infrastructure, buildings and facilities. The division is divided into five sections: Streets and Sewer, Parks Maintenance, Equipment Maintenance, Environmental Services, and Electronics Maintenance.

The Street and Sewer section repairs and maintains streets, sidewalks, traffic signals, lighting, and sewer and storm drain system. 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 Park Maintenance Section provides contract administration for the maintenance of park facilities, landscaped and natural open spaces, planting street medians, street trees, and 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 storage and disposal of hazardous materials.

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.

---

## Public Works

---

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.

### FY 2015-16 GOALS AND OBJECTIVES

#### Administration

- Coordinate City’s water conservation efforts to comply with the recently adopted emergency water regulations.
- Oversee department operations to ensure essential services are provided and the City’s infrastructure is maintained.
- Continue to work with CalTrans on the implementation of HOV Lane on the I-10 Freeway.
- Oversee development and implementation of the City’s five-year Capital Improvement Program (CIP) projects:
  - Maintain monthly status of hours charged to capital improvement projects.
  - Review project and budget status on quarterly basis with CIP committee.
- Review public works operating budget on a monthly basis and make mid-year adjustments when warranted.
- Send out Requests for Proposals and select consultants to provide Contract Traffic Engineering and National Pollutant Discharge Elimination System (NPDES) permitting compliance services.
- Provide high level of customer service to other City departments, residents, and businesses in the City.
- Continue to explore potential budget reductions that have minimal impact on the department and community.
- Research grant opportunities to fund street, park, landscape, safety, conservation, and environmental programs/projects as well as alternative fuel vehicles and fueling stations.

---

## **Public Works**

---

- 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 and compliance services.
  - 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**

- Continue in-house plan review to curb department expenses.
- Develop ordinance to provide expedient permit issuance process for residential photovoltaic systems.
- Develop new handouts and policies to assist the public in understanding code requirements and permitting process.
- Maintain standard for inspection response and plan check turnaround time.
- Maintain a high standard of customer service.

### **Engineering Division**

- Prepare plans and specification for the curb and gutter repair program.
- Prepare plans and specification for the sidewalk installation and repair program.
- Prepare plans and specification for the residential streets rehabilitation and barrier removal program.
- Prepare plans and specification for the major street rehabilitation program.
- 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.

---

## **Public Works**

---

- Continue In-House plan review to curb department expenses.
- Conduct field inspections for private developments and CIP projects.
- Update City's Pavement Management System program.
- Continue to respond to residents' concerns in timely and professional manner.

### **Maintenance Division**

- Train and certify mechanics for fire apparatus.
- 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 150 miles of sewer main line locations.
- Inspect 50 miles of sewer mainlines.
- Repair lifted sidewalks in two grids.
- Pavement striping of streets citywide in 2 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.

# Public Works

## PERFORMANCE MEASURES

Performance Measures	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2015-16 Projection
<b>Building Division</b>					
Building permits issued	2,346	3,681	3,591	3,700	4,000
Building plans checked	377	514	666	700	550
Building inspections conducted	6,751	7,083	7,879	8,500	8,500
Construction valuation (permits)	\$33,100,000	\$35,907,900	\$126,000,000	\$54,000,000	\$95,000,000
<b>Engineering Division</b>					
Engineering permits issued	418	612	588	426	450
Capital projects administered	12	12	12	6	18
<b>Maintenance Division</b>					
Minor street repairs	1,500	1,700	1700	1,452	1,500
Feet of pavement striping installed	42,000	42,500	42,500	40,000	75,000
Sidewalks replaced (linear foot)	1,800	1,900	1,900	1,100	2,400
Sidewalks repaired	75	100	100	30	200
Signs replaced/repared	2,000	2,500	2,500	2,300	2,500
School crossing safety markers	500	500	500	500	500
Traffic signal repairs	465	470	470	485	500
Storm drains cleaned	600	600	600	714	714
Miles of sewer cleaned	130	150	150	150	150
Miles of sewer inspected	50	75	75	50	50
Acres of parks and slopes maintained	525	525	550	550	550
Trees trimmed	2,000	1,800	2,000	1,800	2,200
Trees removed	200	200	200	150	200
Trees planted	300	300	300	300	300
Vehicle and equipment inspections	1,410	1,410	1,410	1,300	1,100
Sewer lateral repairs	30	30	30	30	35
Electronic equipment maintained	2,125	2,125	2,125	2,100	2,100
Electronic equipment system projects	5	5	5	5	5
Electronic equipment system installs	17	17	17	12	15
Telephone moves, adds, changes	200	200	200	180	200
Low-income senior citizen waste collection discounts	667	680	700	720	750
AB 939 waste diversion tonnage	53,560	53,560	53,700	54,000	55,000
Clean-up Saturdays tonnage	800	800	850	900	900
Household hazardous round-up (households served)	2011 data: 2,050	2,050	2,050	2050	2,100
E-waste collection at household hazardous waste round-up	60,015	60,015	60,015	60,000	60,000
E-Waste collected at Bi-monthly roundups	55,266 lbs.	56,925 lbs.	56,900 lbs.	58,900 lbs.	57,000
Sharps collection	775 lbs.	775 lbs.	800 lbs.	800 lbs.	800
Christmas trees recycled	5,883	5,890	5,890	5,800	5,800
Do-it-yourself used oil collection:					
Motor oil (gallons)	22,152 gals	23,000 gals	23,000 gals	23,000 gals	23,000 gals
Oil filters (lbs.)	492 lbs.	500 lbs.	500 lbs.	500 lbs.	500 lbs.

---

# Public Works

---

## FY 2014-15 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 33rd consecutive year.
- Oversee preparation and adoption of operating and Capital Improvement budget of Citywide Street Trees and Maintenance District and Landscape Maintenance Districts.
- 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 33<sup>rd</sup> annual Arbor Day celebration with the assistance of West Covina Beautiful held at Shadow Oak Park.

### Building Division

- Issued over 3,500 permits for private construction and development.
- Provided plan review and inspection services for construction activities in the City with over \$155 million valuation including residential tract developments by Van Daele Homes, Taylor Morrison, KB Homes and MBK Homes; and a multi-family development of a 450-unit apartment building by Lennar.
- Completed inspections and issued Certificates of Occupancy to 19 new homes for Brandywine Development.
- Development of tenant spaces at Plaza West Covina for Mode Plus and various smaller retail establishments.
- Development of tenant spaces at Hong Kong Plaza for Factory Tea Bar and BYOB A Boba.
- Development of tenant spaces at Eastland Center for Pier 1 imports, Ulta, and Hobby Lobby.
- Development of tenant spaces at McIntyre Square including Cali Noodles, Jourdeness Spa, M-Boutique, and Dog Hous.

---

## **Public Works**

---

- Development of tenant spaces at various locations including SOLA salon, GNC, Misky Misky Peruvian Restaurant, East-West Supermarket, and Holiday Inn Renovations.
- Façade renovations at Tokyo Central's Murakai Market and Seafood City Plaza.
- Provided in-house plan review services and saved approximately \$140,000 in consultant fees.
- 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.

### **Engineering Division**

- Completed design and inspection of six capital improvement projects at a combined cost of about \$1.35 million. The projects consisted of rehabilitating about 1.9 miles of major and residential roadways, including replacement/repair of sidewalk and curb and gutter, installation of curb access ramps, striping, installation of new traffic signal, design of Veterans Memorial, and installation of new Tot Lot at Walmerado Park.
- Completed design of concrete sidewalk improvements along Virginia Street.
- Commenced design of Orangewood Park Soccer Field Improvements including hazardous materials assessment, meetings with consultant, and review of initial site plan.
- Provided plan review and inspection services for construction activities including the precise grading, street improvements, street lighting, and traffic signal modifications of the KB Homes, Taylor Morrison, Van Deale Homes, and MBK Housing Developments, and various private residential and commercial grading projects.
- Continued to coordinate with Caltrans on plan review of City's infrastructure improvements and modifications needed to accommodate construction of the HOV lane on the I-10 Freeway. Staff also reviewed plans to minimize impact on residents and adjacent commercial properties.
- Implemented and managed all ongoing National Pollutant Discharge Elimination System (NPDES) and Sanitary Sewer Management Plan (SSMP) requirements.
- Continued to comply with the State Water Resources Control Board requirements to monitor and manage the Sewer System Management Plan (SSMP) and Sanitary Sewer Overflow program.



---

## **Public Works**

---

- The traffic section completed several traffic volume and speed studies, needed to complete evaluation of vehicular and pedestrian safety issues, and several surveys to establish restricted parking zones as requested by residents.
- Reviewed traffic studies for various developments to determine the impact from vehicular traffic generated by new developments on existing facilities.
- Continued to coordinate with Los Angeles County Department of Public Works 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 Department of Public Works on the repairs to three of the City owned bridges across Walnut Creek Wash.
- Coordinated with Los Angeles County Department of Public Works on the modifications to the shared traffic signal at Badillo Street and Orange Avenue.

### **Maintenance Division**

- Received over 3,000 residential service requests for issues such as potholes, tree maintenance, raised sidewalks, graffiti, trash service, and sewer issues.
- Monitored overflow sensors at sewer lift stations.
- Repaired 11 sewer manholes.
- Repaired 10 sewer mainline locations.
- Cleaned 150 miles of sewer main lines.
- Inspected 50-miles of sewer main lines.
- Repaired damaged asphalt at major intersections.
- Repaired lifted sidewalks in 2 grids.
- Cleaned 714 storm drain catch basins diverting debris from entering into the Los Angeles County wash.
- Continued to promote the California Redemption Value (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.

---

## Public Works

---

- Hosted the City's Earth Day Event at Shadow Oak Park 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 800 lbs of sharps.
- Collected over 58,900 lbs of electronic waste at bi-monthly collection events.
- Approved, renewed, and processed over 720 low-income senior citizen waste collection discount applications.

# Public Works

## 2015-16 SCHEDULE OF POSITIONS

Position Title	FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 15-16 Adopted
<b>PUBLIC WORKS DEPARTMENT</b>				
Public Works Director / City Engineer	1.00	1.00	1.00	1.00
Management Analyst I / II	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	-	1.00
Office Assistant II	1.00	1.00	1.00	-
<b>Subtotal Administration</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>
Deputy Building Official	1.00	1.00	1.00	1.00
Public Works Project Supervisor	1.00	1.00	-	-
Code Enforcement Coordinator	1.00	1.00	-	-
Building Inspector	2.00	2.00	2.00	2.00
Building Permit Technician	2.00	2.00	2.00	2.00
<b>Subtotal Building</b>	<b>7.00</b>	<b>7.00</b>	<b>5.00</b>	<b>5.00</b>
Public Works Project Supervisor	-	-	-	1.00
Civil Engineering Associate	2.00	2.00	2.00	1.00
Civil Engineering Assistant	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
<b>Subtotal Engineering</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Maintenance Operations Manager	-	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Supervisor	-	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	-	1.00	1.00
Building Maintenance Leadworker	1.00	1.00	1.00	1.00
Electrician II	2.00	2.00	2.00	2.00
Equipment Mechanic Leadworker	1.00	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00	2.00
Equipment Operator	2.00	2.00	2.00	2.00
Maintenance Leadworker	8.00	8.00	8.00	8.00
Senior Maintenance Worker	5.00	5.00	6.00	6.00
Maintenance Worker I / II / III	12.00	12.00	10.00	10.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Aide	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	-
Senior Account Clerk	-	-	-	1.00
Administrative Assistant I	-	-	1.00	1.00
Contract Coordinator	2.00	1.00	1.00	1.00
Office Assistant II	1.00	1.00	-	-
Operations Technician	1.00	1.00	1.00	1.00
Street Section Coordinator	1.00	1.00	-	-
Communications Technician	1.00	1.00	1.00	1.00
<b>Subtotal Maintenance</b>	<b>44.00</b>	<b>44.00</b>	<b>43.00</b>	<b>43.00</b>
<b>Total - Public Works Dept</b>	<b>60.00</b>	<b>60.00</b>	<b>56.00</b>	<b>56.00</b>

## 2015 - 2016 EXPENDITURES BY OBJECT CODE

### DEPARTMENT: PUBLIC WORKS

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
5111	Full Time Salaries	\$ 3,149,973	\$ 2,975,796	\$ 3,048,259	\$ 3,257,764
5112	Part Time Salaries	261,762	264,058	271,100	286,803
5113	Overtime Salaries	91,382	120,080	114,900	106,064
5117	Bilingual Pay	3,609	3,609	3,822	2,392
5121	Holiday Opt/No Pers	9,568	12,141	9,150	10,650
5124	Sick Leave Buy Back	44,809	55,484	44,437	60,790
5125	Vacation Buy Back	36,284	40,121	35,590	51,130
5132	Uniform Allowances	5,588	4,480	5,000	6,864
5134	Rideshare Comp Time	6,233	139	-	-
5151	Workers' Compensation	98,699	103,700	105,680	95,074
5152	Health/Flex Benefit	524,010	497,485	637,820	566,698
5153	Group Life	4,690	6,341	7,070	7,044
5154	Group Long Term Disability	22,244	20,967	22,900	22,758
5155	Medicare	44,239	42,781	47,020	41,230
5157	Retirement - Nonsworn	434,562	442,010	559,210	639,167
5158	Deferred Compensation	19,227	18,853	20,600	14,400
5159	Dental Ins Benefit	22,890	21,470	25,750	24,285
5160	Retiree Medical Benefit	29,812	32,194	36,300	36,300
5161	Vision	11,044	10,355	12,010	12,220
5163	Retirement Health Savings Plan	50,375	73,602	77,975	79,300
5165	Compensated Absences Adj	48,385	(5,975)	-	-
5166	Retiree Lump Sum Benefit	32,707	30,294	28,130	28,130
5168	Supplemental Retirement Plan	1,996	3,174	4,200	-
5169	Epmc Replacement Plan	16,709	3,922	4,430	1,986
5171	Unemployment	10,158	9,189	-	-
5180	Leave Lump Sum	11,226	109,536	51,841	37,000
5251	Auto Allowance	3,621	3,621	3,620	3,600
5253	Cash Back	88,347	89,836	96,360	50,808
5999	Salary Savings	-	-	-	(46,853)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 5,084,149</b>	<b>\$ 4,989,263</b>	<b>\$ 5,273,174</b>	<b>\$ 5,395,604</b>
6011	Uniforms	\$ 12,545	\$ 15,415	\$ 15,280	\$ 13,880
6020	Educational	455	1,880	1,000	1,000
6030	Memberships	999	1,522	2,150	2,350
6050	Conferences & Meetings	10,698	12,435	24,900	22,340
6110	Professional Services	96,318	164,113	259,024	594,624
6111	Legal Services	102,857	43,882	-	-
6117	Consultants	49,211	56,500	83,550	77,950
6119	Other Professional Services	8,200	7,600	-	-
6120	Other Contractual Services	319,588	167,125	197,160	220,160
6126	Website Development & Maint	-	12,800	1,200	400
6130	Service Contracts	1,409,653	1,497,229	1,725,420	1,607,793
6133	City Hall Maintenance	61,513	61,261	65,000	65,000
6134	Building Maintenance	67,970	89,655	94,600	92,600
6135	Contractual Grounds Maint.	512,375	517,699	556,670	500,000
6138	Misc Equipment Contracts	10,890	10,623	9,240	10,000
6139	Other Service Contracts	44,897	48,476	50,300	51,500
6141	Natural Gas	43,343	38,864	42,000	42,000
6142	Electricity	1,905,216	1,878,815	1,860,500	1,893,164
6143	Water	1,020,335	1,003,506	914,200	840,200
6144	Telephone -- City System	18,410	18,410	10,470	-
6145	Telephone -- Special Lines	4,362	4,791	4,430	4,430
6147	Cellular Phones	10,073	9,775	14,580	17,348
6167	Community Awareness	15,807	23,555	39,190	39,190

## 2015 - 2016 EXPENDITURES BY OBJECT CODE

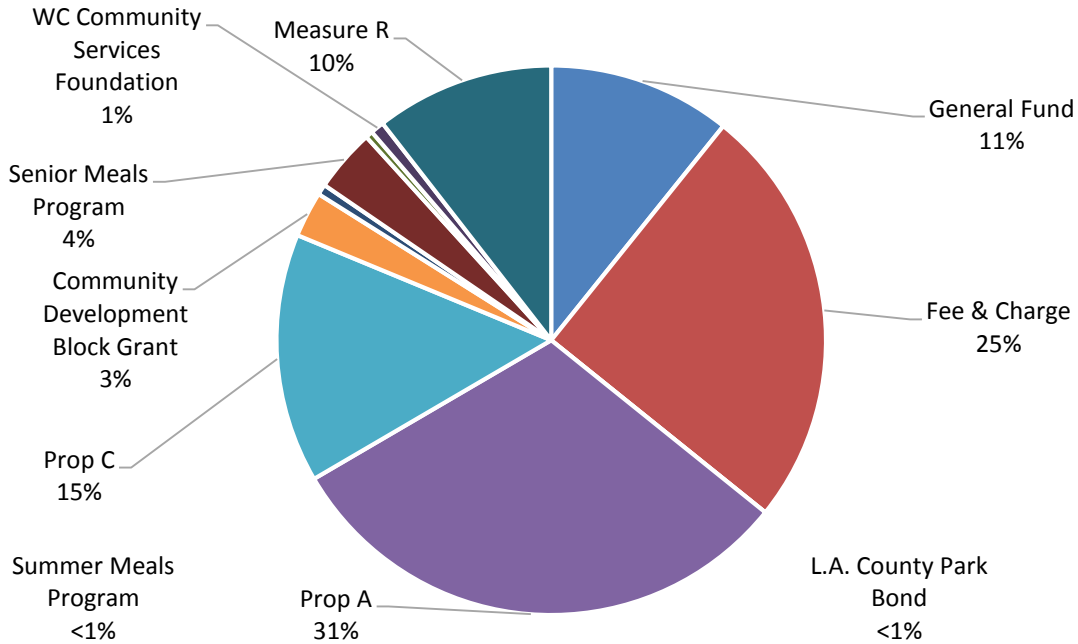
### DEPARTMENT: PUBLIC WORKS

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
6169	Graffiti	104	306	1,700	1,700
6170	Advertising & Publications	10,829	157	-	-
6210	Office Supplies	9,031	8,293	9,230	9,230
6212	Reprographic Services	21,007	23,483	26,460	26,180
6214	Printing & Copying	5,587	-	-	-
6215	Computer Supplies	1,208	1,564	2,450	2,450
6250	Maint. Dept Supplies	28,737	30,143	46,800	46,000
6251	Asphalt/Road Supplies	23,485	10,141	17,500	17,500
6252	Traffic Paint/Supplies	25,972	20,139	28,000	28,000
6253	Cement/Const Mat'L	35,500	30,493	31,500	31,500
6254	Signs/Hardware	30,547	47,646	43,880	43,880
6255	Grounds Lndscpng Supps.	164	-	8,140	8,140
6259	Other Maintenance Supplies	4,099	5,681	4,000	4,000
6260	Bldg. Servs. Supplies	72,578	62,626	70,000	65,000
6270	Special Department Supplies	51,058	60,127	117,496	83,784
6272	Software Licensing	427	1,650	1,700	2,700
6279	Other Special Dept Supplies	9	156	800	800
6290	Small Tools	1,927	3,487	4,180	4,180
6310	Buildings & Improv. M&R	42,317	42,693	48,050	48,050
6319	Pool Car Usage	(602)	(688)	-	-
6320	Chgbk - Fuel & Oil	123,035	119,485	122,280	123,000
6325	Parts	193,834	185,795	160,000	150,000
6327	Chgbk - Veh Maintenance	279,847	246,384	268,740	273,740
6329	Other Vehicle Sublet Repairs	133,205	167,992	160,000	125,000
6330	Equipment M & R	68,362	70,330	71,390	82,670
6332	Radio & Communication M&R	35,904	39,322	26,663	35,000
6334	Data Processing Equipment	5,344	5,969	5,000	5,000
6335	Telephone Changes	1,566	1,990	3,000	3,000
6336	Emergency Repairs	13,882	15,684	20,707	16,707
6410	Chgbk - Property & Liability Ins	156,425	155,854	280,840	394,690
6419	Claim Paid	56,364	7,915	-	-
6482	Equipment Replacement	-	-	850	850
6485	Fuels & Oil Usage	717,826	714,409	756,270	756,270
6493	Admin And Overhead	682,416	714,994	713,460	713,460
6495	Depreciation Expense	145,227	145,227	-	-
6511	Workers Comp Medical	31,005	25,918	-	-
6999	Non-Capital Equipment	1,740	-	3,500	-
7160	Other Equipment	17,181	10,628	-	-
<b>Total Maintenance &amp; Operations</b>		<b>\$ 8,752,862</b>	<b>\$ 8,661,924</b>	<b>\$ 9,025,450</b>	<b>\$ 9,198,410</b>
6424	Capitalized Lease Payments	\$ 16,889	\$ 17,187	\$ 18,430	\$ 21,116
<b>Total Debt Service</b>		<b>\$ 16,889</b>	<b>\$ 17,187</b>	<b>\$ 18,430</b>	<b>\$ 21,116</b>
<b>Total Expenditures</b>		<b>\$ 13,853,900</b>	<b>\$ 13,668,374</b>	<b>\$ 14,317,054</b>	<b>\$ 14,615,130</b>

(This Page Left Intentionally Blank)

# Community Services

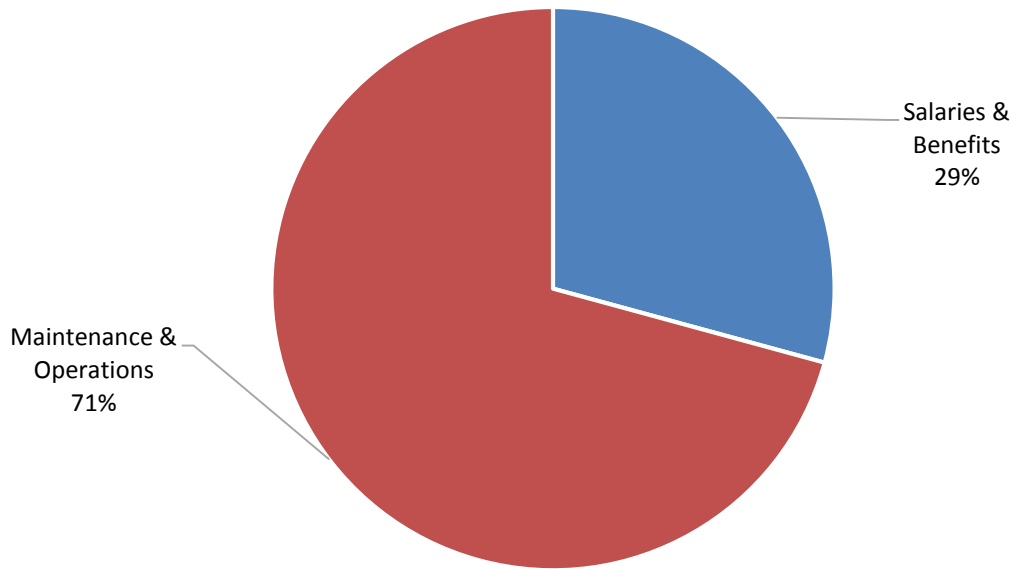
## EXPENDITURES BY FUNDING SOURCE



Source of Funds:	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
General Fund	\$ 536,767	\$ 568,057	\$ 721,168	\$ 674,956
Fee & Charge	1,226,941	1,157,186	1,350,002	1,566,704
Business Improvement Tax	-	1,944	4,490	-
Prop A	2,030,000	1,730,000	1,907,990	1,930,000
Prop C	765,440	889,518	924,217	918,909
Community Development Block Grant	264,876	264,223	277,623	168,085
L.A. County Park Bond	29,424	51,077	37,550	38,803
Senior Meals Program	210,651	198,385	213,420	231,967
Summer Meals Program	25,928	6,980	26,690	26,810
WC Community Services Foundation	113,097	67,135	206,665	50,000
Measure R	600,913	618,069	673,420	659,151
CDBG-R	(99)	-	-	-
Self Insurance Workers' Compensation	7,048	34,370	-	-
<b>Total Source of Funds</b>	<b>\$ 5,810,986</b>	<b>\$5,586,944</b>	<b>\$6,343,235</b>	<b>\$6,265,385</b>

# Community Services

## EXPENDITURES BY CATEGORY



	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
<b>Expense Classification:</b>				
Total Salaries & Benefits	\$ 1,573,410	\$ 1,584,989	\$1,846,200	\$ 1,831,774
Total Maintenance & Operations	4,237,576	4,001,955	4,497,035	4,433,611
<b>Total Source of Funds</b>	<b>\$ 5,810,986</b>	<b>\$5,586,944</b>	<b>\$6,343,235</b>	<b>\$ 6,265,385</b>

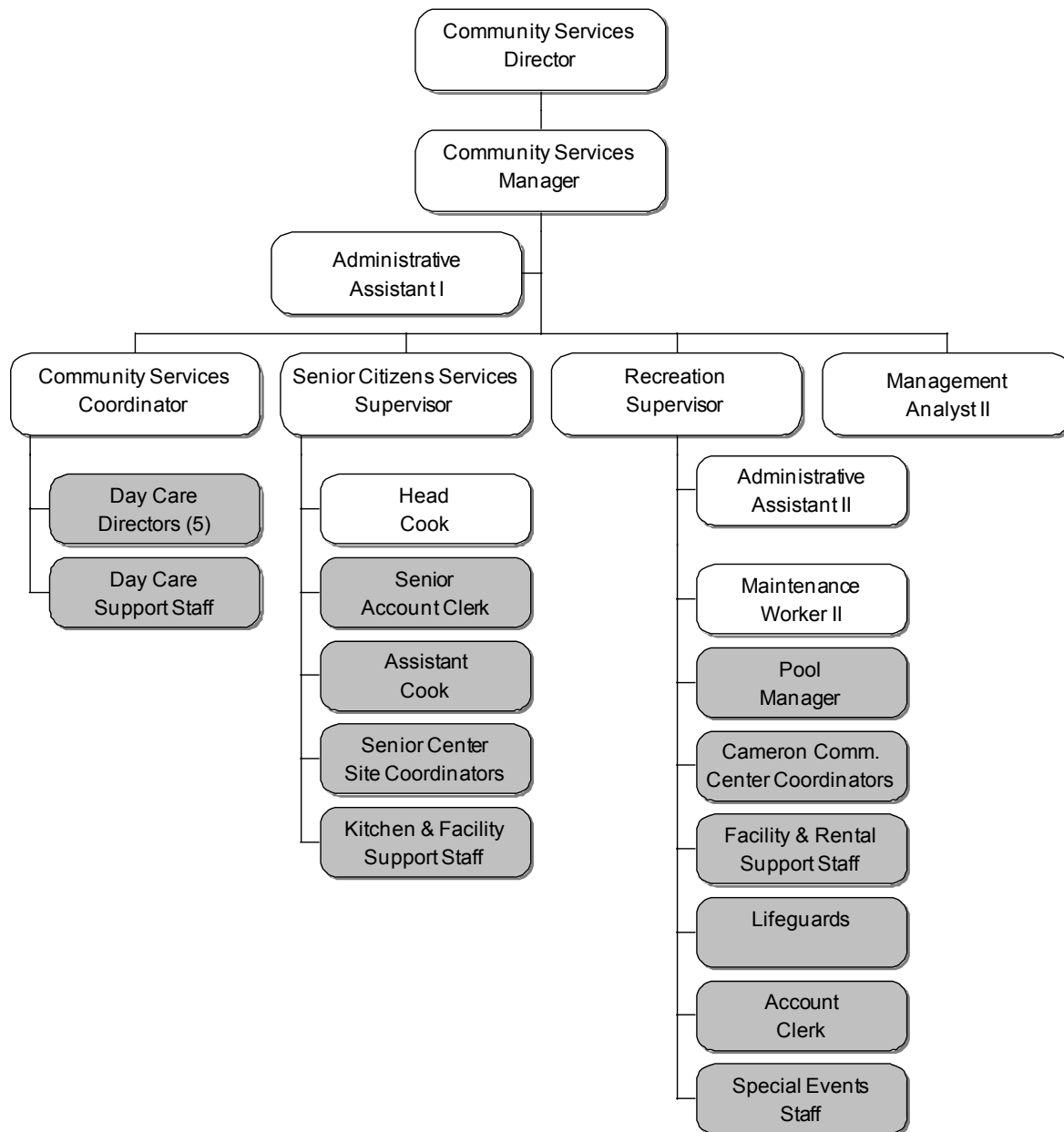


---

# Community Services

---

## Organizational Chart by Position



---

# 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.

---

---

**T**he 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.

The department also hosts 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 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
  - Dog Spooktacular

---

## Community Services

---

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

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.
- Providing support to Community and Senior Services Commission.

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.

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.

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 eight (8) volunteer youth sports organizations including: football/cheer, softball, basketball, soccer, and five 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 City properties and 18 district properties.

---

## Community Services

---

- 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.

### **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 2014-2015, 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 2015-2016 GOALS AND OBJECTIVES**

- Purchase two (2) new buses for the Go West Transit shuttle program.
- Expand the Summer Movies in the Park series to include Shadow Oak Park as a venue.
- Successfully coordinate cultural community events for Team Nippon from Japan for the 2015 Special Olympics World Games July 21, 2015-July 24, 2015.
- Construction of the Orangewood Park Soccer Complex.
- Utilize CDBG funding to make improvements at Palm View Park.

## Community Services

- Purchase of new recreation software to enhance customer engagement for online and walk-in registration.
- Continue to provide the highest level of service, while maintaining fiscal responsibility in providing new special events, volunteer opportunities, and promotion of community activities. In addition to this, staff will maximize the use of donations and non-general fund sources to further offset the costs of department operations.
- 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 Service Day, Special Olympics, and Adopt-A-Park.
- Increase revenues to offset fees for Community Service operations through donations, increased rentals, and reduction in expenditures.
- Increase marketing efforts for all classes, programs and events through flyers, Discover West Covina, and the Community Recreation Guide as well as the creation of a City Facebook account.

### PERFORMANCE MEASURES

Performance Measures	2011-2012 Actuals	2012-2013 Actuals	2013-2014 Actuals	2014-2015 Estimated	2015--2016 Projected
Adult Drop-In basketball & volleyball	4,200	9,851	11,057	10,000	10,500
Adult sports participants served	960	850	800	800	900
Youth Drop-in game room	13,500	12,500	12,000	12,000	12,000
Youth Drop-in gym	2,000	2,100	1,900	2,000	2,000
City youth sports participants served	259	163	194	180	200
<b>Facility Bookings</b>					
Cameron Community Center					
East Gym	307	454	399	500	500
West Gym	207	567	458	500	500
Multi-Purpose Room	111	115	169	130	130
<b>Cameron Community Center Total</b>	<b>625</b>	<b>1,136</b>	<b>1,026</b>	<b>1,130</b>	<b>1,130</b>
Shadow Oak	216	114	106	110	112
Municipal Pool	65	62	73	70	70
<b>Park Pavilions</b>					
Cameron Park	92	73	69	70	75
Cortez Park	68	88	89	80	80
Del Norte Park	25	92	127	115	120
Friendship Park	6	9	14	10	10
Gingrich Park	N/A	N/A	N/A	8	10
Galster Park	22	43	37	40	35
Orangewood Park	7	6	4	2	5

## Community Services

Performance Measures	2011-2012 Actuals	2012-2013 Actuals	2013-2014 Actuals	2014-2015 Estimated	2015--2016 Projected
Palm View Park	56	132	131	120	125
Shadow Oak Park	47	40	39	40	40
<b>Park Pavilion Totals</b>	<b>323</b>	<b>483</b>	<b>510</b>	<b>485</b>	<b>500</b>
Equestrian Center Shows	10	12	15	17	18
Maverick Baseball Rental	342	341	260	280	285
Other Athletic Field Rental	149	491	575	580	590
Recreation class registration	4,587				
Aquatics participants served	3,941	5,724	4,962	4,000	4,500
Nature Center Drop-in	441	400	350	500	500
Nature Center Events	991	1,200	1,500	1,750	2,000
Sports Council meetings	10	9	6	5	6
Sports Council participants served	4,200	3,675	3,625	3,958	4,015
Tiny Tot participants served	1,146	1,177	858	1,150	1,175
Youth Assistance program participants served	88	37	43	-	-
Careship	9	17	20	18	20
Child Care Programs (4 sites)	8,400	15,000	27,730	25,500	24,000

### FY 2014-15 ACCOMPLISHMENTS

- Constructed a new baseball themed playground at Walmerado Park.
- Issued a Request for Proposal for the design of the Orangewood Park Soccer Complex.
- Oversaw the repairs and coordinated a re-dedication ceremony for the Cory Lidle sculpture at the Big League Dreams Complex.
- The 2014 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.
- Staff collaborated with a wide variety of community organizations and service clubs throughout the year to provide other special events for the community.
- 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.

---

## Community Services

---

- 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 awarded the Los Angeles County AAA Silver Thermometer Award for meeting the highest standards for serving safe food.
- Increased programming and rentals at the Cameron Community Center generated increased revenue.
- 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 CDBG-funded sub-recipients for Fiscal Year 2014-2015, 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 (2015-2016).
- Partnered with GWC Business Association on the Summer Concert Series and other community events.

---

# Community Services

---

## 2015-16 SCHEDULE OF POSITIONS

Position Title	FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 15-16 Adopted
<b>COMMUNITY SERVICES DEPARTMENT</b>				
Community Services Director	-	1.00	1.00	1.00
Community Services Manager	1.00	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00	1.00
Recreation Services Supervisor	3.00	3.00	1.00	1.00
Senior Citizens Services Supervisor	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Cook	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	-
Community Services Coordinator	-	-	2.00	1.00
Office Assistant II	-	-	-	1.00
Maintenance Worker II	-	-	-	1.00
<b>Total - Community Services Dept</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>



## 2015 - 2016 EXPENDITURES BY OBJECT CODE

### DEPARTMENT: COMMUNITY SERVICES

Object Code	Expense Classification	2012-13 Actual Expense	2013-14 Actual Expense	2014-15 Amended Budget	2015-16 Adopted Budget
5111	Full Time Salaries	\$ 578,058	\$ 611,662	\$ 697,360	\$ 645,153
5112	Part Time Salaries	671,391	663,490	763,710	861,018
5113	Overtime Salaries	3,063	6,224	4,500	4,500
5114	Elective/Appointive	2,268	2,550	5,980	5,980
5117	Bilingual Pay	1,203	1,203	1,200	1,196
5121	Holiday Opt/No Pers	1,894	2,636	2,150	1,970
5122	Holiday Opt/Persable	64	36	-	-
5124	Sick Leave Buy Back	4,469	8,269	6,970	11,650
5125	Vacation Buy Back	8,539	14,959	22,090	24,340
5132	Uniform Allowances	-	-	-	208
5151	Workers' Compensation	12,565	14,126	28,250	4,850
5152	Health/Flex Benefit	93,831	83,313	88,120	88,599
5153	Group Life	1,145	1,530	1,700	1,656
5154	Group Long Term Disability	4,115	4,234	4,750	4,567
5155	Medicare	18,916	19,234	23,330	9,752
5157	Retirement - Nonsworn	79,881	90,898	119,650	123,077
5158	Deferred Compensation	10,408	9,676	10,800	10,800
5159	Dental Ins Benefit	4,175	4,454	5,180	4,311
5160	Retiree Medical Benefit	4,969	6,539	7,260	7,260
5161	Vision	1,755	1,843	2,170	2,485
5163	Retirement Health Savings Plan	9,855	10,825	11,130	11,300
5166	Retiree Lump Sum Benefit	6,272	5,287	5,070	5,070
5168	Supplemental Retirement Plan	399	2,158	4,200	-
5169	Epmc Replacement Plan	3,071	2,194	2,420	1,203
5171	Unemployment	16,400	(12)	-	-
5180	Leave Lump Sum	24,176	-	-	5,000
5251	Auto Allowance	724	2,462	3,600	3,600
5253	Cash Back	9,804	15,199	24,610	11,256
5999	Salary Savings	-	-	-	(19,027)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 1,573,410</b>	<b>\$ 1,584,989</b>	<b>\$ 1,846,200</b>	<b>\$ 1,831,774</b>
6011	Uniforms	\$ 2,996	\$ 5,058	\$ 7,690	\$ 7,690
6012	Laundry	2,607	2,964	2,600	2,600
6020	Educational	1,065	194	2,250	2,250
6030	Memberships	-	-	1,290	1,040
6050	Conferences & Meetings	1,372	2,909	5,860	5,610
6052	Reimbursed Mileage	-	-	250	200
6060	Commission Expenses	288	-	500	500
6087	Sgv Council Of Govts	-	-	-	30,000
6110	Professional Services	2,615	5,322	4,000	-
6111	Legal Services	6,268	11,665	-	-
6112	Accounting And Auditing	2,188	1,845	2,000	2,000
6117	Consultants	-	-	25,000	20,000
6120	Other Contractual Services	1,223,814	1,256,749	1,366,976	1,314,760
6126	Website Development & Maint	-	2,400	3,600	-
6138	Misc Equipment Contracts	3,656	2,164	5,110	5,130
6139	Other Service Contracts	4,000	925	800	800
6141	Natural Gas	2,381	2,498	3,000	3,000
6142	Electricity	76,451	59,994	75,000	82,500
6143	Water	9,282	10,232	7,900	8,600

## 2015 - 2016 EXPENDITURES BY OBJECT CODE

### DEPARTMENT: COMMUNITY SERVICES

Object		2012-13	2013-14	2014-15	2015-16
Code	Expense Classification	Actual Expense	Actual Expense	Amended Budget	Adopted Budget
6144	Telephone -- City System	4,740	4,740	2,580	-
6145	Telephone -- Special Lines	10,418	10,743	10,600	10,580
6147	Cellular Phones	4,485	5,069	5,080	4,360
6158	Meals	98,235	77,910	103,000	117,000
6164	Senior Excursions	2,347	4,797	7,500	7,500
6166	Summer Concerts	22,469	11,386	43,879	11,000
6170	Advertising & Publications	2,272	7,667	8,027	7,000
6188	Other Special Events	-	9,584	21,900	18,210
6189	Mobile Skate Park	-	-	11,490	11,488
6191	Galster Park Nature Center	-	-	10,626	-
6192	Cameron Comm Center	6,962	-	3,850	-
6203	Project 29:11	-	4,561	3,500	-
6204	Ywca Of San Gabriel Valley - Mow	3,165	5,000	4,500	-
6207	Action Food Pantry	6,329	6,561	4,938	-
6210	Office Supplies	4,320	9,792	10,980	10,980
6212	Reprographic Services	30,608	35,071	39,480	39,090
6214	Printing & Copying	467	-	-	-
6240	Recreation Supplies	59,334	69,595	73,282	67,780
6270	Special Department Supplies	26,899	28,042	53,900	63,900
6319	Pool Car Usage	24	96	-	-
6320	Chgbk - Fuel & Oil	116,504	138,199	116,500	116,500
6327	Chgbk - Veh Maintenance	13,172	7,147	10,260	11,260
6330	Equipment M & R	72,501	72,189	54,868	62,930
6410	Chgbk - Property & Liability Ins	88,255	88,255	36,060	50,800
6419	Claim Paid	-	20,400	-	-
6444	Ywca Of Sgv - Sr Cit Assistance	5,972	10,061	5,000	-
6447	Youth Assistance	4,603	3,065	-	-
6451	Volunteers Of America-Wccsc	5,099	-	-	-
6460	Subrecipients	-	-	-	109,065
6461	Love Inc Crisis Intervention	-	3,061	2,500	-
6462	Assistance League Of Covina Valley	1,055	2,000	1,000	-
6466	Cory'S Kitchen	4,000	6,561	3,500	-
6467	Esgv Coalition For Home	4,991	7,117	3,500	-
6485	Fuels & Oil Usage	6,492	7,195	-	-
6490	Miscellaneous Expenses	34,811	14,998	70,416	-
6493	Admin And Overhead	194,210	202,083	260,040	260,040
6497	July 4Th Event	36,800	47,992	53,993	54,000
6511	Workers Comp Medical	780	2,243	-	-
6520	Prop A Exchange	2,000,000	1,700,000	1,907,990	1,900,000
6545	Walk Of Fame	9,736	883	4,881	-
6548	Wc Memorial Wall	164	-	16,068	-
6574	Youth Council	-	214	4,570	-
6999	Non-Capital Equipment	3,803	12,759	12,951	12,948
7160	Other Equipment	5,602	-	-	500
7530	Building Improvements	6,969	-	-	-
<b>Total Maintenance &amp; Operations</b>		<b>\$ 4,237,576</b>	<b>\$ 4,001,955</b>	<b>\$ 4,497,035</b>	<b>\$ 4,433,611</b>
<b>Total Expenditures</b>		<b>\$ 5,810,986</b>	<b>\$ 5,586,944</b>	<b>\$ 6,343,235</b>	<b>\$ 6,265,385</b>

# **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 2015-2016 provides \$6.9 million for new projects.

Projects and funding 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, 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.

The CIP budget for fiscal year 2015-2016 is \$6,914,996. A list of all the recommended projects is shown on the following pages.

## **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. This year, \$1,995,000 in restricted funding is available for street related projects, \$4,518,000 for park related projects, \$87,500 for building projects and \$130,000 to re-roof the Community Center. There is another \$184,496 proposed in vehicle projects of which \$93,146 will go to replace two Police units, \$31,350 will add a new Police parking enforcement vehicle and \$60,000 to lease a sewer vector truck.
3. 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/improvements; most of the carpet throughout all departments, ceiling tiles, the roof and skylight – all need to be replaced. 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 Public Works Department’s operating budget. The municipal pool is over 45 years old and continually in need of expensive repairs.
4. 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, police vehicles and heavy duty maintenance trucks.
5. 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.
6. 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. 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	2019-2020
BUILDINGS	\$24,279,400	\$285,320	\$217,500	\$1,566,900	\$446,500	\$454,500	\$21,594,000
ENERGY EFFICIENCY/CONSERVATION	380,000	-	-	260,000	120,000	-	-
GENERAL	863,000	490,000	-	849,000	14,000	-	-
PARKS	48,916,500	45,000	4,518,000	2,685,000	125,000	75,000	41,513,500
STREETS	14,790,000	1,255,000	1,300,000	1,000,000	900,000	900,000	10,690,000
TRAFFIC SIGNALS	6,626,300	190,000	85,000	932,000	359,300	210,000	5,040,000
UTILITIES	18,910,000	-	610,000	800,000	650,000	650,000	16,200,000
VEHICLES	5,891,792	251,210	184,496	1,739,234	1,453,774	1,250,274	1,264,014
YOUTH SPORTS	580,000	-	-	30,000	-	-	550,000
<b>TOTALS</b>	<b>\$121,236,992</b>	<b>\$2,516,530</b>	<b>\$6,914,996</b>	<b>\$9,862,134</b>	<b>\$4,068,574</b>	<b>\$3,539,774</b>	<b>\$96,851,514</b>

Fund No.	Fund Type	Total
119	AQMD	\$ 31,350
122	Prop "C"	200,000
124	Gas Tax	310,000
131	CDBG	725,000
161	Construction Tax	122,500
173	Park Dedication Fees (D)	2,533,000
174	Park Dedication Fees (E)	790,000
175	Park Dedication Fees (F)	580,000
181	Maint District 1	210,000
182	Maint District 2	50,000
184	Maint District 4	300,000
186	Maint District 6	50,000
187	Maint District 7	50,000
189	Sewer	670,000
224	Measure R	200,000
367	Vehicle Replacement	93,146
	<b>TOTAL</b>	<b>\$6,914,996</b>

**2015-2016 PROJECT SUMMARY BY FUND NUMBER**

NO	FUND NO.	FUND	PROJECT	AMOUNT
V-23	119	AQMD	New Hybrid Vehicle for Code Enhancement	\$ 31,350
			<b>TOTAL AQMD - 119</b>	<b>31,350</b>
S-27	122	Prop C	Street Rehabilitation - Major and residential streets	200,000
			<b>TOTAL PROP C - 122</b>	<b>200,000</b>
S-21	124	Gas Tax	Urban Forestation USA (Tree City USA)	25,000
S-27	124	Gas Tax	Street Rehabilitation - Major and residential streets	200,000
T-25	124	Gas Tax	Battery replacement for battery back-up for 29 traffic signal	35,000
T-27	124	Gas Tax	Spare traffic signal cabinet and controller	25,000
T-28	124	Gas Tax	Traffic safety improvements at various locations, Citywide	25,000
			<b>TOTAL GAS TAX - 124</b>	<b>310,000</b>
S-26	131	CDBG	Street barrier removal and ADA upgrades, Citywide	200,000
P-56	131	CDBG	Palmview Park Improvements	50,000
SP-15106	131	CDBG	Street Rehabilitation - Major & Residential Streets (CDBG Streets)	475,000
			<b>TOTAL CDBG - 131</b>	<b>725,000</b>
B-2	161	CT	Termite and Building Repair	15,000
B-13	161	CT	Replace Carpet at Fire Station 1 & 5 Carpet	22,500
B-47	161	CT	Replace 2000amp breaker at Civic Center	20,000
P-3	161	CT	Purchase light bulbs for ballfield lighting at various parks	15,000
P-47	161	CT	Remove bridge at Heritage Park	15,000
P-40	161	CT	Resurface and restripe basketball courts at Shadow Oak Park	20,000
B-49	161	CT	New Carpet Community Room	5,000
B-51	161	CT	Removal of Portable at California Daycare	10,000
			<b>TOTAL CONSTRUCTION TAX - 161</b>	<b>122,500</b>
P-30	173	PDF D	Soccer Fields, Phase 1 - Demolition	33,000
P-31	173	PDF D	Soccer Fields, Phase 2 - Design & Construct 2 Soccer Fields, Parking Lot Expansion, Picnic Shelters, Benches, Drinking Fountains	2,500,000
			<b>TOTAL PDF D - 173</b>	<b>2,533,000</b>
P-46	174	PDF E	Replace picnic shelter at Cortez Park	90,000
P-31	174	PDF E	Soccer Fields, Phase 2 - Design & Construct 2 Soccer Fields, Parking Lot Expansion, Picnic Shelters, Benches, Drinking Fountains	700,000
			<b>TOTAL PDF E - 174</b>	<b>790,000</b>
P-54	175	PDF F	Replace picnic shelter at Del Norte Park	85,000
B-37	175	PDF F	Replace kitchen cabinets at Cameron Community Center	15,000
B-52	175	PDF F	Re-roof Community Center at Cameron Park	130,000
P-31	175	PDF F	Soccer Fields, Phase 2 - Design & Construct 2 Soccer Fields, Parking Lot Expansion, Picnic Shelters, Benches, Drinking Fountains	100,000
P-55	175	PDF F	Shadow Oak Park Design & Construct Restroom	250,000
			<b>TOTAL PDF F - 175</b>	<b>580,000</b>
P-48	181	MD1	Replace 11 irrigation controllers with Cal-Sense controllers, concrete sidewalk repairs, paseo lighting upgrades, planting area repairs and tree trimming	210,000
			<b>TOTAL MAINT DIST NO 1 - 181</b>	<b>210,000</b>
P-49	182	MD2	Concrete sidewalk repairs and tree trimming	50,000
			<b>TOTAL MAINT DIST NO 2 - 182</b>	<b>50,000</b>
P-50	184	MD4	Replace 10 irrigation controllers with Cal-Sense controllers, tree trimming, remove dry vegetation, remove and replace damaged chain link fencing, and install wrought iron fence at 3 locations	300,000
			<b>TOTAL MAINT DIST NO 4 - 184</b>	<b>300,000</b>
P-51	186	MD6	Replace 2 irrigation controllers with Cal-Sense controllers, retrofit irrigation system to use bubbler sprinkler heads/drip/micro spray systems and tree trimming	50,000
			<b>TOTAL MAINT DIST NO 6 - 186</b>	<b>50,000</b>
P-52	187	MD7	Replace 4 irrigation controllers with Cal-Sense controllers, computer hardware and software upgrades and radio communications	50,000
			<b>TOTAL MAINT DIST NO 7 - 187</b>	<b>50,000</b>
U-17	189	Sewer	Sanitary Sewer Management Plan Update	85,000
U-18	189	Sewer	Sewer main rehabilitation on Cameron Ave.	525,000
V-24	189	Sewer	Sewer Jetter to replace Unit #115 (5-year Lease to Own) - Year 2 -5	60,000
			<b>TOTAL SEWER FUND - 189</b>	<b>670,000</b>
S-27	224	Measure R	Street Rehabilitation - Major and residential streets	200,000
			<b>TOTAL MEASURE R - 224</b>	<b>200,000</b>
V-18	367	VR	Replace 2 Police units	93,146
			<b>TOTAL VEHICLE REPLACEMENT - 367</b>	<b>93,146</b>
			<b>GRAND TOTAL</b>	<b>\$ 6,914,996</b>

**2015-2016 CAPITAL IMPROVEMENT BUDGET  
PROPOSED FUNDING SOURCES**

Fund Number	Fund Type	Fund Description	Funding Available	2015/16 Expenditure	Remaining Balance
110	GF	General Fund	\$ -	\$ -	\$ -
111	GF	Fee and Charge	-	-	-
116/117	SR	Drug Enforcement Rebate	2,825,583	-	2,825,583
118	BIT	Business Improvement Tax	-	-	-
119	AQMD	Air Quality Management District	143,313	31,350	111,963
121	Prop A	Proposition "A"	797,219	-	797,219
122	Prop C	Proposition "C"	399,801	200,000	199,801
124	GT	Gasoline Tax (Includes State Prop 42 Funds)	348,234	310,000	38,234
128	TDA	Transportation Development Act	78,852	-	78,852
129	AB 939	AB 939 - Waste Diversion	370,019	-	370,019
131	CDBG	Community Development Block Grant	1,038,175	725,000	313,175
140	HSIIP	Federal Highway Safety Improvement Program	5,007	-	5,007
153	PSA	Public Safety Augmentation	211,192	-	211,192
155	COPS	COPS/SLESA	362,766	-	362,766
158	CRV	California Redemption Value	38,620	-	38,620
160	CP	Capital Projects	322,874	-	322,874
161	CT	Construction Tax	300,114	122,500	177,614
163	Park	Park Leasing Fund	51,379	-	51,379
170	PDF A	Park Dedication Fee "A"	20,000	-	20,000
171	PDF B	Park Dedication Fee "B"	-	-	-
172	PDF C	Park Dedication Fee "C"	-	-	-
173	PDF D	Park Dedication Fee "D"	2,594,680	2,533,000	61,680
174	PDF E	Park Dedication Fee "E"	1,042,662	790,000	252,662
175	PDF F	Park Dedication Fee "F"	700,892	580,000	120,892
176	PDF G	Park Dedication Fee "G"	-	-	-
177	PDF H	Park Dedication Fee "H"	-	-	-
181	MD 1	Maintenance District 1	1,575,212	210,000	1,365,212
182	MD 2	Maintenance District 2	402,562	50,000	352,562
183	CSS	Cosastal Sage CFD	135,181	-	135,181
184	MD 4	Maintenance District 4	2,072,490	300,000	1,772,490
186	MD 6	Maintenance District 6	317,399	50,000	267,399
187	MD 7	Maintenance District 7	311,272	50,000	261,272
188	CWD	Citywide Maintenance District	711,551	-	711,551
189	SF	Sewer Fund	2,460,620	670,000	1,790,620
205	PEG	Charter PEG	212,944	-	212,944
212	Art	Art in Public Places	456,183	-	456,183
220	CSF	Community Services Foundation Donations	85,213	-	85,213
224	Measure R	Measure R	608,420	200,000	408,420
367	VR	Vehicle Replacement	127,063	93,146	33,917
820	SHA	Successor Housing Agency	8,752,524	-	8,752,524
		<b>Total</b>	<b>\$ 29,880,016</b>	<b>\$ 6,914,996</b>	<b>\$ 22,965,020</b>

## 2015-2020 CIP PROJECTS BUILDING

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
BP 15301	Public Works - Replace Halon System in Information Systems and Communications	\$62,320	161 - CT	62,320					
BP 15302	Termite & Building Repairs	\$5,000	161 - CT	5,000					
BP 15303	Fire Station No. 1 - Paint Exterior	\$48,000	161 - CT	48,000					
B-2	Termite & Building Repairs	75,000	161 - CT		15,000	15,000	15,000	15,000	15,000
	ADA Access - Public Facilities	400,000	CDBG			100,000	100,000	100,000	100,000
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	161 - 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	22,500	161 - CT		22,500				
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	85,000	161 - CT	85,000					
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	85,000		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-23	City Hall - Management Resource Center (MRC) Refurbishment	21,000	161 - 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
B-28	Civic Center - Globe Lights & Poles Replacement	500,000	CT, GFR						500,000



## 2015-2020 CIP PROJECTS BUILDING

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
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-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
B-37	Cameron Community Center -Replace kitchen Cabinets	15,000	175 - PDF F		15,000				
B-39	Fire Station 1- Replace emergency generator	10,000	161 - CT			10,000			
B-40	Fire Station 3 - Re-roof	10,000	161 - CT			10,000			
B-41	Fire Station 4 - Replace emergency generator	40,000	161 - CT			40,000			
B-42	Police - Forensic Lab refurbish - Phase I	211,200				211,200			
B-43	Police - Forensic Lab refurbish - Phase II	93,500					95,500		
B-44	Police - Forensic Lab refurbish - Phase III	39,500						39,500	
B-45	Police - Refurbish Part 1	295,000				295,000			
B-46	Police - Refurbish Part 2	122,000				122,000			
B-47	Civic Center - Replace 2000amp breaker with reconditioned 2000amp breaker	20,000	161 - CT		20,000				
B-48	ADA Accessibility upgrades Fire Sta #1	150,000	161 - CT			150,000			
B-49	New Carpet Community Room	5,000	161 - CT		5,000				
B-50	New Carpet City Yard	10,000	161 - CT			10,000			
B-51	Removal of Portable at California Daycare	10,000	161 - CT		10,000				
B-52	Community Services - re-roof Community Center	130,000	175 - PDF F		130,000				
	<b>TOTAL BUILDING PROJECTS</b>	<b>\$24,232,400</b>		<b>\$285,320</b>	<b>\$217,500</b>	<b>\$1,566,900</b>	<b>\$446,500</b>	<b>\$454,500</b>	<b>\$21,594,000</b>

**2015-2020 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	2019-2020
C-2	Community Energy-Efficiency Education and Outreach	50,000	Energy Grant Unfunded			50,000			
C-3	Cortez Senior Center Energy Efficient Lighting and Kitchen Facility Upgrades	150,000	Grants, Rebates, Energy Savings Unfunded			150,000			
C-4	Fire Stations Energy Efficient Kitchen Upgrades	50,000	Grants, Rebates, Energy Savings Unfunded			50,000			
C-5	Orangewood Daycare Energy Efficient Kitchen Upgrade	10,000	111 - F&C			10,000			
C-6	Palmview Community Center Kitchen Upgrade	10,000	Grants, Rebates, Energy Savings Unfunded				10,000		
C-7	Shadow Oak Community Center Park Kitchen Upgrade	10,000	Grants, Rebates, Energy Savings Unfunded				10,000		
C-8	Sports Fields Snack Bar Energy Efficient Upgrades	100,000	Grants, Rebates, Energy Savings Unfunded				100,000		
	<b>TOTAL ENERGY EFFICIENCY PROJECTS</b>	<b>\$380,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$260,000</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$0</b>

## 2015-2020 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	2019-2020
GP-15401	General Plan Update	\$200,000	122 - Prop C	200,000					
		\$150,000	160 - CP	150,000					
GP-15402	Veterans Memorial	\$130,000	212 - Art	130,000					
		\$10,000	220 - CSF	10,000					
G-6	Community Services - Cameron Community Center - Replace Scoreboards, Lounge Chairs, Tables, & Stove; Purchase Sheds for Storage of Equipment Outside	0	Park, PDF						TBD
G-10	Fire - Back-Up Camera for Fire Vehicles	28,000	Grant Unfunded			14,000	14,000		
G-11	Fire - Rescue Air Bags for Trucks Replacement	10,000	Grant Unfunded			10,000			
G-12	Police - Vehicle-Mounted Patrol Cameras	225,000	Grant Unfunded			225,000			
G-13	Public Works – Imaging & Conversion of Microfilm Plans & Permits to Electronic Data	150,000	161 - CT			150,000			
G-14	Public Works - Web-Based Permit Issuance/Tracking	200,000	Permit Fees-Unfunded			200,000			
G-15	Comprehensive Muni Code Update (including Zoning Code)	250,000	110 - GFR			250,000			
<b>TOTAL GENERAL PROJECTS</b>		<b>\$1,353,000</b>		<b>\$490,000</b>	<b>\$0</b>	<b>\$849,000</b>	<b>\$14,000</b>	<b>\$0</b>	<b>\$0</b>

## 2015-2020 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	2019-2020
	<b>GENERAL PARK IMPROVEMENTS</b>								
P-15201	ADA Compliance - City Facilities	90,000	131 - CDBG	30,000		30,000	30,000		
P-1	Unfunded Citywide Park Improvements (See Table Following CIP Project Schedules)	27,733,500	Unfunded						27,733,500
P-3	Ballfield Lighting - Bulb Replacement	30,000	161 - CT		15,000	5,000	5,000	5,000	
P-4	Miscellaneous Park Improvements	90,000	Park			30,000	30,000	30,000	
P-5	Parks Parking Lot Slurry & Striping	90,000	CT, PDF, Park			30,000	30,000	30,000	
P-6	Sports Field Safety Netting Replacement	30,000	Park			10,000	10,000	10,000	
P-7	Park/City Facility Surveillance Cameras (Two Locations)	80,000	CT, PDF, Park						80,000
P-45	Demonstration Garden for low water use - Civic Center	200,000	Grant Unfunded			200,000			
	<b>AROMA PARKETTE</b>								
P-8	Install Picnic Table With Walkway and Pad	20,000	175 - PDF F						20,000
	<b>CALIFORNIA PARKETTE</b>								
P-9	Replace Totlot	250,000	172 - PDF C						250,000
	<b>CAMERON PARK</b>								
P-10	Replace Totlot & Replace Wood Picnic Shelter With New Metal Structure	400,000	172 - PDF C						400,000
	<b>CORTEZ PARK</b>								
P-11	Improvements Per Master Plan Including New Restrooms Near Sports Field, Small Amphitheater, Large Gazebo, & Food Bank Facility	1,800,000	174 - PDF E						1,800,000
P-12	Slurry Seal & Restripe (3) Parking Lots (Southside of Park)	60,000	174 - PDF E						60,000
P-46	Replace existing shelter, benches, picnic tables, water fountains BBQ grills welcome sign and trash cans.	90,000	174 - PDF E		90,000				

## 2015-2020 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	2019-2020
	<b>DEL NORTE PARK</b>								
P-13	Replace Tennis Court Wind-Sheen Netting	10,000	170 - PDF A						10,000
P-14	Exterior Snack Bar Improvements; Repaint & Resurface Tennis Courts	100,000	170 - PDF A						100,000
P-54	Picnic Shelter	85,000	175 - PDF F		85,000				
	<b>FRIENDSHIP PARK</b>								
P-15	Replace Totlot	300,000	177 - PDF H						300,000
	<b>GALSTER PARK</b>								
P-16	Replace Totlot	330,000	175 - PDF F						330,000
	<b>GINGRICH PARK</b>								
P-17	Replace Totlot; Replace Basketball Court (New Slab) & Repaint Lines	400,000	176 - PDF G						400,000
	<b>HERITAGE GARDENS PARK</b>								
P-18	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 Grove 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-47	Remove bridge at Heritage Park	15,000	161 - CT		15,000				
	<b>MAINTENANCE DISTRICT 1</b>								
P-48	Replace 11 irrigation controllers with Cal-Sense controllers, concrete sidewalk repairs, paseo lighting upgrades, planting area repairs and tree trimming	210,000	181 - MD1		210,000				
	<b>MAINTENANCE DISTRICT 2</b>								
P-49	Concrete sidewalk repairs and tree trimming	50,000	182 - MD2		50,000				

## 2015-2020 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	2019-2020
	<b>MAINTENANCE DISTRICT 4</b>								
P-50	Replace 10 irrigation controllers with Cal-Sense controllers, tree trimming, remove dry vegetation, remove and replace damaged chain link fencing, and install wrought iron fence at 3 locations	300,000	184 MD4		300,000				
	<b>MAINTENANCE DISTRICT 6</b>								
PP-15204	Landscape, Hardscape, Lighting & Irrigation Repairs/Upgrades	15,000	186 - MD6	15,000					
P-51	Replace 2 irrigation controllers with Cal-Sense controllers, retrofit irrigation system to use bubbler sprinkler heads/drip/micro spray systems and tree trimming	50,000	186 - MD6		50,000				
	<b>MAINTENANCE DISTRICT 7</b>								
P-52	Replace 4 irrigation controllers with Cal-Sense controllers, computer hardware and software upgrades and radio communications	50,000	187 - MD7		50,000				
	<b>MAVERICK/RIDGE RIDERS PARK</b>								
P-26	Harrowing Equipment for Arenas	20,000	174 - PDF E				20,000		
P-28	Ridge Riders - Remove & Replace Rotting Wood in All Three Arenas	100,000	174 - 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	174 - PDF E						3,000,000
P-53	Replace existing sports light fixture	200,000	174 - PDF E			200,000			
	<b>ORANGEWOOD PARK</b>								
P-30	Soccer Fields, Phase 1 - Demolition	33,000	173- PDF D		33,000				
P-31	Soccer Fields, Phase 2 - Design & Construct 2 Soccer Fields, Parking Lot Expansion, Picnic Shelters, Benches, Drinking Fountains	3,300,000	173, 174, 175 - PDF D, E, F		3,300,000				

## 2015-2020 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	2019-2020
P-32	Soccer Fields, Phase 3 - Design & Construct Park Building With Additional Restrooms, Meeting Room/Storage, Soccer Themed Playground, Benches	1,300,000	TBD			1,300,000			
P-33	Replace Totlot (on South Side)	300,000	172 - PDF C						300,000
<b>PALMVIEW PARK</b>									
P-34	Electronic Marquee	100,000	171 - PDF B						100,000
P-35	Metal Roof Shade Structure/Patio	80,000	171 - PDF B						80,000
P-56	Palmview Park Improvements	50,000	131 - CDBG		50,000				
<b>SHADOW OAK PARK</b>									
P-36	Electronic Marquee	100,000	176 - PDF G						100,000
P-37	Lower Plateau - Phase 2	3,000,000	176 - PDF G						3,000,000
P-38	Slurry Seal Upper/Lower Parking Lot	120,000	176 - PDF G			120,000			
P-39	Replace Totlot - Upper Park	225,000	176 - PDF G			225,000			
P-40	Tennis/Basketball Courts Resurfacing & Restriping	20,000	161 - CT		20,000				
P-41	Create Lower Parking Lot	700,000	176 - PDF G						700,000
P-55	Design & Construct Restroom	250,000	175 - PDF F		250,000				
<b>SUNSET FIELD</b>									
P-42	Restroom Renovation	50,000	172 - PDF C			50,000			
P-43	Paint Score Booth, Dugouts, Restrooms	20,000	172 - PDF C			20,000			
<b>WALMERADO PARK</b>									
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			175,000			
			Park Bond Grant			125,000			
<b>WOODGROVE PARK</b>									
P-45	Replace Totlot, Install Walking Path Around Perimeter of Park Benches, Picnic Tables on Far Side of Playground	400,000	175 - PDF F						400,000
<b>TOTALS</b>		<b>\$48,961,500</b>		<b>\$45,000</b>	<b>\$4,518,000</b>	<b>\$2,685,000</b>	<b>\$125,000</b>	<b>\$75,000</b>	<b>\$41,513,500</b>

## 2015-2020 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	2019-2020
SP-15101	City Yard Pavement Rehabilitation of Bus Travel Way		122 - Prop C	50,000					
SP-15103	Pavement Management System		122 -Prop C	50,000					
SP-15108	Repainting Cell Tower at BKK		161- CT	50,000					
S-8	Aerials Update - Citywide	45,000	SF, CT, GT			45,000			
S-11	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
S-21	Urban Forestation Program (Tree City USA)	125,000	124 - GT		25,000	25,000	25,000	25,000	25,000
S-22	Valley Boulevard Median - Remove Asphalt & Install Landscaping	900,000	Grant						900,000
S-23	Concrete Bus Pads Program	200,000	Prop C			50,000	50,000	50,000	50,000
S-24	Curb and Gutter Replacement Program	300,000	124 - GT			75,000	75,000	75,000	75,000



## 2015-2020 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	2019-2020
SP-15104	Sidewalks & Stamped Concrete		128 - TDA	40,000					
SP-1507	Virginia Avenue sidewalk- west of Barranca Street		128 - TDA	40,000					
S-25	Sidewalks & Stamped Concrete	200,000	128 - TDA			50,000	50,000	50,000	50,000
SP-15105	Street Barrier Removals, ADA Upgrades		131-CDBG	200,000					
SP-15106	Street Rehabilitation - Major & Residential Streets (CDBG Streets)	700,000	131-CDBG	225,000	475,000				
S-26	Street Barrier Removals, ADA Upgrades	600,000	131-CDBG		200,000	100,000	100,000	100,000	100,000
S-27	Street Rehabilitation - Major & Residential Streets	1,200,000	122 - Prop C	200,000	200,000	200,000	200,000	200,000	200,000
S-27	Street Rehabilitation - Major & Residential Streets	1,200,000	224 - Measure R	200,000	200,000	200,000	200,000	200,000	200,000
S-27	Street Rehabilitation - Major & Residential Streets	1,200,000	124 - Gas Tax	200,000	200,000	200,000	200,000	200,000	200,000
S-29	Bus Stop Enhancement	55,000	Foothill Grant			35,000			
			122 - Prop C			20,000			
	<b>TOTALS</b>	<b>\$15,615,000</b>		<b>\$1,255,000</b>	<b>\$1,300,000</b>	<b>\$1,000,000</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$10,690,000</b>

## 2015-2020 CIP PROJECTS TRAFFIC

Project No.	Description of Item	Cost of Item	Funding Sources	2014-2015	Five-Year Funding Schedule				
					2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
TP-15501	Francisquito at Sunset add Left-turn phasing	190,000	140 - HSIP Grant 122 - Prop C	165,000 25,000					
T-2	Amar Road/Westport Street - Left Turn	120,000	GT,TS,CT,Prop C			120,000			
T-3	Azusa/Vine Avenues - Split Phase Signal	80,000	GT,TS,CT,Prop C			80,000			
T-7	Badillo Street/Sunset Avenue - Left Turn	312,000	L. A. County 122 - Prop C			156,000 156,000			
T-6	Glendora/Merced Avenues - Left Turn	120,000	Grant Unfunded			120,000			
T-7	La Puente Rd/Sentous Avenue - Left Turn	120,000	Grant Unfunded			120,000			
T-8	Merced/Sunset Avenues - Left Turn	120,000	Grant Unfunded			120,000			
T-9	Minor Traffic Signal Modifications	100,000	GT,TS,CT,Prop C			50,000	50,000		
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 Unfunded				59,300		
T-12	Public Safety Intersection Intervention System	100,000	Grant Unfunded				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
T-25	Battery Replacement for Traffic Signal Battery Back-Up Systems	75,000	124- GT		35,000	10,000	10,000	10,000	10,000
T-27	Spare traffic signal cabinet and controller	25,000	124 - GT		25,000				
T-28	Traffic Safety Improvements	25,000	124 - GT		25,000				
	<b>TOTALS</b>	<b>\$6,816,300</b>		<b>\$190,000</b>	<b>\$85,000</b>	<b>\$932,000</b>	<b>\$359,300</b>	<b>\$210,000</b>	<b>\$5,040,000</b>

## 2015-2020 CIP PROJECTS UTILITIES

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule					
				2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
U-2	Storm Drain Catch Basin Inserts (Screens)	80,000	189 - NDPEs			20,000	20,000	20,000	20,000
U-3	Freeway Underpass Pump Station Clean Out	120,000	189 - SF			30,000	30,000	30,000	30,000
U-4	Hillward/Norma Avenues - Storm Drain Construction	50,000	124 - GT			50,000			
U-5	NPDES Treatment of Storm Water at Azusa & Puente Avenues	100,000	124 - GT, 161 - CT			100,000			
U-6	Sewer Main Line Repairs	2,400,000	189 - SF			600,000	600,000	600,000	600,000
U-8	Storm Drain Lateral Repair/Replacement (Aroma Drive & Walnut Creek Pkwy)	200,000	161 - CT						200,000
U-9	Azusa Avenue From Aroma Drive to North City Limits - Underground Utilities	6,500,000	Rule 21A						6,500,000
U-10	Azusa Avenue Storm Drain (Rowland to Badillo) including Laterals in Workman, Rowland & Puente Avenues - LA Co., State	2,000,000							2,000,000
U-11	California Avenue Drain (Vine to Cameron) & Vine (California to Evanwood)-LA Co. Storm Drain	1,000,000							1,000,000
U-12	Garvey, Workman, Rowland & Puente Avenues Storm Drain Laterals off Vincent Storm Drain	2,500,000							2,500,000
U-13	North of Garvey, West of Citrus, South of Workman - Underground Utilities Between Nissan & Mazda Dealerships	200,000	Rule 20B						200,000
U-14	Remaining Main Line Sewer Extensions	650,000	189 - SF						650,000
U-15	Vine Avenue Storm Drain From Pima Avenue to Glenview Road - LA Co.	1,500,000							1,500,000
U-16	Workman, Rowland & Puente Avenues Storm Drain Laterals off Sunset Avenue (LA County Storm Drains)	1,000,000							1,000,000
U-17	Sanitary Sewer Management Plan Update	50,000	189 - SF		85,000				
U-18	Sewer mainline upgrades - Cameron Avenue from Citrus Street to Inman Avenue	11,000,000	189 - SF		525,000				
	<b>TOTALS</b>	<b>\$29,350,000</b>		<b>\$0</b>	<b>\$610,000</b>	<b>\$800,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$16,200,000</b>

## 2015-2020 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	2019-2020
VP-15702	Fire - Replace 2002 Ford Crown Vic, Fire Chief	30,000	Un-Funded	30,000					
VP-15703	Police - Hybrid Veh for Parking Enforcement	31,350	119 - AQMD	31,350					
VP-15704	Public Works Maint - 1-Ton Truck replace Unit #124		119 - AQMD						
V-1	Fire - Replace 1986 Ladder Truck	1,295,180	GEMT Grant*	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-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-10	Public Works - Purchase Hybrid or Alternative Fueled Vehicles/Trucks	110,000	AQMD			110,000			
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			
V-17	Police - 2 Traffic motorcycles	52,300	367 - VR			52,300			
V-18	Police - Units P-10, P-25, P-30, P-17A, P-6, P-51, and P-52	326,010	367 - VR		93,146	232,864			
V-19	Police - Units P-24, P-22, P-11, P-8, and P-14	256,010	VR			256,010			
V-20	Police - Replace 7 units	358,414	VR				358,414		
V-21	Police - Replace 7 units	358,414	VR					358,414	
V-22	Police - Replace 7 units	358,414	VR						358,414
V-23	New Hybrid Vehicle for Code Enhancement	31,350	119 - AQMD		31,350				
VP-15705	Public Works Maint. -Sewer Jetter to replace Unit #115 (5-year Lease to Own) - 1st year	60,000	189 - SF	60,000					
V-24	Public Works Maint. -Sewer Jetter to replace Unit #115 (5-year Lease to Own) - Year 2 -5	240,000	189 - SF		60,000	60,000	60,000	60,000	
	<b>TOTALS</b>	<b>\$6,013,142</b>		<b>\$251,210</b>	<b>\$184,496</b>	<b>\$1,739,234</b>	<b>\$1,453,774</b>	<b>\$1,250,274</b>	<b>\$1,264,014</b>

\*Ground Emergency Medical Transportation Federal Grant

# 2015-16 SCHEDULE OF POSITIONS

	<u>FY 12-13</u> <u>Adopted</u>	<u>FY 13-14</u> <u>Adopted</u>	<u>FY 14-15</u> <u>Adopted</u>	<u>FY 15-16</u> <u>Adopted</u>
<b><u>CITY COUNCIL &amp; CITY MANAGER</u></b>				
City Manager	1.00	1.00	1.00	1.00
CDC Director	1.00	-	-	-
Assistant City Manager/CDC Director	-	1.00	1.00	1.00
Deputy City Manager	1.00	-	-	-
Assistant CDC Director	1.00	-	-	-
Management Analyst I / II	1.00	1.00	1.00	-
Sr. Redevelopment Project Manager	-	-	1.00	1.00
Redevelopment Project Manager	-	1.00	-	-
RDA Project Coordinator	-	-	-	1.00
Executive Asst to the City Manager	1.00	1.00	1.00	1.00
Sr Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	-	-	-
Administrative Assistant I	-	1.00	-	-
<b>Total - City Council &amp; City Manager</b>	<b>8.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>
<b><u>CITY CLERK</u></b>				
Assistant City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	-	-
Sr Administrative Assistant	-	-	1.00	1.00
Administrative Technician	1.00	1.00	1.00	1.00
<b>Total - City Clerk</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b><u>FINANCE DEPARTMENT</u></b>				
Finance & Administrative Services Director	-	1.00	1.00	-
Assistant City Manager/Finance Director	1.00	-	-	-
Finance Director	-	-	-	1.00
Controller	1.00	-	-	-
Revenue Manager	-	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Purchasing Manager	-	-	-	1.00
Computer Systems Administrator	1.00	1.00	1.00	1.00
Management Analyst I / II	2.00	2.00	2.00	2.00
Accountant	1.00	1.00	1.00	2.00
Accounting Technician	2.00	2.00	2.00	2.00
Computer Services Technician	2.00	2.00	2.00	2.00
Reprographics Technician	1.00	1.00	1.00	1.00
Sr. Administrative Assistant	-	-	-	1.00
Administrative Assistant II	-	1.00	1.00	-
Business License Inspector	1.00	1.00	1.00	1.00
Senior Account Clerk	4.00	4.00	4.00	2.00
Account Clerk	-	-	-	1.00
<b>Total - Finance Dept</b>	<b>17.00</b>	<b>18.00</b>	<b>18.00</b>	<b>19.00</b>

# 2015-16 SCHEDULE OF POSITIONS

	<u>FY 12-13</u> <u>Adopted</u>	<u>FY 13-14</u> <u>Adopted</u>	<u>FY 14-15</u> <u>Adopted</u>	<u>FY 15-16</u> <u>Adopted</u>
<b><u>HUMAN RESOURCES DEPARTMENT</u></b>				
Human Resources Director	1.00	-	-	1.00
Human Resources Manager	-	1.00	1.00	1.00
Safety & Claims Manager	1.00	1.00	1.00	-
Management Analyst I / II	-	-	-	1.00
Human Resources Technician	2.00	2.00	2.00	2.00
Administrative Assistant II	1.00	-	-	1.00
Office Assistant II	-	-	1.00	-
<b>Total - Human Resources Dept</b>	<b><u>5.00</u></b>	<b><u>4.00</u></b>	<b><u>5.00</u></b>	<b><u>6.00</u></b>
<b><u>PLANNING DEPARTMENT</u></b>				
Planning Director	1.00	1.00	1.00	1.00
Principal Planner	-	-	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Planning Assistant	1.00	1.00	1.00	1.00
Planning Associate	1.00	1.00	-	-
<b>Total- Planning Dept</b>	<b><u>5.00</u></b>	<b><u>5.00</u></b>	<b><u>5.00</u></b>	<b><u>5.00</u></b>
<b><u>POLICE DEPARTMENT</u></b>				
Police Chief	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00
Police Lieutenant	5.00	5.00	5.00	6.00
Police Sergeant	12.00	12.00	12.00	13.00
Police Corporal	17.00	17.00	17.00	16.00
Police Officer	53.00	53.00	56.00	59.00
<i>Subtotal Sworn</i>	<b><u>90.00</u></b>	<b><u>90.00</u></b>	<b><u>93.00</u></b>	<b><u>97.00</u></b>
Police Administrative Services Manager	1.00	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Criminal Justice Research Analyst	1.00	1.00	1.00	1.00
Senior Administrative Assistant	2.00	2.00	2.00	2.00
Sr. Community Enhancement Officer	-	-	-	1.00
Community Enhancement Coordinator	-	-	2.00	-
Community Enhancement Officer	-	-	-	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Victim Advocate	1.00	1.00	1.00	1.00
Community Services Officer	12.00	12.00	12.00	12.00
Jailer	6.00	6.00	6.00	6.00
Records Clerk I	6.00	6.00	6.00	6.00
Records Clerk II	4.00	4.00	4.00	4.00
<i>Subtotal Admin services, records, jail</i>	<b><u>35.00</u></b>	<b><u>35.00</u></b>	<b><u>37.00</u></b>	<b><u>37.00</u></b>

# 2015-16 SCHEDULE OF POSITIONS

	<u>FY 12-13</u> <u>Adopted</u>	<u>FY 13-14</u> <u>Adopted</u>	<u>FY 14-15</u> <u>Adopted</u>	<u>FY 15-16</u> <u>Adopted</u>
Software Development Manager	1.00	1.00	1.00	1.00
Senior Software Developer	2.00	2.00	2.00	2.00
Software Developer	6.00	6.00	6.00	6.00
User Support Specialist	1.00	1.00	1.00	1.00
Computer Services Technician	1.00	1.00	1.00	1.00
<i>Subtotal West Covina Service Group</i>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
Communications Supervisor	3.00	3.00	4.00	4.00
Public Safety Dispatcher	10.00	10.00	10.00	10.00
Senior Communications Operator	4.00	4.00	4.00	4.00
<i>Subtotal Dispatch</i>	<u>17.00</u>	<u>17.00</u>	<u>18.00</u>	<u>18.00</u>
<b>Total - Police Dept</b>	<b><u>153.00</u></b>	<b><u>153.00</u></b>	<b><u>159.00</u></b>	<b><u>163.00</u></b>
<b><u>FIRE DEPARTMENT</u></b>				
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00	3.00
Assistant Fire Chief / Fire Marshal	-	-	1.00	1.00
Fire Captain	15.00	15.00	18.00	18.00
Fire Engineer	18.00	15.00	18.00	18.00
Firefighter / Paramedic	30.00	32.00	36.00	36.00
Firefighter	9.00	1.00	3.00	3.00
<i>Subtotal Sworn</i>	<u>76.00</u>	<u>67.00</u>	<u>80.00</u>	<u>80.00</u>
Deputy Fire Marshal	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00
<i>Subtotal Non Sworn</i>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<b>Total - Fire Dept</b>	<b><u>79.00</u></b>	<b><u>70.00</u></b>	<b><u>83.00</u></b>	<b><u>83.00</u></b>
<b><u>PUBLIC WORKS DEPARTMENT</u></b>				
Public Works Director / City Engineer	1.00	1.00	1.00	1.00
Management Analyst I / II	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	-	1.00
Office Assistant II	1.00	1.00	1.00	-
<i>Subtotal Administration</i>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>
Deputy Building Official	1.00	1.00	1.00	1.00
Public Works Project Supervisor	1.00	1.00	-	-
Code Enforcement Coordinator	1.00	1.00	-	-
Building Inspector	2.00	2.00	2.00	2.00
Building Permit Technician	2.00	2.00	2.00	2.00
<i>Subtotal Building</i>	<u>7.00</u>	<u>7.00</u>	<u>5.00</u>	<u>5.00</u>

# 2015-16 SCHEDULE OF POSITIONS

	<u>FY 12-13</u> <u>Adopted</u>	<u>FY 13-14</u> <u>Adopted</u>	<u>FY 14-15</u> <u>Adopted</u>	<u>FY 15-16</u> <u>Adopted</u>
Public Works Project Supervisor	-	-	-	1.00
Civil Engineering Associate	2.00	2.00	2.00	1.00
Civil Engineering Assistant	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
<i>Subtotal Engineering</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Maintenance Operations Manager	-	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Supervisor	-	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	-	1.00	1.00
Building Maintenance Leadworker	1.00	1.00	1.00	1.00
Electrician II	2.00	2.00	2.00	2.00
Equipment Mechanic Leadworker	1.00	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00	2.00
Equipment Operator	2.00	2.00	2.00	2.00
Maintenance Leadworker	8.00	8.00	8.00	8.00
Senior Maintenance Worker	5.00	5.00	6.00	6.00
Maintenance Worker I / II / III	12.00	12.00	10.00	10.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Aide	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	-
Senior Account Clerk	-	-	-	1.00
Administrative Assistant I	-	-	1.00	1.00
Contract Coordinator	2.00	1.00	1.00	1.00
Office Assistant II	1.00	1.00	-	-
Operations Technician	1.00	1.00	1.00	1.00
Street Section Coordinator	1.00	1.00	-	-
Communications Technician	1.00	1.00	1.00	1.00
<i>Subtotal Maintenance</i>	<u>44.00</u>	<u>44.00</u>	<u>43.00</u>	<u>43.00</u>
<b>Total - Public Works Dept</b>	<b><u>60.00</u></b>	<b><u>60.00</u></b>	<b><u>56.00</u></b>	<b><u>56.00</u></b>
<b><u>COMMUNITY SERVICES DEPARTMENT</u></b>				
Community Services Director	-	1.00	1.00	1.00
Community Services Manager	1.00	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00	1.00
Recreation Services Supervisor	3.00	3.00	1.00	1.00
Senior Citizens Services Supervisor	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Cook	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	-
Community Services Coordinator	-	-	2.00	1.00
Office Assistant II	-	-	-	1.00
Maintenance Worker II	-	-	-	1.00
<b>Total - Community Services Dept</b>	<b><u>9.00</u></b>	<b><u>10.00</u></b>	<b><u>10.00</u></b>	<b><u>10.00</u></b>
<b><u>GRAND TOTAL</u></b>	<b><u>339.00</u></b>	<b><u>330.00</u></b>	<b><u>345.00</u></b>	<b><u>351.00</u></b>