



City of Covina/Successor Agency to the
Covina Redevelopment Agency/
Covina Public Finance Authority/
Covina Housing Authority

Mayor Peggy Delach – Mayor Pro Tem John King

Council Members: Walter Allen - Jorge Marquez - Kevin Stapleton

REGULAR MEETING AGENDA

125 E. College Street, Covina, California

Council Chamber of City Hall

Tuesday, March 17, 2015

7:30 p.m.

- As a courtesy to Council/Agency/Authority Members, staff and attendees, everyone is asked to silence all pagers, cellular telephones and any other communication devices.
- Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.
- Please provide 10 copies of any information intended for use at the Council/Agency/Authority meeting to the City Clerk prior to the meeting.
- **MEETING ASSISTANCE INFORMATION:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.
- **DOCUMENT AVAILABILITY:** Any writings or documents provided to a majority of the Council/Agency/Authority regarding any item on this agenda will be made available for public inspection at the City Clerk's Office at City Hall located at 125 E. College Street and the reference desk at the Covina Library located at 234 North Second Avenue during normal business hours. In addition, such writings and documents are available in the City Clerk's Office and posted on the City's website at www.covinaca.gov.
- Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Covina Housing Authority unless listed on agenda, which has been posted not less than 72 hours prior to meeting.
- If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.
- The Covina City Clerk's Office does hereby declare that the agenda for the **March 17, 2015** meeting was posted on **March 12, 2015** near the front entrance of the City Hall, 125 East College Street, near the front entrance of the Covina Public Library, 234 N. Second Avenue, Covina, by the front entrance lobby of the Joslyn Center, 815 N. Barranca Avenue, Covina, and on the City's website in accordance with Section 54954.2(a) of the California Government Code.

March 17, 2015

**CITY COUNCIL/SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY/
COVINA PUBLIC FINANCE AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—OPEN SESSION
7:30 p.m.**

RECONVENE AND CALL TO ORDER

ROLL CALL

Council/Agency/Authority Members Allen, Marquez, Stapleton, Mayor Pro Tem/Vice Chairperson King and Mayor/Chairperson Delach

PLEDGE OF ALLEGIANCE

Led by Council Member Stapleton

INVOCATION

Given by Covina Police Chaplain Truax

INSTALLATION OF OFFICERS

As provided by Election Code Section 10229, the Covina City Council adopted Resolution No. 14-7313 on December 16, 2014, appointing Walt Allen III and Peggy Delach to the offices to which they were nominated and considered to be the same as being elected to this City.

Oath of Office

- a) Oath of Office for Walt Allen III – administered by L.A. District Attorney Jackie Lacey
- b) Oath of Office for Peggy Delach – administered by Fran Delach

Election of Mayor and Mayor Pro Tempore

- a) City Clerk to conduct election for Mayor
- b) Incoming Mayor to conduct election for Mayor Pro Tempore

PRESENTATIONS

Presentation – Covina Police Department

Presentation - James Scharton, Covina FFA Vice President

PUBLIC COMMENTS

To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk/Agency/Authority Secretary. Your name will be called when it is your turn to speak. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed. Those wishing to speak on an item NOT ON THE AGENDA will be heard at this time. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Individual speakers are limited to five minutes each.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future Council/Agency/Authority agendas may do so at this time.

CITY MANAGER COMMENTS

CONSENT CALENDAR

All matters listed under consent calendar are considered routine, and will be enacted by one motion. There will be no separate discussion on these items prior to the time the Council/Agency/Authority votes on them, unless a member of the Council/Agency/Authority requests a specific item be removed from the consent calendar for discussion.

- CC 1. City Council to approve January payment of demands in the amount of \$3,501,400.32.
- CC 2. Successor Agency to the Covina Redevelopment Agency to approve January payment of demands in the amount of \$91,817.27.
- CC 3. City Council to approve February payment of demands in the amount of \$3,912,086.60.
- CC 4. Successor Agency to the Covina Redevelopment Agency to approve February payment of demands in the amount of \$88,504.13.
- CC 5. City Council to approve a request by East Valley Community Health Center, Inc., located at 276 W. College Street, Covina, for an exemption from the City's business license tax.
- CC 6. City Council to approve a Professional Services Agreement with Advantec Consulting Engineers, for construction support services on the Cienega/Glendora Traffic Signal Installation Project T-0733.
- CC 7. City Council/Housing Authority to receive and file the SB 341 Compliance Report on the Housing Successor Agency Low and Moderate Income Housing Asset fund for the year ended June 30, 2014.
- CC 8. City Council to receive and file the Public Works Department monthly activity report.
- CC 9. City Council to adopt **Resolution 15-7331**, to amend the previously approved budget for the purchase of a new Computer Aided Dispatch/Record Management System (CAD/RMS) for the Covina Police Department.
- CC 10. City Council to adopt **Resolution No. 15-7332**, reviewing the restroom repairs at City Hall, and continuing the emergency action to repair the City Hall restrooms pursuant to Section 22050 of the California Public Contract Code.
- CC 11. City Council to allocate funding for the purchase of equipment and small tools from Covina Rents; and to adopt **Resolution No. 15-7333**, to amend the fiscal year 2014-2015 Public Works Department, Central Equipment fund and the fiscal year 2014-2015 Parks and Recreation Department fund.

CONSENT CALENDAR CONTINUED

CC 12. City Council to adopt **Resolution No. 15-7334**, to approve applications and fees for street hanging and banner hanging in city parks.

CC 13. City Council to adopt **Resolution No. 15-7335**, to approve applications and fees for use of outdoor facilities, use of city buildings, and use of athletic fields.

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for **Tuesday, April 7, 2015**, at 6:30 p.m. for closed session and 7:30 p.m. for open session inside the Council Chamber, 125 East College Street, Covina, California, 91723.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 17, 2015

ITEM NO.: CC1

STAFF SOURCE: Dilu De Alwis, Finance Director *DD*

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of: **\$3,501,400.32**

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for January 2015 are summarized as follows:

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS		
January 2015	Wires/EFTs 4922-4927	\$21,250.05
	Checks 72026-72463	\$2,260,645.95
<u>PAYROLL</u>		
JANUARY 15, 2015	PAYROLL DD, CHECKS & TAXES	\$613,300.21
JANUARY 16, 2015	PAYROLL PARRISH RETIREMENT	\$28,000.00
JANUARY 29, 2015	PAYROLL DD, CHECKS & TAXES	\$648,154.41
<u>VOIDS</u>		
January Voids	69422	(\$32.57)
	69438	(\$56.89)
	71664	(\$4,005.05)
	71343	(\$115,461.64)
<u>WORKERS COMPENSATION</u>		
January 2, 2015	Week ending 12/30/14	\$19,974.96
January 14, 2015	Week ending 1/7/15	\$3,964.02
January 15, 2015	Week ending 1/14/15	\$8,516.81
January 27, 2015	Week ending 1/21/15	\$4,165.84
January 30, 2015	Week ending 1/27/15	\$12,984.22
	GRAND TOTAL:	\$3,501,400.32

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. Accounts Payable Register

REVIEW TEAM ONLY	
City Attorney:	Finance Director:
City Manager: _____	Other: _____

CITY OF COVINA
Check Register
JANUARY 2015

Check #	Check Date	Vendor	Name	Amount
4922	12/17/2014	2944	UNITED STATES TREAS	\$1,014.94
4923	01/20/2015	4160	ICMA	900.00
4924	01/20/2015	1405	ICMA RETIREMENT	10,468.83
4925	01/20/2015	1403	ICMA-RC	664.70
4926	01/20/2015	4003	MidAmerica	1,682.04
4927	01/20/2015	2033	NATIONWIDE RETI	6,519.54
			subtotal EFT/wires	21,250.05
72026	01/06/2015	23	ABORTA BUG INC	70.00
72027	01/06/2015	58	ADVANTAGE	9,517.06
72028	01/06/2015	68	AFLAC	3,965.10
72029	01/06/2015	68	AFLAC	39.95
72030	01/06/2015	74	AGI ACADEMY	45.00
72031	01/06/2015	113	ALL CITY MANAGE	5,639.40
72032	01/06/2015	3789	AMAZON LLC	211.69
72033	01/06/2015	219	AT&T	114.34
72034	01/06/2015	220	AT&T LONG DISTA	26.31
72035	01/06/2015	480	CALIFORNIA ASSO	368.75
72036	01/06/2015	488	CALIFORNIA SCIE	25.00
72037	01/06/2015	568	CAT SPECIALTIES	437.37
72038	01/06/2015	587	CDW GOVERNMENT	5,401.60
72039	01/06/2015	617	CHARTER OAK GYM	1,092.00
72040	01/06/2015	4162	CHRISTINA EDWAR	6,750.00
72041	01/06/2015	649	CINTAS CORP #69	255.54
72042	01/06/2015	783	COVINA WATER	845.24
72043	01/06/2015	792	CPOA	220.00
72044	01/06/2015	4118	CROWNE PLAZA SA	708.29
72045	01/06/2015	3982	CUGNU, CAROL A	104.12
72046	01/06/2015	4072	DE LEON, JUAN C	180.60
72047	01/06/2015	970	EDISON CO	23,822.81
72048	01/06/2015	1018	ESRI	3,618.75
72049	01/06/2015	1067	FILEONQ	2,574.20
72050	01/06/2015	1156	GAS COMPANY, TH	124.65
72051	01/06/2015	1198	GLOBALSTAR LLC	53.00
72052	01/06/2015	1204	GOLDEN STATE WA	285.82
72053	01/06/2015	1235	GRAINGER	378.05
72054	01/06/2015	1298	HARRAHS RINCON	400.00
72055	01/06/2015	3576	HOLIDAY INN BUR	459.54
72056	01/06/2015	1361	HOLLIDAY ROCK C	83.94
72057	01/06/2015	1429	INLAND EMPIRE S	1,645.00
72058	01/06/2015	1437	INTER-CON SECUR	4,976.40
72059	01/06/2015	3749	JCL BARRICADE C	4,842.00
72060	01/06/2015	3654	JEREMIAH DONOVA	217.00
72061	01/06/2015	1608	LA CNTY CDC/CDB	250.00

CITY OF COVINA
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JANUARY 2015

72062	01/06/2015	1612	LA CNTY DEPT OF	191,000.00
72063	01/06/2015	1638	LAM, LY CHOU	88.20
72064	01/06/2015	1663	LAW ENFORCEMENT	165.00
72065	01/06/2015	3932	MAR, ARLENE D.	222.15
72066	01/06/2015	1857	MCLEAN, JOHN	316.23
72067	01/06/2015	1867	MEDINA, FRANK	149.88
72068	01/06/2015	3983	MERCADO, DANIEL	609.00
72069	01/06/2015	1933	MISSION LINEN S	109.86
72070	01/06/2015	3718	NADENE VALDEZ	223.14
72071	01/06/2015	2041	NATIONAL TACTIC	233.00
72072	01/06/2015	2041	NATIONAL TACTIC	233.00
72073	01/06/2015	2104	OFFICE DEPOT	183.43
72074	01/06/2015	99999	CALIFORNIA GOLDEN LAND II	32.57
72075	01/06/2015	99999	CALIFORNIA GOLDEN LAND II	56.89
72076	01/06/2015	99999	MICHAEL NOYOLA	30.00
72077	01/06/2015	99999	SHERRI DECKARD	138.24
72078	01/06/2015	2189	PARADA, MIGUEL	237.53
72079	01/06/2015	2238	PEST OPTIONS IN	265.00
72080	01/06/2015	2403	REGAN, DAN	76.50
72081	01/06/2015	2403	REGAN, DAN	16.00
72082	01/06/2015	2415	REPUBLIC MASTER	300.58
72083	01/06/2015	3655	ROBERT WONG	84.00
72084	01/06/2015	2456	ROBISON, MIKE	16.00
72085	01/06/2015	2456	ROBISON, MIKE	75.00
72086	01/06/2015	2607	SERESINGHE, AJI	1,086.25
72087	01/06/2015	2795	SWRCB	513.00
72088	01/06/2015	2818	TAVANNA	81.90
72089	01/06/2015	2846	THOMAS, TERRI	448.89
72090	01/06/2015	2855	TIME WARNER CAB	615.50
72091	01/06/2015	2901	TRIFYTT SPORTS	255.00
72092	01/06/2015	2942	UNITED SITE SER	1,187.30
72093	01/06/2015	2957	US IDENTIFICATI	89.92
72094	01/06/2015	2999	VERIZON CALIFOR	739.48
72095	01/06/2015	3001	VERIZON WIRELES	585.20
72096	01/06/2015	3187	WAGONER, PAMELA	198.84
72097	01/06/2015	3152	YWCA	1,399.75
72098	01/13/2015	3	12 MILES OUT.CO	1,200.00
72099	01/13/2015	26	ABSOLUTE SECURI	8,892.39
72100	01/13/2015	50	ADVANCED	1,543.10
72101	01/13/2015	82	AIR-BREE HEATIN	1,553.12
72102	01/13/2015	160	AMERICAN WEST C	75.00
72103	01/13/2015	221	AT&T MOBILITY	1,206.82
72104	01/13/2015	254	AZUSA LIGHT & W	633.02
72105	01/13/2015	260	B & K ELECTRIC	12.16

CITY OF COVINA
Check Register
JANUARY 2015

72106	01/13/2015	283	BANK OF THE WES	9,950.44
72107	01/13/2015	318	BELL BUILDING M	1,813.00
72108	01/13/2015	3771	BLACK & WHITE E	175.00
72109	01/13/2015	3929	BOOT BARN INC	250.00
72110	01/13/2015	411	BRODART CO	120.16
72111	01/13/2015	437	BURRO CANYON EN	110.00
72112	01/13/2015	452	CA ASSOC FOR PR	200.00
72113	01/13/2015	467	CAL ACT	415.00
72114	01/13/2015	475	CALIBER POOL AN	1,595.00
72115	01/13/2015	477	CALIF, STATE OF	220.00
72116	01/13/2015	497	CALNENA	820.00
72117	01/13/2015	565	CASTRO, VIVIAN	75.75
72118	01/13/2015	568	CAT SPECIALTIES	633.27
72119	01/13/2015	572	CATHOLIC CHARIT	7,052.00
72120	01/13/2015	634	CHEVRON PRODUCT	92.54
72121	01/13/2015	649	CINTAS CORP #69	127.77
72122	01/13/2015	654	CITRUS CAR WASH	101.15
72123	01/13/2015	685	CMRTA	100.00
72124	01/13/2015	692	CODE PUBLISHING	755.85
72125	01/13/2015	703	COMBINED GRAPHI	75.21
72126	01/13/2015	730	CONTEMPORARY IN	12.00
72127	01/13/2015	749	COUNSELING TEAM	1,420.00
72128	01/13/2015	777	COVINA RENTS	604.50
72129	01/13/2015	849	DAPEER ROSENBLI	6,673.30
72130	01/13/2015	857	DAVID TURCH AND	2,500.00
72131	01/13/2015	862	DE ALWIS, DILU	129.00
72132	01/13/2015	4158	DESIGNS IN MODE	163.00
72133	01/13/2015	970	EDISON CO	10,460.78
72134	01/13/2015	1055	FEDEX	56.99
72135	01/13/2015	1098	FOSTER, DAVE	16.00
72136	01/13/2015	1194	GLOBAL ENVIRONM	760.00
72137	01/13/2015	1203	GOLDEN STATE OV	9.23
72138	01/13/2015	1241	GRAND PRINTING	1,993.66
72139	01/13/2015	4115	HALL AND FOREMA	6,140.00
72140	01/13/2015	1282	HALL-McGRADE, A	451.61
72141	01/13/2015	1320	HEAVISIDE, MART	35.75
72142	01/13/2015	1387	HUNTER, JOHN L.	1,156.25
72143	01/13/2015	3963	HYATT REGENCY M	1,324.72
72144	01/13/2015	3988	HYDRO CONNECTIO	13.86
72145	01/13/2015	1429	INLAND EMPIRE S	1,250.00
72146	01/13/2015	1498	JNL CREATIONS	274.68
72147	01/13/2015	3731	JUNIOR LIBRARY	65.52
72148	01/13/2015	1531	JW LOCK CO INC	184.81
72149	01/13/2015	1547	KELLY PAPER CO	100.61

CITY OF COVINA
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72150	01/13/2015	1561	KEYSTONE UNIFOR	609.98
72151	01/13/2015	1571	KING BOLT CO	13.43
72152	01/13/2015	3987	KYOCERA DOCUMEN	440.50
72153	01/13/2015	1615	LA CNTY MTA	340.00
72154	01/13/2015	3704	LAND DEVELOPMEN	180.00
72155	01/13/2015	1659	LATREILLE, VERA	122.50
72156	01/13/2015	1778	MADRID, VICKI	20.00
72157	01/13/2015	3735	MAILFINANCE INC	818.17
72158	01/13/2015	1790	MANGIAPANE, JAM	70.65
72159	01/13/2015	3681	MARIPOSA GRILL	1,727.72
72160	01/13/2015	1833	MAXIMUS INC	4,100.00
72161	01/13/2015	1933	MISSION LINEN S	94.99
72162	01/13/2015	4175	MORTIMER, ART	3,519.00
72163	01/13/2015	2041	NATIONAL TACTIC	233.00
72164	01/13/2015	3563	NEWEGG INC	102.02
72165	01/13/2015	2081	NORTHERN SAFETY	144.56
72166	01/13/2015	2104	OFFICE DEPOT	675.73
72167	01/13/2015	2104	OFFICE DEPOT	441.86
72168	01/13/2015	99999	CATHRYN WECHSLER	71.49
72169	01/13/2015	99999	JESSICA PLASCENCIA	246.51
72170	01/13/2015	99999	JOSE HERNANDEZ	55.00
72171	01/13/2015	99999	KIM GARCIA	4.28
72172	01/13/2015	99999	FRANK PALMINTERI	380.33
72173	01/13/2015	99999	THAO KARA DINH	50.57
72174	01/13/2015	99999	WIMBRETH TYRA	42.89
72175	01/13/2015	2134	ORKIN PEST CONT	103.76
72176	01/13/2015	4165	ORTEGA FAMILY C	992.00
72177	01/13/2015	2181	PALMINTERI, FRA	700.00
72178	01/13/2015	2275	POIRIER, ROBERT	101.50
72179	01/13/2015	3945	PORTOLA HOTEL &	612.20
72180	01/13/2015	2309	PROFESSIONAL AC	1,614.00
72181	01/13/2015	2335	PYRO-COMM SYSTE	135.00
72182	01/13/2015	4101	RANCHO JANITORI	123.00
72183	01/13/2015	2589	SCPPOA	30.00
72184	01/13/2015	2620	SGV NEWSPAPER G	694.82
72185	01/13/2015	2646	SHOWCASES	642.17
72186	01/13/2015	2676	SMART AND FINAL	1,725.80
72187	01/13/2015	2714	SOUTHERN CA GAS	575.00
72188	01/13/2015	2719	SPARKLETTS	35.51
72189	01/13/2015	3811	State Architect	449.70
72190	01/13/2015	2853	THYSSENKRUPP EL	1,065.83
72191	01/13/2015	2855	TIME WARNER CAB	254.51
72192	01/13/2015	2877	TOSHIBA BUSINES	74.12
72193	01/13/2015	3185	TOSHIBA FINANCI	1,798.93

CITY OF COVINA
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72194	01/13/2015	2903	TRI-XECUTEX COR	80.00
72195	01/13/2015	2907	TRUGREEN LANDSC	8,772.49
72196	01/13/2015	2942	UNITED SITE SER	135.30
72197	01/13/2015	2958	US POSTMASTER	1,049.19
72198	01/13/2015	2958	US POSTMASTER	220.00
72199	01/13/2015	4065	VERIZON BUSINES	272.67
72200	01/13/2015	2999	VERIZON CALIFOR	805.09
72201	01/13/2015	3068	WELLS FARGO FIN	163.50
72202	01/13/2015	3070	WEST COAST ARBO	109.20
72203	01/13/2015	3117	WONDRIES FLEET	115,461.64
72204	01/13/2015	3132	WRIGHT DESIGNS	222.36
72205	01/13/2015	3134	XEROX CORPORATI	259.06
72206	01/20/2015	68	AFLAC	4,379.14
72207	01/20/2015	69	AFSCME	1,020.00
72208	01/20/2015	487	CaPERS	62,764.07
72209	01/20/2015	3846	CLEA	110.25
72210	01/20/2015	3846	CLEA	477.75
72211	01/20/2015	775	COVINA POLICE A	2,850.00
72212	01/20/2015	789	COVINA-FSA, CIT	3,855.03
72213	01/20/2015	878	DELTA DENTAL OF	8,846.45
72214	01/20/2015	1106	FRANCHISE TAX B	250.00
72215	01/20/2015	1106	FRANCHISE TAX B	50.00
72216	01/20/2015	1247	GREAT WEST LIFE	4,141.41
72217	01/20/2015	1307	HARTFORD LIFE I	9.67
72218	01/20/2015	3795	LEGAL SHIELD	316.44
72219	01/20/2015	2234	PERS	152,470.27
72220	01/20/2015	2235	PERS LONG TERM	238.88
72221	01/20/2015	3668	SHERIFF'S DEPAR	525.30
72222	01/20/2015	3893	STATE DISBURSEM	247.00
72223	01/20/2015	3954	SUN LIFE FINANC	5,164.05
72224	01/20/2015	2946	UNITED WAY OF G	17.50
72225	01/20/2015	3014	VISION SERVICE	852.45
72226	01/20/2015	3764	WAGeworks	40.00
72227	01/20/2015	3045	WASHINGTON NATI	146.99
72228	01/21/2015	11	A & B ELECTRIC	7,386.95
72229	01/21/2015	26	ABSOLUTE SECURI	8,506.25
72230	01/21/2015	32	ACE-1 AUTO SERV	137.77
72231	01/21/2015	44	ADAMSON INDUSTR	729.22
72232	01/21/2015	84	AIRGAS-WEST	211.76
72233	01/21/2015	84	AIRGAS-WEST	171.12
72234	01/21/2015	3977	ALLIANT CONSULT	1,595.00
72235	01/21/2015	160	AMERICAN WEST C	160.00
72236	01/21/2015	4142	ARTIST PIZZERIA	32,789.40
72237	01/21/2015	219	AT&T	113.49

CITY OF COVINA
Check Register
JANUARY 2015

72238	01/21/2015	255	AZUSA PLUMBING	115.88
72239	01/21/2015	260	B & K ELECTRIC	159.14
72240	01/21/2015	269	BAKER AND TAYLO	462.71
72241	01/21/2015	3973	BASEL BADAWI	306.00
72242	01/21/2015	3293	BAVCO	342.28
72243	01/21/2015	318	BELL BUILDING M	3,786.00
72244	01/21/2015	341	BEST BEST & KRI	30,190.32
72245	01/21/2015	3792	BLACKBOARD INC	18,012.00
72246	01/21/2015	411	BRODART CO	15.79
72247	01/21/2015	468	CAL BLEND SOILS	784.80
72248	01/21/2015	477	CALIF, STATE OF	3,968.00
72249	01/21/2015	516	CANON BUS SOLUT	318.95
72250	01/21/2015	568	CAT SPECIALTIES	26.16
72251	01/21/2015	600	CERTIFIED UNDER	673.10
72252	01/21/2015	3736	CHRISTIAN BROTH	933.00
72253	01/21/2015	649	CINTAS CORP #69	790.24
72254	01/21/2015	653	CITRUS AUTO UPH	180.31
72255	01/21/2015	654	CITRUS CAR WASH	12.99
72256	01/21/2015	771	COVINA IRRIGATI	138,151.50
72257	01/21/2015	777	COVINA RENTS	348.80
72258	01/21/2015	783	COVINA WATER	35.78
72259	01/21/2015	796	CPRS DISTRICT 1	60.00
72260	01/21/2015	796	CPRS DISTRICT 1	30.00
72261	01/21/2015	849	DAPEER ROSENBLI	6,012.79
72262	01/21/2015	3720	DATAQUICK	300.00
72263	01/21/2015	875	DELL MARKETING	4,365.57
72264	01/21/2015	896	DH MAINTENANCE	6,125.82
72265	01/21/2015	970	EDISON CO	43,849.87
72266	01/21/2015	1054	FBINAA-CALIFORN	100.00
72267	01/21/2015	1055	FEDEX	6.47
72268	01/21/2015	1075	FLEET SERVICES	24.21
72269	01/21/2015	1197	GLOBAL WATER MA	55,027.66
72270	01/21/2015	1235	GRAINGER	85.02
72271	01/21/2015	1275	HAAKER EQUIPMEN	1,085.28
72272	01/21/2015	1299	HARRELL'S TRANS	2,646.12
72273	01/21/2015	1312	HAWK INDUSTRY P	2,000.00
72274	01/21/2015	1361	HOLLIDAY ROCK C	987.01
72275	01/21/2015	3988	HYDRO CONNECTIO	343.36
72276	01/21/2015	1428	INGRAM DIST GRO	48.26
72277	01/21/2015	1430	INLAND WATER WO	5,666.09
72278	01/21/2015	1441	INTERSTATE BATT	209.85
72279	01/21/2015	1463	J.G. TUCKER AND	599.60
72280	01/21/2015	4183	JAN'S TOWING, I	850.00
72281	01/21/2015	3573	JEANNETTE BAAS	380.33

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72282	01/21/2015	1531	JW LOCK CO INC	127.58
72283	01/21/2015	1547	KELLY PAPER CO	1,641.27
72284	01/21/2015	1601	L3 COMMUNICATIO	136.15
72285	01/21/2015	1610	LA CNTY DEPT OF	84.00
72286	01/21/2015	1614	LA CNTY FIRE DE	680,912.70
72287	01/21/2015	1614	LA CNTY FIRE DE	1,962.00
72288	01/21/2015	1619	LA CNTY SHERIFF	459.09
72289	01/21/2015	1646	LANGUAGE LINE S	56.40
72290	01/21/2015	1680	LEAGUE OF CALIF	14,278.00
72291	01/21/2015	1680	LEAGUE OF CALIF	70.00
72292	01/21/2015	1694	LEWIS ENGRAVING	131.29
72293	01/21/2015	1698	LEXIPOL LLC	2,700.00
72294	01/21/2015	1707	LIEBERT CASSIDY	1,787.50
72295	01/21/2015	1712	LIGHTHOUSE INC,	567.30
72296	01/21/2015	1745	LOS ANGELES FRE	1,212.47
72297	01/21/2015	1759	LU'S LIGHTHOUSE	33.19
72298	01/21/2015	1908	MICHAEL J O'DAY	300.00
72299	01/21/2015	1933	MISSION LINEN S	41.28
72300	01/21/2015	1934	MITCHELL REPAIR	1,864.25
72301	01/21/2015	3563	NEWEGG INC	192.94
72302	01/21/2015	2091	O REILLY AUTO P	124.05
72303	01/21/2015	99999	971 CYPRESS LLC	46,900.00
72304	01/21/2015	99999	BEATRICE DURONSLET	55.58
72305	01/21/2015	99999	CAROL TALAVERA	15.00
72306	01/21/2015	99999	DAVID MEADOWS	595.23
72307	01/21/2015	99999	ELITE FINANCIAL SOLUTIONS	65.36
72308	01/21/2015	99999	GAYLE ULRICH	68.28
72309	01/21/2015	99999	GINA ALVAREZ	98.79
72310	01/21/2015	99999	JAVIER MACIAS	52.08
72311	01/21/2015	99999	KIMBERLY LEWIS	28.00
72312	01/21/2015	99999	LAURA MARTINSEN	10.00
72313	01/21/2015	99999	LIZA ENRIQUEZ	324.39
72314	01/21/2015	99999	LORRAINE HOWARD	57.59
72315	01/21/2015	99999	MARY JO JONAS	96.00
72316	01/21/2015	99999	NORMA SAUNDERS	16.34
72317	01/21/2015	99999	RENE ROMAN	203.55
72318	01/21/2015	99999	RICHARD ROBINSON	77.47
72319	01/21/2015	99999	ROSA PEDROZA	32.00
72320	01/21/2015	99999	SHARON TSAI	1.31
72321	01/21/2015	99999	SUE BERNAL	70.00
72322	01/21/2015	99999	SYLVIA SCHADER TRUST	33.69
72323	01/21/2015	99999	TIME ESSENTIALS	466.92
72324	01/21/2015	99999	URIEL GOMEZ	14.24
72325	01/21/2015	99999	XIUYAN LIN	61.27

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72326	01/21/2015	99999	YOLANDA MORAN	40.00
72327	01/21/2015	2129	ORANGE COUNTY S	262.00
72328	01/21/2015	2163	PACIFIC PARKING	3,750.00
72329	01/21/2015	4178	PAN E VINO	2,951.45
72330	01/21/2015	2345	QUILL	236.81
72331	01/21/2015	4101	RANCHO JANITORI	1,868.14
72332	01/21/2015	4146	RDD VERMEER LLC	20,788.65
72333	01/21/2015	2415	REPUBLIC MASTER	271.28
72334	01/21/2015	2426	REYNOLDS BUICK	12.16
72335	01/21/2015	2434	RICE/ENGLANDER	3,000.00
72336	01/21/2015	2536	SAN DIEGO POLIC	1,166.43
72337	01/21/2015	2542	SAN GAB VALLEY	25.00
72338	01/21/2015	2546	SAN GABRIEL VAL	136.26
72339	01/21/2015	2557	SANTA ANITA FAM	100.00
72340	01/21/2015	3836	SERRATO & ASSOC	195.00
72341	01/21/2015	4123	CARDENAS, RUDY	175.00
72342	01/21/2015	2711	SOUTHEAST CONST	51.34
72343	01/21/2015	2715	SOUTHERN CA TRA	22.50
72344	01/21/2015	4161	SPECIALIZED SER	8,469.45
72345	01/21/2015	3729	SUNBELT RENTALS	2,816.87
72346	01/21/2015	2798	SYSTEMS INTERNA	1,433.50
72347	01/21/2015	3974	TELREPCO, INC	745.00
72348	01/21/2015	2852	THREE VALLEY MU	35,886.12
72349	01/21/2015	2877	TOSHIBA BUSINES	89.23
72350	01/21/2015	2935	UNDERGROUND SER	73.50
72351	01/21/2015	2999	VERIZON CALIFOR	1,332.97
72352	01/21/2015	3001	VERIZON WIRELES	4,414.96
72353	01/21/2015	3004	VICTORY EXTERMI	50.00
72354	01/21/2015	3023	VULCAN MATERIAL	417.05
72355	01/21/2015	3043	WARREN DISTRIBU	146.63
72356	01/21/2015	3051	WATER WELL SUPP	1,320.00
72357	01/21/2015	3070	WEST COAST ARBO	109.20
72358	01/21/2015	3799	WEST COAST CODE	5,627.15
72359	01/21/2015	3078	WEST PAYMENT CE	277.83
72360	01/21/2015	3082	WESTERN WATER W	6,283.97
72361	01/21/2015	3102	WILLDAN FINANCI	131.88
72362	01/21/2015	3134	XEROX CORPORATI	4,595.72
72363	01/21/2015	3139	YARY PHOTOGRAPH	70.00
72364	01/21/2015	3152	YWCA	1,891.38
72365	01/27/2015	23	ABORTA BUG INC	70.00
72366	01/27/2015	52	ADVANCED GRAPHI	335.00
72367	01/27/2015	82	AIR-BREE HEATIN	85.00
72368	01/27/2015	3789	AMAZON LLC	80.76
72369	01/27/2015	155	AMERICAN PUBLIC	223.75

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72370	01/27/2015	219	AT&T	654.24
72371	01/27/2015	219	AT&T	66.30
72372	01/27/2015	219	AT&T	1,376.92
72373	01/27/2015	269	BAKER AND TAYLO	736.31
72374	01/27/2015	293	BARRACO, PAUL	16.00
72375	01/27/2015	318	BELL BUILDING M	1,813.00
72376	01/27/2015	3771	BLACK & WHITE E	184.88
72377	01/27/2015	476	CALIF BUILDING	312.30
72378	01/27/2015	477	CALIF, STATE OF	609.14
72379	01/27/2015	477	CALIF, STATE OF	702.25
72380	01/27/2015	536	CARQUEST AUTO P	32.64
72381	01/27/2015	536	CARQUEST AUTO P	55.85
72382	01/27/2015	581	CCH	128.95
72383	01/27/2015	587	CDW GOVERNMENT	1,906.00
72384	01/27/2015	600	CERTIFIED UNDER	86.62
72385	01/27/2015	649	CINTAS CORP #69	200.29
72386	01/27/2015	696	COLBURN, MICHAEL	70.00
72387	01/27/2015	710	COMMUNICATIONS	966.60
72388	01/27/2015	745	CORONA, MARIO	70.00
72389	01/27/2015	693	COSUGI	100.00
72390	01/27/2015	783	COVINA WATER	1,626.71
72391	01/27/2015	798	CRAFICO INC	2,799.12
72392	01/27/2015	3701	DEPARTMENT OF J	147.00
72393	01/27/2015	962	EAST DISTRICT S	276.00
72394	01/27/2015	962	EAST DISTRICT S	7,117.50
72395	01/27/2015	970	EDISON CO	1,587.69
72396	01/27/2015	1025	EVANS, LISA	150.00
72397	01/27/2015	3911	FACTORY MOTOR P	135.03
72398	01/27/2015	1055	FEDEX	49.23
72399	01/27/2015	1098	FOSTER, DAVE	70.00
72400	01/27/2015	1098	FOSTER, DAVE	250.00
72401	01/27/2015	1156	GAS COMPANY, TH	786.79
72402	01/27/2015	1156	GAS COMPANY, TH	1,584.68
72403	01/27/2015	4007	GMZ ENGINEERING	58,112.45
72404	01/27/2015	4182	GOLDEN STATE CA	10,147.85
72405	01/27/2015	1204	GOLDEN STATE WA	57.20
72406	01/27/2015	1235	GRAINGER	325.71
72407	01/27/2015	3934	HF & H CONSULTA	2,248.75
72408	01/27/2015	3988	HYDRO CONNECTIO	32.62
72409	01/27/2015	1410	IIMC	240.00
72410	01/27/2015	1428	INGRAM DIST GRO	58.30
72411	01/27/2015	1429	INLAND EMPIRE S	893.75
72412	01/27/2015	1547	KELLY PAPER CO	496.77
72413	01/27/2015	3791	KIMBERLY COLBER	2,340.00

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72414	01/27/2015	1603	LA CNTY	296.00
72415	01/27/2015	1612	LA CNTY DEPT OF	2,313.64
72416	01/27/2015	1650	LARA, LAURA	130.00
72417	01/27/2015	4156	LEVERAGE INFORM	77,726.93
72418	01/27/2015	1694	LEWIS ENGRAVING	70.85
72419	01/27/2015	1708	LIFE ASSIST INC	882.90
72420	01/27/2015	1857	MCLEAN, JOHN	70.00
72421	01/27/2015	1933	MISSION LINEN S	40.09
72422	01/27/2015	2041	NATIONAL TACTIC	150.00
72423	01/27/2015	3563	NEWEGG INC	1,017.52
72424	01/27/2015	2091	O REILLY AUTO P	97.07
72425	01/27/2015	2101	OCLC/FOREST PRE	1,260.05
72426	01/27/2015	2104	OFFICE DEPOT	202.81
72427	01/27/2015	99999	DANIEL KARIS	70.00
72428	01/27/2015	99999	RITO YZARRARAZ	34.34
72429	01/27/2015	99999	VICTORIA HERITAGE	31.38
72430	01/27/2015	3722	OSCAR LUQUE	27.50
72431	01/27/2015	4073	PACIFIC TRUCK E	175.00
72432	01/27/2015	4184	PAEK'S PAINTING	1,500.00
72433	01/27/2015	2219	PECHANGA RESORT	300.00
72434	01/27/2015	2238	PEST OPTIONS IN	265.00
72435	01/27/2015	2247	PETTINGER, ERIC	70.00
72436	01/27/2015	2309	PROFESSIONAL AC	1,076.00
72437	01/27/2015	2403	REGAN, DAN	70.00
72438	01/27/2015	2407	REGIONAL TAP SE	490.82
72439	01/27/2015	2415	REPUBLIC MASTER	168.56
72440	01/27/2015	2456	ROBISON, MIKE	70.00
72441	01/27/2015	3556	SACRA	75.93
72442	01/27/2015	2536	SAN DIEGO POLIC	7,581.80
72443	01/27/2015	2546	SAN GABRIEL VAL	188.51
72444	01/27/2015	4049	SANTIAGO LIBRAR	60.00
72445	01/27/2015	2620	SGV NEWSPAPER G	2,195.00
72446	01/27/2015	2621	SGV POLICE CHIE	250.00
72447	01/27/2015	2714	SOUTHERN CA GAS	575.00
72448	01/27/2015	2737	STAPLES INC	980.88
72449	01/27/2015	3950	STERICYCLE, INC	277.37
72450	01/27/2015	2786	SUTHERLAND, KEI	70.00
72451	01/27/2015	2852	THREE VALLEY MU	20.00
72452	01/27/2015	4189	TRUE NORTH RESE	3,000.00
72453	01/27/2015	2942	UNITED SITE SER	104.80
72454	01/27/2015	2966	V & V MANUFACTU	28.29
72455	01/27/2015	2999	VERIZON CALIFOR	1,146.60
72456	01/27/2015	3043	WARREN DISTRIBU	27.03
72457	01/27/2015	3102	WILLDAN FINANCI	2,300.00

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72458	01/27/2015	3117	WONDRIES FLEET	24,272.67
72459	01/27/2015	3134	XEROX CORPORATI	444.73
72460	01/27/2015	3135	XO COMMUNICATIO	4,345.87
72461	01/27/2015	1609	LA CNTY COUNTY	10,226.10
72462	01/27/2015	2404	REGENT BOOK CO	15.01
72463	01/27/2015	2955	VOID	0.00
			subtotal EFT/wires	\$21,250.05
			subtotal checks	\$2,260,645.95
			TOTAL checks/EFTs	\$2,281,896.00

**SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY**

MEETING DATE: March 17, 2015

ITEM NO.: CC2

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of \$91,817.27

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for January 2015 are summarized as follows:

<u>DATE OF DEMANDS</u>		<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS			
January 2015	Checks	1120-1136	\$75,944.55
PAYROLL			
January 14, 2015	PAYROLL	PAYROLL PAID 1/15/15	\$5,953.97
January 27, 2015	INSURANCE	PAYROLL PAID 1/15/15	\$3,896.70
January 28, 2015	PAYROLL	PAYROLL PAID 1/28/15	\$6,022.05

VOIDS

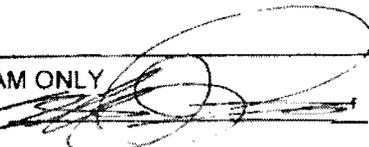
GRAND TOTAL: \$91,817.27

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

REVIEW TEAM ONLY

City Attorney: 

Finance Director: 

City Manager: _____

Other: _____

SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY

Check Register

January 2015

Check #	Check Date	Vendor	Name	Amount
1120	01/06/2015	137	AL-SAL OIL COMP	1,018.83
1121	01/06/2015	254	AZUSA LIGHT & W	221.46
1122	01/06/2015	970	EDISON CO	110.22
1123	01/06/2015	1156	GAS COMPANY, TH	80.20
1124	01/06/2015	2158	PACHECO, DEBBIE	350.00
1125	01/06/2015	2942	UNITED SITE SER	68.17
1126	01/13/2015	279	BANK OF NEW YOR	2,000.00
1127	01/13/2015	572	CATHOLIC CHARIT	2,000.00
1128	01/13/2015	788	COVINA, CITY OF	6,540.00
1129	01/21/2015	341	BEST BEST & KRI	1,196.77
1130	01/21/2015	826	CSMFO	110.00
1131	01/21/2015	896	DH MAINTENANCE	95.00
1132	01/21/2015	2452	RJS FINANCIAL	49,840.00
1133	01/21/2015	2999	VERIZON CALIFOR	82.48
1134	01/27/2015	2942	UNITED SITE SER	68.17
1135	01/27/2015	3135	XO COMMUNICATIO	161.72
1136	01/27/2015	2955	US BANK	12,001.53
			subtotal EFT/wires	0.00
			subtotal checks	75,944.55
			TOTAL CHECKS/EFT's	75,944.55

STATE OF CALIFORNIA)
) ss:
COUNTY OF LOS ANGELES)

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the Covina Successor Agency to the Covina Redevelopment Agency dated Accounts Payable for January 2015; Payroll for 1/14/15, 1/27/15 and 1/28/15; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis,
Finance Director

Subscribed and sworn to before me

this 17th day of March, 2015


Catherine M. Salas, Deputy

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 17, 2015

ITEM NO.: CC 3

STAFF SOURCE: Dilu De Alwis, Finance Director *Dalu*

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of: **\$3,912,086.60**

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for February 2015 are summarized as follows:

<u>DATE OF DEMANDS</u>		<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS			
February 2015	Wires/EFTs	4928-4942	\$70,982.90
	Checks	72464-73002	\$2,628,695.26
PAYROLL			
FEBRUARY 12, 2015 PAYROLL DD, CHECKS & TAXES			\$584,670.43
FEBRUARY 25, 2015 PAYROLL DD, CHECKS & TAXES			\$591,666.84
VOIDS			
February voids		70030	(\$475.00)
		72281	(\$380.33)
		72177	(\$700.00)
		72172	(\$380.33)
WORKERS COMPENSATION			
February 5, 2015		Week ending 2/4/15	\$13,050.57
February 10, 2015		Week ending 2/11/15	\$13,050.57
February 19, 2015		Week ending 2/18/15	\$4,698.41
February 27, 2015		Week ending 2/25/15	\$7,207.28
		GRAND TOTAL:	\$3,912,086.60

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. Accounts Payable Register

REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: _____	Other: _____

CITY OF COVINA
Check Register
FEBRUARY 2015

Check #	Check Date	Vendor	Name	Amount
4928	02/02/2015	4160	ICMA	21,954.86
4929	02/02/2015	1405	ICMA RETIREMENT	7,218.83
4930	02/02/2015	1403	ICMA-RC	270.53
4931	02/02/2015	4003	MidAmerica	1,845.72
4932	02/02/2015	2033	NATIONWIDE RETI	6,519.54
4933	02/11/2015	4160	ICMA	900.00
4934	02/11/2015	1405	ICMA RETIREMENT	7,280.36
4935	02/11/2015	1403	ICMA-RC	270.53
4936	02/11/2015	4003	MidAmerica	2,539.31
4937	02/11/2015	2033	NATIONWIDE RETI	6,544.54
4938	02/26/2015	4160	ICMA	225.00
4939	02/26/2015	1405	ICMA RETIREMENT	6,455.36
4940	02/26/2015	1403	ICMA-RC	270.53
4941	02/26/2015	4003	MidAmerica	2,043.25
4942	02/26/2015	2033	NATIONWIDE RETI	6,644.54
			subtotal EFT/wires	\$70,982.90
72464	02/02/2015	68	AFLAC	4,419.09
72465	02/02/2015	69	AFSCME	1,040.00
72466	02/02/2015	487	CalPERS	64,185.61
72467	02/02/2015	3846	CLEA	477.75
72468	02/02/2015	3846	CLEA	110.25
72469	02/02/2015	775	COVINA POLICE A	2,800.00
72470	02/02/2015	788	COVINA, CITY OF	58.89
72471	02/02/2015	789	COVINA-FSA, CIT	1,480.03
72472	02/02/2015	878	DELTA DENTAL OF	8,663.42
72473	02/02/2015	1106	FRANCHISE TAX B	250.00
72474	02/02/2015	1106	FRANCHISE TAX B	50.00
72475	02/02/2015	1247	GREAT WEST LIFE	4,466.41
72476	02/02/2015	1307	HARTFORD LIFE I	9.67
72477	02/02/2015	3795	LEGAL SHIELD	300.36
72478	02/02/2015	2234	PERS	158,021.08
72479	02/02/2015	2235	PERS LONG TERM	238.88
72480	02/02/2015	3668	SHERIFF'S DEPAR	525.30
72481	02/02/2015	3893	STATE DISBURSEM	247.00
72482	02/02/2015	3954	SUN LIFE FINANC	5,458.93
72483	02/02/2015	2946	UNITED WAY OF G	17.50
72484	02/02/2015	3014	VISION SERVICE	862.63
72485	02/02/2015	3764	WAGeworks	40.00
72486	02/02/2015	3045	WASHINGTON NATI	147.01
72487	02/03/2015	11	A & B ELECTRIC	3,515.57
72488	02/03/2015	14	A1 RENTALS	177.01
72489	02/03/2015	26	ABSOLUTE SECURI	8,472.96
72490	02/03/2015	74	AGI ACADEMY	147.00

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72491	02/03/2015	84	AIRGAS-WEST	331.56
72492	02/03/2015	91	ALAS, NINA	52.50
72493	02/03/2015	113	ALL CITY MANAGE	5,379.12
72494	02/03/2015	183	AQUA-METRIC SAL	1,038.74
72495	02/03/2015	220	AT&T LONG DISTA	26.55
72496	02/03/2015	260	B & K ELECTRIC	498.72
72497	02/03/2015	269	BAKER AND TAYLO	385.67
72498	02/03/2015	318	BELL BUILDING M	3,786.00
72499	02/03/2015	3771	BLACK & WHITE E	1,501.35
72500	02/03/2015	735	BOBCAT OF CERRI	976.62
72501	02/03/2015	423	BRUNSWICK COVIN	61.26
72502	02/03/2015	430	BUILDING ELECTR	75.00
72503	02/03/2015	458	CA PUBLIC PARKI	135.00
72504	02/03/2015	468	CAL BLEND SOILS	218.00
72505	02/03/2015	488	CALIFORNIA SCIE	206.00
72506	02/03/2015	565	CASTRO, VIVIAN	25.00
72507	02/03/2015	617	CHARTER OAK GYM	1,141.00
72508	02/03/2015	635	CHIA	330.00
72509	02/03/2015	635	CHIA	300.00
72510	02/03/2015	649	CINTAS CORP #69	364.76
72511	02/03/2015	682	CLINICAL LAB OF	510.00
72512	02/03/2015	700	COLLEY FORD	32.66
72513	02/03/2015	720	COMPUTER SERVIC	11,761.23
72514	02/03/2015	3235	COOK, SHAWNA	229.26
72515	02/03/2015	3982	CUGNU, CAROL A	56.53
72516	02/03/2015	4072	DE LEON, JUAN C	298.00
72517	02/03/2015	875	DELL MARKETING	6,111.81
72518	02/03/2015	894	DF POLYGRAPH	150.00
72519	02/03/2015	3164	DIVERSIFIED TRA	30,414.64
72520	02/03/2015	970	EDISON CO	625.94
72521	02/03/2015	3252	Equarius Waterw	504.59
72522	02/03/2015	1089	FOOTHILL PRESBY	365.21
72523	02/03/2015	4126	FUENTES, BRITTA	31.50
72524	02/03/2015	1156	GAS COMPANY, TH	253.25
72525	02/03/2015	1180	GIAMMARCO, ANTH	51.10
72526	02/03/2015	1198	GLOBALSTAR LLC	53.13
72527	02/03/2015	1211	GONZALES, CARLO	102.00
72528	02/03/2015	1235	GRAINGER	438.96
72529	02/03/2015	1361	HOLLIDAY ROCK C	1,232.25
72530	02/03/2015	1364	HOME DEPOT	3,950.77
72531	02/03/2015	1371	HOSE MAN INC, T	18.16
72532	02/03/2015	1393	HYATT REGENCY S	371.07
72533	02/03/2015	3988	HYDRO CONNECTIO	88.93
72534	02/03/2015	1427	INGLEWOOD, CITY	9,492.62

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72535	02/03/2015	1428	INGRAM DIST GRO	14.74
72536	02/03/2015	1437	INTER-CON SECUR	5,158.73
72537	02/03/2015	1463	J.G. TUCKER AND	18.86
72538	02/03/2015	3654	JEREMIAH DONOVA	225.76
72539	02/03/2015	3731	JUNIOR LIBRARY	65.52
72540	02/03/2015	1547	KELLY PAPER CO	106.44
72541	02/03/2015	1578	KLYMKIW, MARIE	75.00
72542	02/03/2015	1615	LA CNTY MTA	380.00
72543	02/03/2015	1633	LACPCA	300.00
72544	02/03/2015	1638	LAM, LY CHOU	97.44
72545	02/03/2015	3190	LAYNE, JONATHAN	55.56
72546	02/03/2015	3209	LAYNE, SHARON	94.50
72547	02/03/2015	1724	LITTLEJOHN-RUEL	363.75
72548	02/03/2015	3169	LOGAN SUPPLY CO	48.29
72549	02/03/2015	1748	LOS ANGELES TIM	68.00
72550	02/03/2015	3932	MAR, ARLENE D.	38.30
72551	02/03/2015	4089	MEASOM, DEVIN T	52.50
72552	02/03/2015	3983	MERCADO, DANIEL	724.50
72553	02/03/2015	1924	MILLERS & ISHAM	168.89
72554	02/03/2015	1933	MISSION LINEN S	22.14
72555	02/03/2015	3256	MULTI W SYSTEMS	843.15
72556	02/03/2015	3236	MUNOZ, VINCENT	388.50
72557	02/03/2015	3718	NADENE VALDEZ	83.13
72558	02/03/2015	3563	NEWEGG INC	18.52
72559	02/03/2015	2104	OFFICE DEPOT	136.57
72560	02/03/2015	99999	ANDREW OR IRINA MILLER	15.96
72561	02/03/2015	99999	ANTHONY CORDOVA	41.00
72562	02/03/2015	99999	CARMEN AVILES	24.98
72563	02/03/2015	99999	DOMINIC OR ELIZABETH CAN	10.89
72564	02/03/2015	99999	JORDAN W. CHANG	1,353.86
72565	02/03/2015	99999	LILIAN PEREIRA	15.35
72566	02/03/2015	99999	RANDY VEJAR	1,745.00
72567	02/03/2015	99999	SUSAN JABALLAS	36.95
72568	02/03/2015	2163	PACIFIC PARKING	1,010.42
72569	02/03/2015	4073	PACIFIC TRUCK E	15.75
72570	02/03/2015	2182	PALMS CASINO &	530.88
72571	02/03/2015	4178	PAN E VINO	2,528.00
72572	02/03/2015	2189	PARADA, MIGUEL	434.57
72573	02/03/2015	2277	POLLARDWATER DO	121.95
72574	02/03/2015	2303	PRIORITY MAILIN	54.72
72575	02/03/2015	2345	QUILL	215.75
72576	02/03/2015	4082	REED, LETICIA	18.38
72577	02/03/2015	2415	REPUBLIC MASTER	164.15
72578	02/03/2015	3655	ROBERT WONG	112.00

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72579	02/03/2015	2466	RODRIGUEZ, DAVI	102.00
72580	02/03/2015	3882	ROMAN, LILIANA	22.75
72581	02/03/2015	2519	SALAMONE, KIMBE	114.80
72582	02/03/2015	2607	SERESINGHE, AII	952.00
72583	02/03/2015	2612	SEVOLD, CHERYL	73.50
72584	02/03/2015	2619	SGV EXAMINER	974.71
72585	02/03/2015	2648	SIEMENS BUILDIN	408.00
72586	02/03/2015	2660	SIMPLEX GRINNEL	981.80
72587	02/03/2015	2719	SPARKLETTS	19.10
72588	02/03/2015	4105	SPILLMAN TECHNO	45,252.00
72589	02/03/2015	2744	STATE DISBURSEM	236.00
72590	02/03/2015	2775	SUPERB GRAPHICS	506.85
72591	02/03/2015	2787	SUTMAN, WILLIAM	42.00
72592	02/03/2015	2818	TAVANNA	72.33
72593	02/03/2015	2846	THOMAS, TERRI	143.65
72594	02/03/2015	2853	THYSSENKRUPP EL	1,340.00
72595	02/03/2015	2855	TIME WARNER CAB	307.75
72596	02/03/2015	2901	TRIFYTT SPORTS	234.00
72597	02/03/2015	2926	TYLER TECHNOLOG	51,308.26
72598	02/03/2015	2942	UNITED SITE SER	135.30
72599	02/03/2015	2954	URBAN GRAFFITI	9,909.45
72600	02/03/2015	3234	VELARDE-KUBANIK	126.00
72601	02/03/2015	4191	VENTURA BOAT RE	595.00
72602	02/03/2015	4065	VERIZON BUSINES	607.29
72603	02/03/2015	3004	VICTORY EXTERMI	25.00
72604	02/03/2015	3023	VULCAN MATERIAL	377.67
72605	02/03/2015	3187	WAGONER, PAMELA	115.50
72606	02/03/2015	3070	WEST COAST ARBO	1,212.23
72607	02/03/2015	3077	WEST LITE SUPPL	209.71
72608	02/03/2015	3080	WESTERN EMULSIO	191.94
72609	02/03/2015	3082	WESTERN WATER W	347.60
72610	02/03/2015	3127	WORLD BOOK SCHO	1,513.00
72611	02/03/2015	3132	WRIGHT DESIGNS	1,291.66
72612	02/04/2015	487	CaIPERS	15,866.90
72613	02/10/2015	3	12 MILES OUT.CO	1,200.00
72614	02/10/2015	23	ABORTA BUG INC	75.00
72615	02/10/2015	50	ADVANCED	1,543.10
72616	02/10/2015	3977	ALLIANT CONSULT	2,687.00
72617	02/10/2015	128	ALLIANT INSURAN	467.00
72618	02/10/2015	158	AMERICAN TRAFFI	32,370.00
72619	02/10/2015	160	AMERICAN WEST C	75.00
72620	02/10/2015	4197	AMY MEDINA	90.00
72621	02/10/2015	4079	ASSOCIATED TRAN	2,050.00
72622	02/10/2015	219	AT&T	33.14

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72623	02/10/2015	221	AT&T MOBILITY	1,203.62
72624	02/10/2015	226	ATLAS SPRING CO	332.70
72625	02/10/2015	254	AZUSA LIGHT & W	497.41
72626	02/10/2015	255	AZUSA PLUMBING	22.07
72627	02/10/2015	269	BAKER AND TAYLO	397.06
72628	02/10/2015	333	BERLITZ	50.00
72629	02/10/2015	341	BEST BEST & KRI	26,336.11
72630	02/10/2015	341	BEST BEST & KRI	100.00
72631	02/10/2015	4100	BREAD AND BARLE	1,940.70
72632	02/10/2015	452	CA ASSOC FOR PR	45.00
72633	02/10/2015	475	CALIBER POOL AN	1,595.00
72634	02/10/2015	487	CaPERS	12,081.09
72635	02/10/2015	536	CARQUEST AUTO P	70.24
72636	02/10/2015	565	CASTRO, VIVIAN	45.00
72637	02/10/2015	568	CAT SPECIALTIES	523.63
72638	02/10/2015	600	CERTIFIED UNDER	260.76
72639	02/10/2015	649	CINTAS CORP #69	458.58
72640	02/10/2015	700	COLLEY FORD	551.21
72641	02/10/2015	703	COMBINED GRAPHI	25.07
72642	02/10/2015	749	COUNSELING TEAM	1,480.00
72643	02/10/2015	762	COVINA CHAMBER	25.00
72644	02/10/2015	777	COVINA RENTS	463.02
72645	02/10/2015	862	DE ALWIS, DILU	129.00
72646	02/10/2015	878	DELTA DENTAL OF	488.08
72647	02/10/2015	894	DF POLYGRAPH	150.00
72648	02/10/2015	947	DUNN EDWARDS CO	128.73
72649	02/10/2015	956	DYNO TUNE	48.25
72650	02/10/2015	970	EDISON CO	32,303.24
72651	02/10/2015	3911	FACTORY MOTOR P	275.95
72652	02/10/2015	1055	FEDEX	33.19
72653	02/10/2015	1204	GOLDEN STATE WA	264.67
72654	02/10/2015	1235	GRAINGER	266.42
72655	02/10/2015	1277	HAEBE, CYNTHIA	5,211.25
72656	02/10/2015	1288	HANOU, TERRENCE	300.07
72657	02/10/2015	1350	HILTON CONCORD	588.00
72658	02/10/2015	1364	HOME DEPOT	3,064.30
72659	02/10/2015	1387	HUNTER, JOHN L.	1,718.75
72660	02/10/2015	3988	HYDRO CONNECTIO	86.58
72661	02/10/2015	1441	INTERSTATE BATT	48.81
72662	02/10/2015	1445	INTL ASSOC OF C	150.00
72663	02/10/2015	3854	IPC INC.	15,580.79
72664	02/10/2015	1558	KEYS CONFERENCE	399.00
72665	02/10/2015	1561	KEYSTONE UNIFOR	1,649.61
72666	02/10/2015	3721	KRIZIA N VIRBIA	130.00

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72667	02/10/2015	3987	KYOCERA DOCUMEN	6,137.69
72668	02/10/2015	1614	LA CNTY FIRE DE	680,912.04
72669	02/10/2015	1650	LARA, LAURA	130.00
72670	02/10/2015	1663	LAW ENFORCEMENT	395.00
72671	02/10/2015	1694	LEWIS ENGRAVING	225.63
72672	02/10/2015	1707	LIEBERT CASSIDY	6,274.50
72673	02/10/2015	1712	LIGHTHOUSE INC,	192.07
72674	02/10/2015	1778	MADRID, VICKI	20.00
72675	02/10/2015	1858	MCMASTER CARR S	554.55
72676	02/10/2015	1924	MILLERS & ISHAM	68.83
72677	02/10/2015	1930	MISAC	475.00
72678	02/10/2015	1933	MISSION LINEN S	138.72
72679	02/10/2015	3810	MYERS & SONS HI	1,253.50
72680	02/10/2015	2052	NEMETH FAMILY I	5,108.20
72681	02/10/2015	3563	NEWEGG INC	1,201.72
72682	02/10/2015	2091	O REILLY AUTO P	47.86
72683	02/10/2015	2104	OFFICE DEPOT	125.31
72684	02/10/2015	2105	OFFICE MAX CONT	6.51
72685	02/10/2015	99999	ANDREA PICAZO	70.00
72686	02/10/2015	99999	CHRISTOPHER LOPEZ	90.00
72687	02/10/2015	99999	DINAH HUM	70.00
72688	02/10/2015	99999	ESTEFAINA LUCAS	40.00
72689	02/10/2015	99999	GREG HAGEN	90.00
72690	02/10/2015	99999	IRENE NIESTA	70.00
72691	02/10/2015	99999	JENNIFER HULTGREN	40.00
72692	02/10/2015	99999	LACEY CARR	50.00
72693	02/10/2015	99999	LIZETT OLIVARES	120.00
72694	02/10/2015	99999	MICHELLE BENAVIDES	50.00
72695	02/10/2015	99999	NATHALIE ABOUDIAB	100.00
72696	02/10/2015	99999	NATHAN ELLIOTT	70.00
72697	02/10/2015	99999	NORMA MONTEJANO	7.99
72698	02/10/2015	99999	ROBERT NEWBERGER	36.00
72699	02/10/2015	99999	XANTHE SANGCO	90.00
72700	02/10/2015	99999	YULIANA PARRA	56.87
72701	02/10/2015	3722	OSCAR LUQUE	30.00
72702	02/10/2015	4178	PAN E VINO	4,473.51
72703	02/10/2015	2243	PETERSON, GREGG	114.50
72704	02/10/2015	4177	PETTY CASH	83.78
72705	02/10/2015	2415	REPUBLIC MASTER	150.09
72706	02/10/2015	2447	RIVERSIDE CNTY	216.00
72707	02/10/2015	4198	ROBERT LEE	921.00
72708	02/10/2015	2480	ROMO PLANNING G	3,500.00
72709	02/10/2015	3984	ROXXI STUDIOS	346.55
72710	02/10/2015	4004	ROYAL COACHES A	1,205.79

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72711	02/10/2015	2542	SAN GAB VALLEY	25.00
72712	02/10/2015	2542	SAN GAB VALLEY	25.00
72713	02/10/2015	4154	SCELZI EQUIPMEN	924.25
72714	02/10/2015	2660	SIMPLEX GRINNEL	175.65
72715	02/10/2015	3837	SONSRAY MACHINE	1,829.89
72716	02/10/2015	4192	SOUTHERN CALIF	25.00
72717	02/10/2015	3954	SUN LIFE FINANC	16.96
72718	02/10/2015	2804	TAG AMS INC	125.00
72719	02/10/2015	2855	TIME WARNER CAB	254.51
72720	02/10/2015	2903	TRI-XECUTEX COR	80.00
72721	02/10/2015	2929	ULINE	321.06
72722	02/10/2015	2958	US POSTMASTER	3,351.17
72723	02/10/2015	4194	USO VARIETY SHO	526.75
72724	02/10/2015	2966	V & V MANUFACTU	77.23
72725	02/10/2015	2995	VENTEK INTERNAT	495.00
72726	02/10/2015	2999	VERIZON CALIFOR	412.73
72727	02/10/2015	3001	VERIZON WIRELES	592.46
72728	02/10/2015	3014	VISION SERVICE	42.52
72729	02/10/2015	3043	WARREN DISTRIBU	63.87
72730	02/10/2015	3070	WEST COAST ARBO	3,135.00
72731	02/10/2015	3134	XEROX CORPORATI	675.69
72732	02/11/2015	68	AFLAC	4,311.42
72733	02/11/2015	69	AFSCME	1,100.00
72734	02/11/2015	487	CaIPERS	61,679.95
72735	02/11/2015	3846	CLEA	477.75
72736	02/11/2015	3846	CLEA	110.25
72737	02/11/2015	775	COVINA POLICE A	2,800.00
72738	02/11/2015	789	COVINA-FSA, CIT	1,417.53
72739	02/11/2015	878	DELTA DENTAL OF	9,029.48
72740	02/11/2015	1106	FRANCHISE TAX B	250.00
72741	02/11/2015	1106	FRANCHISE TAX B	50.00
72742	02/11/2015	1247	GREAT WEST LIFE	4,566.41
72743	02/11/2015	1307	VOID	0.00
72744	02/11/2015	3795	LEGAL SHIELD	308.46
72745	02/11/2015	2234	PERS	154,772.08
72746	02/11/2015	2235	PERS LONG TERM	238.88
72747	02/11/2015	3668	SHERIFF'S DEPAR	525.30
72748	02/11/2015	3893	STATE DISBURSEM	247.00
72749	02/11/2015	3954	SUN LIFE FINANC	5,308.47
72750	02/11/2015	2946	UNITED WAY OF G	17.50
72751	02/11/2015	3014	VISION SERVICE	863.08
72752	02/11/2015	3764	WAGeworks	38.00
72753	02/11/2015	3045	WASHINGTON NATI	146.99
72754	02/17/2015	4195	789	828.00

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72755	02/17/2015	11	A & B ELECTRIC	2,998.88
72756	02/17/2015	23	ABORTA BUG INC	70.00
72757	02/17/2015	26	ABSOLUTE SECURI	8,472.96
72758	02/17/2015	32	ACE-1 AUTO SERV	45.00
72759	02/17/2015	45	ADAPT CONSULTIN	835.03
72760	02/17/2015	4099	AHA CONSULTING	8,300.00
72761	02/17/2015	84	AIRGAS-WEST	331.56
72762	02/17/2015	113	ALL CITY MANAGE	5,075.46
72763	02/17/2015	160	AMERICAN WEST C	75.00
72764	02/17/2015	219	AT&T	99.45
72765	02/17/2015	255	AZUSA PLUMBING	104.21
72766	02/17/2015	260	B & K ELECTRIC	292.36
72767	02/17/2015	269	BAKER AND TAYLO	610.54
72768	02/17/2015	277	BANC OF AMERICA	242,886.03
72769	02/17/2015	283	BANK OF THE WES	6,811.99
72770	02/17/2015	339	BERT'S MEGA MAL	100.24
72771	02/17/2015	437	BURRO CANYON EN	20.00
72772	02/17/2015	452	CA ASSOC FOR PR	275.00
72773	02/17/2015	452	CA ASSOC FOR PR	275.00
72774	02/17/2015	477	CALIF, STATE OF	7,164.00
72775	02/17/2015	4203	CALIFORNIA CONT	42.36
72776	02/17/2015	536	CARQUEST AUTO P	156.22
72777	02/17/2015	568	CAT SPECIALTIES	519.67
72778	02/17/2015	572	CATHOLIC CHARIT	9,443.00
72779	02/17/2015	573	CATO	510.00
72780	02/17/2015	600	CERTIFIED UNDER	321.32
72781	02/17/2015	634	CHEVRON PRODUCT	391.01
72782	02/17/2015	649	CINTAS CORP #69	375.94
72783	02/17/2015	654	CITRUS CAR WASH	321.89
72784	02/17/2015	692	CODE PUBLISHING	350.00
72785	02/17/2015	703	COMBINED GRAPHI	200.56
72786	02/17/2015	707	COMMERCIAL ELEC	3,367.80
72787	02/17/2015	710	COMMUNICATIONS	330.00
72788	02/17/2015	730	CONTEMPORARY IN	72.00
72789	02/17/2015	777	COVINA RENTS	348.80
72790	02/17/2015	798	CRAFCO INC	2,799.12
72791	02/17/2015	835	D & D GOLF CARS	425.10
72792	02/17/2015	3701	DEPARTMENT OF J	669.00
72793	02/17/2015	896	DH MAINTENANCE	6,370.91
72794	02/17/2015	970	EDISON CO	53,227.19
72795	02/17/2015	1016	ESPINOZA, DEISY	46.05
72796	02/17/2015	1055	FEDEX	42.01
72797	02/17/2015	1075	FLEET SERVICES	113.54
72798	02/17/2015	1156	GAS COMPANY, TH	1,591.90

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72799	02/17/2015	1194	GLOBAL ENVIRONM	300.00
72800	02/17/2015	1197	GLOBAL WATER MA	55,609.72
72801	02/17/2015	1235	GRAINGER	181.57
72802	02/17/2015	1251	GREENS LOCK AND	15.01
72803	02/17/2015	1312	HAWK INDUSTRY P	3,500.00
72804	02/17/2015	4206	HISTORIC MISSIO	471.48
72805	02/17/2015	4206	HISTORIC MISSIO	628.64
72806	02/17/2015	1361	HOLLIDAY ROCK C	1,309.09
72807	02/17/2015	4200	HR DYNAMICS & P	42,693.32
72808	02/17/2015	3963	HYATT REGENCY M	194.50
72809	02/17/2015	3963	HYATT REGENCY M	194.50
72810	02/17/2015	3988	HYDRO CONNECTIO	164.86
72811	02/17/2015	1427	INGLEWOOD, CITY	14,669.95
72812	02/17/2015	1428	INGRAM DIST GRO	60.98
72813	02/17/2015	1429	INLAND EMPIRE S	939.25
72814	02/17/2015	1430	INLAND WATER WO	3,226.40
72815	02/17/2015	1441	INTERSTATE BATT	84.23
72816	02/17/2015	1463	J.G. TUCKER AND	624.62
72817	02/17/2015	3573	JEANNETTE BAAS	46.05
72818	02/17/2015	1499	JOBS AVAILABLE	624.00
72819	02/17/2015	1561	KEYSTONE UNIFOR	808.24
72820	02/17/2015	4019	KIMLEY-HORN AND	9,700.00
72821	02/17/2015	1571	KING BOLT CO	19.21
72822	02/17/2015	1608	LA CNTY CDC/CDB	90.00
72823	02/17/2015	1622	LA FRAMING WHOL	777.82
72824	02/17/2015	1646	LANGUAGE LINE S	16.92
72825	02/17/2015	1673	LAWSON PRODUCTS	372.60
72826	02/17/2015	1691	LEVEL 3 COMMUNI	2,233.28
72827	02/17/2015	1694	LEWIS ENGRAVING	512.74
72828	02/17/2015	1707	LIEBERT CASSIDY	350.00
72829	02/17/2015	1715	LIGHTNING OIL C	1,385.00
72830	02/17/2015	1745	LOS ANGELES FRE	197.40
72831	02/17/2015	1754	LOWE'S COMPANIE	5.30
72832	02/17/2015	1768	MACADAM, HEIDI	46.05
72833	02/17/2015	1867	MEDINA, FRANK	76.24
72834	02/17/2015	1908	MICHAEL J O'DAY	140.00
72835	02/17/2015	1933	MISSION LINEN S	22.14
72836	02/17/2015	4175	MORTIMER, ART	3,519.00
72837	02/17/2015	3843	MOSS, LEVY & HA	14,906.00
72838	02/17/2015	2091	O REILLY AUTO P	87.17
72839	02/17/2015	2104	OFFICE DEPOT	981.12
72840	02/17/2015	2104	OFFICE DEPOT	96.98
72841	02/17/2015	99999	ANDREA TORRES-LOPEZ	52.50
72842	02/17/2015	99999	CANDACE PANIAGUA	46.05

CITY OF COVINA
Check Register
FEBRUARY 2015

72843	02/17/2015	99999	CINDY COLINA	16.99
72844	02/17/2015	99999	DANIEL REYES	60.00
72845	02/17/2015	99999	DAVID LOPEZ	70.00
72846	02/17/2015	99999	DEBRA QUICK	54.00
72847	02/17/2015	99999	DESERIE FERNANDEZ	50.00
72848	02/17/2015	99999	ELAINE CRUZ	46.05
72849	02/17/2015	99999	ELIZABETH LUNA	50.00
72850	02/17/2015	99999	ELIZABETH RODRIGUEZ	35.00
72851	02/17/2015	99999	JASON RODRIGUEZ	60.00
72852	02/17/2015	99999	JUDITH ANN THIESS	75.00
72853	02/17/2015	99999	KALITA ULRICH	174.37
72854	02/17/2015	99999	KRISTINA DIAZ	30.62
72855	02/17/2015	99999	LANI BUDDEMEYER	46.05
72856	02/17/2015	99999	LOURDES J GARRISON	171.12
72857	02/17/2015	99999	MELISSA ABEYTA	60.00
72858	02/17/2015	99999	SARAH DUBYN	64.29
72859	02/17/2015	99999	SHIRLEY CLARK	132.00
72860	02/17/2015	99999	VERONICA SANTOYO	300.00
72861	02/17/2015	99999	VIDAL MARQUEZ	20.00
72862	02/17/2015	2238	PEST OPTIONS IN	95.00
72863	02/17/2015	2243	PETERSON, GREGG	512.44
72864	02/17/2015	4177	PETTY CASH	380.69
72865	02/17/2015	3945	PORTOLA HOTEL &	957.16
72866	02/17/2015	3945	PORTOLA HOTEL &	917.16
72867	02/17/2015	2309	PROFESSIONAL AC	538.00
72868	02/17/2015	4202	PROJECT ENERGY	355.24
72869	02/17/2015	2345	QUILL	16.33
72870	02/17/2015	4031	RAIN DANCE ROOF	9,250.00
72871	02/17/2015	2388	RC FIRE PROTECT	714.78
72872	02/17/2015	2415	REPUBLIC MASTER	131.57
72873	02/17/2015	2426	REYNOLDS BUICK	571.21
72874	02/17/2015	4012	RIVERSIDE COUNT	130.00
72875	02/17/2015	3984	ROXXI STUDIOS	795.75
72876	02/17/2015	4150	RUSS BASSETT CO	12,737.45
72877	02/17/2015	2541	SAN GAB BASIN W	2,369.45
72878	02/17/2015	2619	SGV EXAMINER	503.21
72879	02/17/2015	2676	SMART AND FINAL	470.89
72880	02/17/2015	3950	STERICYCLE, INC	277.97
72881	02/17/2015	2800	T MOBILE USA	1,700.00
72882	02/17/2015	4174	TARTAN ASSOCIAT	3,554.76
72883	02/17/2015	2877	TOSHIBA BUSINES	89.23
72884	02/17/2015	3185	TOSHIBA FINANCI	1,798.93
72885	02/17/2015	2886	TRADEWAY GLASS	518.23
72886	02/17/2015	2891	TRANSMISSION HO	528.17

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72887	02/17/2015	2903	TRI-XECUTEX COR	80.00
72888	02/17/2015	2898	TRIANGLE TRUCK	110.92
72889	02/17/2015	2907	TRUGREEN LANDSC	8,772.49
72890	02/17/2015	2914	TUCKER TIRE	232.83
72891	02/17/2015	2935	UNDERGROUND SER	117.00
72892	02/17/2015	2942	UNITED SITE SER	104.80
72893	02/17/2015	2954	URBAN GRAFFITI	6,000.00
72894	02/17/2015	2999	VERIZON CALIFOR	2,042.77
72895	02/17/2015	3001	VERIZON WIRELES	4,860.45
72896	02/17/2015	3001	VERIZON WIRELES	450.00
72897	02/17/2015	3004	VICTORY EXTERMI	75.00
72898	02/17/2015	3023	VULCAN MATERIAL	443.49
72899	02/17/2015	3029	WALCZAK, RIC	122.50
72900	02/17/2015	3043	WARREN DISTRIBU	257.68
72901	02/17/2015	3058	WEBSTER, DEREK	177.00
72902	02/17/2015	3064	WELLDYNERX	43.82
72903	02/17/2015	3068	WELLS FARGO FIN	163.50
72904	02/17/2015	3070	WEST COAST ARBO	109.20
72905	02/17/2015	3082	WESTERN WATER W	3,334.55
72906	02/17/2015	4187	WOLOSKI, RICHA	325.00
72907	02/17/2015	3134	XEROX CORPORATI	37.89
72908	02/17/2015	3159	ZUMWALT, JOHN	24.00
72909	02/24/2015	3977	ALLIANT CONSULT	1,361.00
72910	02/24/2015	3789	AMAZON LLC	172.20
72911	02/24/2015	219	AT&T	726.94
72912	02/24/2015	219	AT&T	134.47
72913	02/24/2015	219	AT&T	1,376.22
72914	02/24/2015	269	BAKER AND TAYLO	446.35
72915	02/24/2015	341	BEST BEST & KRI	12,818.32
72916	02/24/2015	4208	BEVERLY HILLS C	254.24
72917	02/24/2015	580	CCAC	55.00
72918	02/24/2015	600	CERTIFIED UNDER	76.03
72919	02/24/2015	703	COMBINED GRAPHI	25.07
72920	02/24/2015	4207	CORNERSTONE COM	1,500.00
72921	02/24/2015	783	COVINA WATER	1,519.85
72922	02/24/2015	503	CPLA	92.00
72923	02/24/2015	503	CPLA	41.00
72924	02/24/2015	857	DAVID TURCH AND	5,000.00
72925	02/24/2015	880	DEMCO INC	327.65
72926	02/24/2015	894	DF POLYGRAPH	150.00
72927	02/24/2015	3164	DIVERSIFIED TRA	30,904.23
72928	02/24/2015	962	EAST DISTRICT S	345.00
72929	02/24/2015	962	EAST DISTRICT S	7,435.00
72930	02/24/2015	970	EDISON CO	1,720.18

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72931	02/24/2015	1098	FOSTER, DAVE	88.46
72932	02/24/2015	4182	GOLDEN STATE CA	6,624.63
72933	02/24/2015	1204	GOLDEN STATE WA	57.20
72934	02/24/2015	1235	GRAINGER	93.55
72935	02/24/2015	3251	HANSON INVESTIG	2,359.78
72936	02/24/2015	3934	HF & H CONSULTA	3,303.75
72937	02/24/2015	3988	HYDRO CONNECTIO	7.92
72938	02/24/2015	1428	INGRAM DIST GRO	74.25
72939	02/24/2015	3659	JMDIAZ	2,635.84
72940	02/24/2015	1609	LA CNTY COUNTY	9,901.39
72941	02/24/2015	1612	LA CNTY DEPT OF	1,048.07
72942	02/24/2015	1617	LA CNTY REGISTR	75.00
72943	02/24/2015	1619	LA CNTY SHERIFF	1,683.60
72944	02/24/2015	1707	LIEBERT CASSIDY	140.00
72945	02/24/2015	1747	LOS ANGELES PHI	510.00
72946	02/24/2015	1860	MCNEILL SOUND &	283.50
72947	02/24/2015	1933	MISSION LINEN S	61.00
72948	02/24/2015	2036	NATIONAL NOTARY	33.00
72949	02/24/2015	2036	NATIONAL NOTARY	33.00
72950	02/24/2015	3563	NEWEGG INC	242.40
72951	02/24/2015	2104	OFFICE DEPOT	331.89
72952	02/24/2015	4201	OFFICE TEAM	2,237.82
72953	02/24/2015	99999	AYDEE LOPEZ MARTINEZ	51.54
72954	02/24/2015	99999	CESAR ARIAS	8.00
72955	02/24/2015	99999	CHAD DEAKINS	90.00
72956	02/24/2015	99999	CHRISTINA DURAN	84.37
72957	02/24/2015	99999	HAYDEE GARCIA	55.00
72958	02/24/2015	99999	JEFF HOPKINS	40.91
72959	02/24/2015	99999	JENNIFER KASSIS	180.00
72960	02/24/2015	99999	MELANOR A. CASTRO	56.87
72961	02/24/2015	99999	NICOLE HERNANDEZ	90.00
72962	02/24/2015	99999	RANDI KAMEOKA	50.00
72963	02/24/2015	99999	Safai, Pari O.	15.00
72964	02/24/2015	99999	SPRINT SPECTRUM, LP	24,718.88
72965	02/24/2015	99999	TATIANA MELTON	40.00
72966	02/24/2015	99999	TATIANA MELTON	50.00
72967	02/24/2015	4184	PAEK'S PAINTING	3,750.00
72968	02/24/2015	2224	PENINSULA LIBRA	75.00
72969	02/24/2015	2407	REGIONAL TAP SE	725.56
72970	02/24/2015	2415	REPUBLIC MASTER	139.25
72971	02/24/2015	2557	SANTA ANITA FAM	125.00
72972	02/24/2015	2666	SIRCHIE FINGERP	136.70
72973	02/24/2015	2714	SOUTHERN CA GAS	575.00
72974	02/24/2015	2737	STAPLES INC	2,157.60

CITY OF COVINA
Check Register
FEBRUARY 2015

72975	02/24/2015	2775	SUPERB GRAPHICS	426.91
72976	02/24/2015	2929	ULINE	51.14
72977	02/24/2015	2942	UNITED SITE SER	135.30
72978	02/24/2015	2954	URBAN GRAFFITI	3,307.68
72979	02/24/2015	2999	VERIZON CALIFOR	914.65
72980	02/24/2015	3078	WEST PAYMENT CE	277.83
72981	02/24/2015	3132	WRIGHT DESIGNS	1,015.07
72982	02/24/2015	3135	XO COMMUNICATIO	4,500.00
72983	02/24/2015	3152	YWCA	1,680.35
72984	02/26/2015	68	AFLAC	4,286.26
72985	02/26/2015	69	AFSCME	1,020.00
72986	02/26/2015	487	CaPERS	62,724.72
72987	02/26/2015	3846	CLEA	477.75
72988	02/26/2015	3846	CLEA	110.25
72989	02/26/2015	775	COVINA POLICE A	2,800.00
72990	02/26/2015	789	COVINA-FSA, CIT	1,417.53
72991	02/26/2015	878	DELTA DENTAL OF	8,907.46
72992	02/26/2015	1106	FRANCHISE TAX B	250.00
72993	02/26/2015	1247	GREAT WEST LIFE	4,666.41
72994	02/26/2015	3795	LEGAL SHIELD	308.34
72995	02/26/2015	2234	PERS	159,376.90
72996	02/26/2015	2235	PERS LONG TERM	238.88
72997	02/26/2015	3893	STATE DISBURSEM	247.00
72998	02/26/2015	3954	SUN LIFE FINANC	5,293.57
72999	02/26/2015	2946	UNITED WAY OF G	17.50
73000	02/26/2015	3014	VISION SERVICE	862.63
73001	02/26/2015	3764	WAGeworks	38.00
73002	02/26/2015	3045	WASHINGTON NATI	147.01

subtotal EFT/wires \$70,982.90

subtotal checks \$2,628,695.26

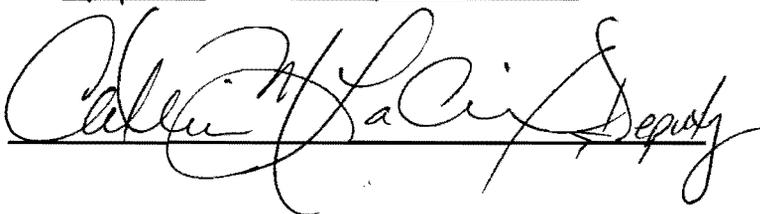
TOTAL checks/EFTs \$2,699,678.16

STATE OF CALIFORNIA)
) ss:
COUNTY OF LOS ANGELES)

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the City of Covina dated Accounts Payable for February 2015; Payroll for 2/12/15 and 2/25/15; Voids for February 2015; Workers Compensation for 2/05/15, 2/10/15, 2/19/15 and 2/27/15; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code Section 37202.

Dilu De Alwis
Finance Director

Subscribed and sworn to before me
this 17th day of March, 2015


_____ Deputy

**SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY**

MEETING DATE: March 17, 2015

ITEM NO.: CC 4

STAFF SOURCE: Dilu De Alwis, Finance Director *DB*

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of \$88,504.13

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for February 2015 are summarized as follows:

<u>DATE OF DEMANDS</u>		<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS			
February 2015	Checks	1137-1149	\$67,035.04
PAYROLL			
February 10, 2015	INSURANCE	PAYROLL PAID 1/26/15	\$3,042.17
February 12, 2015	PAYROLL	PAYROLL PAID 2/12/15	\$7,280.38
February 12, 2015	INSURANCE	PAYROLL PAID 2/12/15	\$3,526.23
February 27, 2015	PAYROLL	PAYROLL PAID 2/26/15	\$5,255.48
February 27, 2015	INSURANCE	PAYROLL PAID 2/26/15	\$2,364.83

VOIDS

GRAND TOTAL: \$88,504.13

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

REVIEW TEAM ONLY	
City Attorney: <i>[Signature]</i>	Finance Director: <i>[Signature]</i>
City Manager: _____	Other: _____

SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY

Check Register

February 2015

Check #	Check Date	Vendor	Name	Amount
1137	02/10/2015	341	BEST BEST & KRI	657.65
1138	02/10/2015	487	CaIPERS	218.91
1139	02/10/2015	788	COVINA, CITY OF	37.00
1140	02/10/2015	970	EDISON CO	97.43
1141	02/10/2015	1156	GAS COMPANY, TH	141.83
1142	02/17/2015	896	DH MAINTENANCE	95.00
1143	02/17/2015	1352	HINDERLITER DEL	3,465.00
1144	02/17/2015	2452	RJS FINANCIAL	49,840.00
1145	02/17/2015	2955	US BANK	12,001.53
1146	02/17/2015	2999	VERIZON CALIFOR	77.75
1147	02/24/2015	254	AZUSA LIGHT & W	211.81
1148	02/24/2015	703	COMBINED GRAPHI	25.07
1149	02/24/2015	3135	XO COMMUNICATIO	166.06
			subtotal EFT/wires	0.00
			subtotal checks	67,035.04
			TOTAL CHECKS/EFT's	67,035.04

STATE OF CALIFORNIA)
) ss:
COUNTY OF LOS ANGELES)

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the Covina Successor Agency to the Covina Redevelopment Agency dated Accounts Payable for February 2015; Payroll for 2/10/15, 2/12/15 and 2/27/15; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis,
Finance Director

Subscribed and sworn to before me
this 17th day of March, 2015


Colleen M. Kelly, Deputy

CITY OF COVINA
AGENDA ITEM COMMENTARY

CC 5

MEETING DATE: March 17, 2015

STAFF SOURCE: Dilu De Alwis, Finance Director 
Tanya Nguyen, Account Clerk

ITEM TITLE: Approval of request by East Valley Community Health Center Inc. for exemption from the City's business license tax. The organization is located at 276 W. College St., Covina.

STAFF RECOMMENDATION

Approve East Valley Community Health Center business license tax exemption.

FISCAL IMPACT

Forfeit business license tax of \$52 (account: 1010-0000-40500).

BACKGROUND

Nonprofit organizations are exempt from paying the City's business license tax if the organization submits an application for the exemption and they provide proof of their nonprofit status (Covina Municipal Code Sections 5.04.100 through 5.04.140). Upon presentation of the required information, the City Council shall direct the City's Finance Director to issue the business license to the nonprofit organization without charging the normal tax (CMC 5.04.130).

East Valley Community Health Center Inc. is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The purpose of this corporation is to develop and operate a community health center to provide services to low income and uninsured individuals and families of the East San Gabriel and Pomona Valleys regardless of their ability to pay.

East Valley Community Health Center Inc. is seeking exemption from the City's business license tax in order to conduct the charitable business of the organization. The organization has met all of the requirements for exemption of the business license tax contained in Sections 5.04.100 through 5.04.140.

RELEVANCE TO THE STRATEGIC PLAN

None

EXHIBITS

- A. Internal Revenue Tax Exempt Ruling- on file in the Finance Department.
- B. Bylaws – on file in the Finance Department.
- C. Articles Of Incorporation - on file in the Finance Department.
- D. Fee Exempt Business License Application – on file in the Finance Department.

REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: _____	Other: _____

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 17, 2015

ITEM NO.: CC 6

STAFF SOURCE: Alex Gonzalez, Interim Public Works Director
Laura Lara, Assistant Civil Engineer

AG

ITEM TITLE: Professional Services Agreement with Advantec Consulting Engineers

STAFF RECOMMENDATION

Authorize the City Manager to sign the Professional Services Agreement with Advantec Consulting Engineers, for construction support services on the Cienega/Glendora Traffic Signal Installation Project T-0733 as specified in Exhibit A.

FISCAL IMPACT

The \$3,500.00 cost of this agreement is budgeted for FY 2014-2015 under 4010-2350-55340.

BACKGROUND

Advantec Consulting Engineers prepared the plans and specifications for the Glendora/Cienega Traffic Signal Installation Project T-0733. Their proposal, which was submitted to the City on July 8, 2008 did not include construction support or the development of as-built plans after construction was completed. The Glendora/Cienega signal installation project is currently under construction and Advantec staff have provided support to City staff to clarify issues that have arisen after construction commenced. This Professional Services Agreement will provide City staff with: support to ensure that the project remains on track and that questions related to the plans that Advantec developed in 2008 and 2009 are addressed in a timely and proactive manner; and that the engineer that developed the plans provides accurate as-built plans to the City once construction is complete.

RELEVANCE TO STRATEGIC PLAN

The purpose of this professional service agreement is to provide competent, cost-effective and expeditious services to the City and the public. In this way, while not directly responsive to any of the currently identified objectives of the Strategic Plan the activities which are reported on herein support all of the specific Strategic Plan's Goals: Enhance financial well-being; Enhance safety and quality of life in Covina; Foster innovation, efficiency and sustainability; and Enhance customer service.

EXHIBITS

A. Professional Services Agreement for Construction Support Services

REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: _____	Other: _____

**CITY OF COVINA
PROFESSIONAL SERVICES AGREEMENT**

1. PARTIES AND DATE.

This Agreement is made and entered into this SEVENTEENTH day of MARCH, 2015 by and between the City of Covina, a municipal corporation organized under the laws of the State of California with its principal place of business at 125 East College Street, Covina, California 91723 (“City”) and ADVANTEC CONSULTING ENGINEERS, INC., a C CORPORATION with its principal place of business at 21700 COPLEY DRIVE, SUITE 350, DIAMOND BAR, CA 91765 (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain professional services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing ENGINEERING CONSTRUCTION SUPPORT FOR TRAFFIC SIGNAL INSTALLATION services to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project

City desires to engage Consultant to render such services for the TRAFFIC SIGNAL INSTALLATION AT THE INTERSECTION OF EAST CIENEGA AVENUE AND GLENDORA AVENUE project (“Project”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional TRAFFIC ENGINEERING consulting services necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules, and regulations.

3.1.2 Term. The term of this Agreement shall be from MARCH 17, 2015 to DECEMBER 31, 2015, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, City shall respond to Consultant's submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

3.2.4 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City. The key personnel for performance of this Agreement are as follows: TRACY MORIYA.

3.2.5 City's Representative. The City hereby designates the PUBLIC WORKS DIRECTOR, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates TRACY MORIYA, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Period of Performance and Liquidated Damages. Consultant shall perform and complete all Services under this Agreement within the term set forth in Section 3.1.2 above ("Performance Time"). Consultant shall also perform the Services in strict accordance with any completion schedule or Project milestones described in Exhibits "A" or "B" attached hereto, or which may be separately agreed upon in writing by the City and Consultant ("Performance Milestones"). Consultant agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such Project Milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the City will suffer damage.

3.2.10 Laws and Regulations; Employee/Labor Certifications. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without

giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10.1 Employment Eligibility; Consultant. By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Consultant. Consultant also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Consultant shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Consultant shall maintain records of each such verification, and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Consultant's compliance with the requirements provided for in Section 3.2.10 or any of its sub-sections.

3.2.10.2 Employment Eligibility; Subcontractors, Consultants, Sub-subcontractors and Subconsultants. To the same extent and under the same conditions as Consultant, Consultant shall require all of its subcontractors, consultants, sub-subcontractors and subconsultants performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 3.2.10.1.

3.2.10.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Consultant verifies that they are a duly authorized officer of Consultant, and understands that any of the following shall be grounds for the City to terminate the Agreement for cause: (1) failure of Consultant or its subcontractors, consultants, sub-subcontractors or subconsultants to meet any of the requirements provided for in Sections 3.2.10.1 or 3.2.10.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Consultant under Section 3.2.10.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

3.2.10.4 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.2.10.5 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.2.10.6 Air Quality. To the extent applicable, Consultant must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the South Coast Air Quality Management District (SCAQMD) and/or California Air Resources Board (CARB). Although the SCAQMD and CARB limits and requirements are more broad, Consultant shall specifically be aware of their application to "portable equipment", which definition is considered by SCAQMD and CARB to include any item of equipment with a fuel-powered engine. Consultant shall indemnify City against any fines or penalties imposed by SCAQMD, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Consultant, its subconsultants, or others for whom Consultant is responsible under its indemnity obligations provided for in this Agreement.

3.2.11 Insurance.

3.2.11.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this Section.

3.2.11.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subconsultants. Consultant shall also require all of its subconsultants to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. The policy shall not contain any exclusion contrary to the Agreement, including but not limited to endorsements or provisions limiting coverage for (1) contractual liability (including but not limited to ISO CG 24 26 or 21 29); or (2) cross liability for claims or suits by one insured against another.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease. Defense costs shall be paid in addition to the limits.

C. Notices; Cancellation or Reduction of Coverage. At least fifteen (15) days prior to the expiration of any such policy, evidence showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or materially reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the City will be promptly reimbursed by Consultant or the City may withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the City may suspend or terminate this Agreement.

3.2.11.3 Professional Liability. Consultant shall procure and maintain, and require its sub-consultants to procure and maintain, for a period of five (5) years following completion of the Project, errors and omissions liability insurance appropriate to their profession. Such insurance shall be in an amount not less than \$1,000,000 per claim, and shall be endorsed to include contractual liability. Defense costs shall be paid in addition to the limits.

3.2.11.4 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the City to add the following provisions to the insurance policies:

A. General Liability. The general liability policy shall include or be endorsed (amended) to state that: (1) using ISO CG forms 20 10 and 20 37, or endorsements providing the exact same coverage, the City of Covina, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Services or ongoing and completed operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) using ISO form 20 01, or endorsements providing the exact same coverage, the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any excess insurance shall contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the City, before the City's own primary insurance or self-insurance shall be called upon to protect it as a named insured. Any insurance or self-insurance maintained by the City, its directors, officials,

officers, employees, agents, and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.4(A).

B. Automobile Liability. The automobile liability policy shall include or be endorsed (amended) to state that: (1) the City, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible; and (2) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents, and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.4(B).

C. Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

D. All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days (10 days for nonpayment of premium) prior written notice by certified mail, return receipt requested, has been given to the City; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its directors, officials, officers, employees, agents, and volunteers. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officials, officers, employees, agents and volunteers, or any other additional insureds.

3.2.11.5 Separation of Insureds; No Special Limitations; Waiver of Subrogation. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents, and volunteers. All policies shall waive any right of subrogation of the insurer against the City, its officials, officers, employees, agents, and volunteers, or any other additional insureds, or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, its officials, officers, employees, agents, and volunteers, or any other additional insureds, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

3.2.11.6 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. Consultant shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents, and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims, and administrative and defense expenses.

3.2.11.7 Subconsultant Insurance Requirements. Consultant shall not allow any subconsultants to commence work on any subcontract relating to the work under the Agreement until they have provided evidence satisfactory to the City that they have secured all insurance required under this Section. If requested by Consultant, the City may approve different scopes or minimum limits of insurance for particular subconsultants. The Consultant and the City shall be named as additional insureds on all subconsultants' policies of Commercial General Liability using ISO form 20 38, or coverage at least as broad.

3.2.11.8 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the City.

3.2.11.9 Verification of Coverage. Consultant shall furnish City with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the City if requested. All certificates and endorsements must be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.2.11.10 Reporting of Claims. Consultant shall report to the City, in addition to Consultant's insurer, any and all insurance claims submitted by Consultant in connection with the Services under this Agreement.

3.2.12 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.13 Accounting Records. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records

shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.2.14 Storm Water Management.

3.2.14.1 Generally. Storm, surface, nuisance, or other waters may be encountered at various times during the Services. Consultant hereby acknowledges that it has investigated the risk arising from such waters, and assumes any and all risks and liabilities arising therefrom.

3.2.14.2 Compliance with Water Quality Laws, Ordinances and Regulations. Consultant shall keep itself and all subcontractors, staff, and employees fully informed of and in compliance with all local, state and federal laws, rules and regulations that may impact, or be implicated by the performance of the Services including, without limitation, all applicable provisions of the City's ordinances regulating water quality and storm water; the Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*); the California Porter-Cologne Water Quality Control Act (Water Code § 13000 *et seq.*); and any and all regulations, policies, or permits issued pursuant to any such authority. Consultant shall additionally comply with the lawful requirements of the City, and any other municipality, drainage district, or other local agency with jurisdiction over the location where the Services are to be conducted, regulating water quality and storm water discharges.

3.2.14.3 Standard of Care. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the work assigned to them without impacting water quality in violation of the laws, regulations and policies described in Sections 3.2.14 of this Agreement. Consultant further warrants that it, its employees and subcontractors have or will receive adequate training, as determined by the City, regarding these requirements as they may relate to the Services, and will provide the City with documentation of training acceptable to the City on request.

3.2.14.4 Liability for Non-compliance.

(A) Indemnity: Failure to comply with laws, regulations, and ordinances listed in Section 3.2.14 of this Agreement is a violation of federal and state law. Notwithstanding any other indemnity contained in this Agreement, Consultant agrees to indemnify and hold harmless the City, its officials, officers, agents, employees and authorized volunteers from and against any and all claims, demands, losses or liabilities of any kind or nature which the City, its officials, officers, agents, employees and authorized volunteers may sustain or incur for noncompliance with the laws, regulations, and ordinances listed above, arising out of or in connection with the Services, except for liability resulting from the sole established negligence, willful misconduct or active negligence of the City, its officials, officers, agents, employees or authorized volunteers.

(B) Defense: City reserves the right to defend any enforcement action or civil action brought against the City for Consultant's failure to comply with any applicable water quality law, regulation, or policy. Consultant hereby agrees to be bound by, and to reimburse the City for the costs associated with, any settlement reached between the City and the relevant enforcement entity.

(C) Damages: City may seek damages from Consultant for delay in completing the Services caused by Consultant's failure to comply with the laws, regulations and policies described in Section 3.2.14 of this Agreement, or any other relevant water quality law, regulation, or policy.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,500.00) without written approval of City's CITY MANAGER. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. SINCE the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and SINCE the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the

prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.3.6 Registration. Effective March 1, 2015, SINCE the Services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such Services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements.

3.4 Termination of Agreement.

3.4.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.4.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.4.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5 Ownership of Materials and Confidentiality.

3.5.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of City, and shall not be used in whole or in substantial part by Consultant

on other projects without the City's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Consultant shall provide to City reproducible copies of all Documents & Data, in a form and amount required by City. City reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by City at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Consultant is entitled under the termination provisions of this Agreement, Consultant shall provide all Documents & Data to City upon payment of the undisputed amount. Consultant shall have no right to retain or fail to provide to City any such documents pending resolution of the dispute. In addition, Consultant shall retain copies of all Documents & Data on file for a minimum of fifteen (15) years following completion of the Project, and shall make copies available to City upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Consultant shall make a reasonable effort to notify City and provide City with the opportunity to obtain the documents.

3.5.2 Subconsultants. Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or its subconsultants, or those provided to Consultant by the City.

3.5.3 Right to Use. City shall not be limited in any way in its use or reuse of the Documents and Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Consultant shall be at City's sole risk. If City uses or reuses the Documents & Data on any project other than this Project, it shall remove the Consultant's seal from the Documents & Data and indemnify and hold harmless Consultant and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other project. Consultant shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the City upon completion, suspension, abandonment or termination. Consultant shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Consultant, a party for whom the Consultant is legally responsible or liable, or anyone approved by the Consultant.

3.5.4 Indemnification. Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by City of the Documents & Data, including any method, process, product, or concept specified or depicted.

3.5.5 Confidentiality. All Documents & Data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. All Documents & Data shall not, without the prior written consent of City, be used or reproduced by Consultant for any purposes other than the performance of the Services. Consultant shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant that is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.6 General Provisions.

3.6.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:

Advantec Consulting Engineers, Inc.
21700 Copley Drive, Suite 350
Diamond Bar, CA 91765
Attn: Tracy Moriya, Principal

City:

City of Covina
125 E. College St.
Covina, CA 91723
Attn: Public Works Director

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.6.2 Indemnification.

3.6.2.1 Scope of Indemnity. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code

Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

3.6.2.2 Additional Indemnity Obligations. Consultant shall defend, with Counsel of City's choosing and at Consultant's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 3.6.2.1 that may be brought or instituted against City or its directors, officials, officers, employees, volunteers and agents. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Consultant shall also reimburse City for the cost of any settlement paid by City or its directors, officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for City's attorney's fees and costs, including expert witness fees. Consultant shall reimburse City and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials officers, employees, agents, or volunteers.

3.6.3 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Consultant must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Consultant. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Consultant shall be barred from bringing and maintaining a valid lawsuit against the City.

3.6.4 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.6.5 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

3.6.6 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.6.7 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecatees or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.6.8 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

3.6.9 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.6.10 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

3.6.11 No Third Party Beneficiaries. Except to the extent expressly provided for in Section 3.6.7, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.6.12 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.6.13 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subconsultants to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.6.14 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.6.15 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this

Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.6.16 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.6.17 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.6.18 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

[SIGNATURES ON NEXT PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF COVINA
AND ADVANTEC CONSULTING ENGINEERS, INC.**

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the SEVENTEENTH day of MARCH, 2015.

**CITY OF COVINA, California,
a California municipal corporation**

By: _____
Andrea Miller
City Manager

Attest: _____
Catherine M. LaCroix
Chief Deputy City Clerk

**ADVANTEC CONSULTING
ENGINEERS, INC.,
a California C Corporation**

By: _____
Principal

APPROVED AS TO FORM

By: _____
City Attorney

EXHIBIT "A"

SCOPE OF SERVICES

Bid and Construction Support

ADVANTEC will provide technical support throughout the construction by:

- Responding to technical questions (Request for Information – RFIs) posed by the contractor;
- Providing engineering assistance to respond to change orders; and
- Reviewing contractor shop drawings for compliance with the contract specifications.

Record Drawings (Optional)

ADVANTEC will revise the traffic signal plan to provide a set of "Record Drawings" reflecting the "as-built" conditions following completion of construction.

One set of Record Drawings will be submitted in electronic and hardcopy format. The set will be provided to the City's Project Manager. Hardcopy shall be provided on reproducible Mylar. Electronic copies shall be provided on CD-ROM as AutoCAD formatted *.DWG file.

Excluded Services

The following are the most frequent situations which may result in requests for extra work. These situations can normally be avoided but the fee will be renegotiated if any of these conditions apply:

- Redesign of the traffic signal plan. Any changes to the approved traffic signal plan needing approval from the City is not covered. If a redesign is necessary, Advantec will prepare a proposal to redesign the traffic signal plan.
- Work that is not directly related to the scope of work; including but not limited to, work at other portions of the site not specified.
- This proposal excludes any meetings before any agency or commissions.

EXHIBIT "B"
SCHEDULE OF SERVICES

Consultant shall perform tasks as assigned within any reasonable time frames established by the City Representative.

EXHIBIT "C"
COMPENSATION

The lump-sum fee for the proposed scope of work is **\$2,800** and it includes all services and expenses to complete the subject project in association with the above scope of work.

Optional Record Drawing (as-built) preparation fee is **\$700**

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 17, 2015

ITEM NO.: CC 7

STAFF SOURCE: Dilu de Alwis, Director of Finance ^{DA}
Nuala Gasser, Senior Housing & CDBG Economic Development Manager ^{NG}

ITEM TITLE: SB 341 Compliance Report on the Housing Successor Agency Low and Moderate Income Housing Asset Fund

STAFF RECOMMENDATION:

Housing Authority Board to receive and file the SB 341 Compliance Report on the Housing Successor Agency Low and Moderate Income Housing Asset fund for the year ended June 30, 2014.

FISCAL IMPACT:

None

BACKGROUND:

On January 1, 2014, Senate Bill 341 (SB 341) became effective, requiring each housing successor agency that assumed the housing functions of a former redevelopment agency to post a report on its website containing information regarding the Low- and Moderate-Income Housing Assets Fund (Fund) of the former redevelopment agency for the previous fiscal year.

In addition, the housing successor agency is required to conduct and provide an independent financial audit of the Fund within six months of the end of the fiscal year. The audit may be included as part of the City's independent financial audit. The new report requirements are attached as Exhibit A.

An independent financial audit of the Low and Moderate Income Housing Asset Fund was provided to the governing body of the Covina Housing Authority on December 17, 2014, and again at the joint City Council/Covina Housing Authority meeting on January 20, 2015. The independent audit of the Housing Authority's Low and Moderate Income Housing Assets Fund is included as part of the Comprehensive Audited Financial Report (CAFR) and is on the City's website at www.covinaca.gov.

The Covina Housing Authority SB 341 Compliance Report (Report) is attached as Exhibit B. The Report includes specified housing financial and activity information and is to be submitted as an addendum to the Annual Progress Report (APR) which is submitted to HCD pursuant to State housing law, due April 1.

RELEVANCE TO THE STRATEGIC PLAN:

None.

EXHIBITS:

A. Annual Report Requirements

B. Covina Housing Authority SB 341 Compliance Report

REVIEW TEAM ONLY

City Attorney: _____

Finance Director: _____

City Manager: _____

Other: _____

NEW ANNUAL REPORT REQUIREMENTS FOR HOUSING SUCCESSORS TO REDEVELOPMENT AGENCIES

Senate Bill 341 (Chapter 796, Statutes of 2013, effective January 2014) amended Health & Safety Code Section 34176 to address particular provisions and functions relating to former "redevelopment agencies" and new "housing successor" entities allowed to elect to assume particular functions of redevelopment agencies (RDAs) after being dissolved in 2012. A housing successor entity can include a local Public Housing Authority when a city or county elects not to become the housing successor entity.

SB 341 changed the former annual report requirement due to both the State Controller and Department of Housing and Community Development (HCD) while RDAs were active until 2012. All successor housing entities now have an annual report requirement within six months after the end of each fiscal year (FY), *starting with the FY ending in 2014*, to provide an independent financial audit to the legislative body. A city or county housing successor has an additional requirement to report specified housing financial and activity information by (1) including specified information with the Annual Progress Report (APR) submitted to HCD pursuant to State housing law in reporting progress in implementing the Housing Element (NOTE: SB 341 data should be a paper report identified as an addendum to the APR that can be sent separately from the APR due April 1) and (2) posting specified information on the jurisdiction's website. Following are SB 341 annual report requirements described in H&SC section 34176.1 beginning with subsection (f) [note: reference to Section 33080.1 relates to former RDA reporting requirements]:

(f) Section 33080.1 of this code and Section 12463.3 of the Government Code shall not apply. Instead, the housing successor shall conduct, and shall provide to its governing body, an independent financial audit of the Low and Moderate Income Housing Asset Fund within six months after the end of each fiscal year, which may be included in the independent financial audit of the host jurisdiction. If the housing successor is a city or county, it shall also include in its report pursuant to Section 65400 of the Government Code and post on its Internet Web site all of the following information for the previous fiscal year. If the housing successor is not a city or county, it shall also provide to its governing body and post on its Internet Web site all of the following information for the previous fiscal year:

(1) The amount deposited to the Low and Moderate Income Housing Asset Fund, distinguishing any amounts deposited for items listed on the Recognized Obligation Payment Schedule from other amounts deposited.

(2) A statement of the balance in the fund as of the close of the fiscal year, distinguishing any amounts held for items listed on the Recognized Obligation Payment Schedule from other amounts.

(3) A description of expenditures from the fund by category, including, but not limited to, expenditures (A) for monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency or the housing successor and administering the activities described in paragraphs (2) and (3) of subdivision (a), (B) for homeless prevention and rapid rehousing services for the development of housing described in paragraph (2) of subdivision (a), and (C) for the development of housing pursuant to paragraph (3) of subdivision (a).

(4) As described in paragraph (1) of subdivision (a), the statutory value of real property owned by the housing successor, the value of loans and grants receivable, and the sum of these two amounts.

(5) A description of any transfers made pursuant to paragraph (2) of subdivision (c) in the previous fiscal year and, if still unencumbered, in earlier fiscal years and a description of and status update on any project for which transferred funds have been or will be expended if that project has not yet been placed in service.

(6) A description of any project for which the housing successor receives or holds property tax revenue pursuant to the Recognized Obligation Payment Schedule and the status of that project.

(7) For interests in real property acquired by the former redevelopment agency prior to February 1, 2012, a status update on compliance with Section 33334.16. For interests in real property acquired on or after February 1, 2012, a status update on the project.

(8) A description of any outstanding obligations pursuant to Section 33413 that remained to transfer to the housing successor on February 1, 2012, of the housing successor's progress in meeting those obligations, and of the housing successor's plans to meet unmet obligations. In addition, the housing successor shall include in the report posted on its Internet Web site the implementation plans of the former redevelopment agency.

(9) The information required by subparagraph (B) of paragraph (3) of subdivision (a).

(10) The percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the same time period.

(11) The amount of any excess surplus, the amount of time that the successor agency has had excess surplus, and the housing successor's plan for eliminating the excess surplus.

**COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT
(ADDENDUM TO COVINA ANNUAL PROGRESS REPORT SUBMITTED TO HCD)**

**Housing Successor Agency
Low and Moderate Income Housing Assets Fund
Specified Activity Information Pursuant to
California Health and Safety Code Section 34176
Year Ended June 30, 2014**

The Covina Housing Authority was activated by the City of Covina on January 25, 2011 by Resolution 11-6926. On January 30, 2012, by Resolution 12-7045, the Covina City Council elected not to retain the housing assets and functions previously performed by the Covina Redevelopment Agency, which was dissolved pursuant to Part 1.85 of Division 24 of the California Health and Safety Code. All rights, powers, duties and obligations were transferred to the Covina Housing Authority. The Covina Housing Authority is the housing successor agency of the Covina Redevelopment Agency.

On January 1, 2014, Senate Bill 341 (SB 341) became effective, requiring each housing successor agency that assumed the housing functions of a former redevelopment agency to post a report on its website containing information regarding the Low- and Moderate-Income Housing Assets Fund (Fund) of the former redevelopment agency for the previous fiscal year.

In addition, the housing successor agency is required to conduct and provide an independent financial audit of the Fund within six months of the end of the fiscal year. The audit may be included as part of the City's independent financial audit.

An independent financial audit of the Low and Moderate Income Housing Asset Fund was provided to the governing body of the Covina Housing Authority on December 17, 2014, and again at the joint City Council/Covina Housing Authority meeting on January 20, 2015. The independent audit of the Housing Authority's Low and Moderate Income Housing Assets Fund is included as part of the Comprehensive Audited Financial Report (CAFR) and is on the City's website at www.covinaca.gov.

Following are SB 341 annual report requirements described in H&SC section 34176.1 beginning with subsection (f) [note: reference to Section 33080.1 relates to former RDA reporting requirements]:

(f) Section 33080.1 of this code and Section 12463.3 of the Government Code shall not apply. Instead, the housing successor shall conduct, and shall provide to its governing body, an independent financial audit of the Low and Moderate Income Housing Asset Fund within six months after the end of each fiscal year, which may be included in the independent financial audit of the host jurisdiction. If the housing successor is a city or county, it shall also include in its report pursuant to Section 65400 of the Government Code and post on its Internet Web site all of the following information for the previous fiscal year. If the housing successor is not a city or

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

county, it shall also provide to its governing body and post on its Internet Web site all of the following information for the previous fiscal year (see 1 through 11 below):

1. The amount deposited to the Low and Moderate Income Housing Asset Fund, distinguishing any amounts deposited for items listed on the Recognized Obligation Payment Schedule from other amounts deposited. [Health & Safety Code 34176.1(f)(1)]

Recognized Obligation Payment Schedule amount	\$0.00
Other amounts	\$726,513
TOTAL	\$726,513

2. A statement of the balance in the fund as of the close of the fiscal year, distinguishing any amounts held for items listed on the Recognized Obligation Payment Schedule from other amounts. [Health & Safety Code 34176.1(f)(2)]

Recognized Obligation Payment Schedule amount	\$0.00
Other amounts	\$739,049
TOTAL	\$739,049

3. A description of expenditures from the fund by category, including, but not limited to, expenditures (A) for monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency or the housing successor and administering the activities described in paragraphs (2) and (3) of subdivision (a), (B) for homeless prevention and rapid rehousing services for the development of housing described in paragraph (2) of subdivision (a), and (C) for the development of housing pursuant to paragraph (3) of subdivision (a). [Health & Safety Code 34176.1(f)(3)]

(A) Monitoring/preserving long-term affordability	\$8,571
(B) Homeless prevention/rapid rehousing	\$0
(C) Housing development	\$0
TOTAL	\$8,571

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

4. As described in paragraph (1) of subdivision (a), the statutory value of real property owned by the housing successor, the value of loans and grants receivable, and the sum of these two amounts. [Health & Safety Code 34176.1(f)(4)]

Real Property	\$425,610
Assets held for resale	\$0
Loans receivable	\$4,860,565
TOTAL	\$5,286,175

5. A description of any transfers made pursuant to paragraph (2) of subdivision (c) in the previous fiscal year and, if still unencumbered, in earlier fiscal years and a description of and status update on any project for which transferred funds have been or will be expended if that project has not yet been placed in service. [Health & Safety Code 34176.1(f)(5)]

Not applicable. No Housing Successor Asset Fund monies were transferred to other housing successors in this fiscal year. The Housing Authority also did not receive any such transfers during this time period.

6. A description of any project for which the housing successor receives or holds property tax revenue pursuant to the Recognized Obligation Payment Schedule and the status of that project. [Health & Safety Code 34176.1(f)(6)]

Not Applicable. The Housing Successor Asset Fund did not receive or hold property tax revenues pursuant to the Recognized Obligation Payment Schedule during the fiscal year.

7. For interests in real property acquired by the former redevelopment agency prior to February 1, 2012, a status update on compliance with Section 33334.16. For interests in real property acquired on or after February 1, 2012, a status update on the project. [Health & Safety Code 34176.1(f)(7)]

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

Property Received From the Former Redevelopment Agency Prior to February 1, 2012:

APN	Date Acquired	DOF Transfer Approval	Original Cost	Status
8434-002-904	July 27, 2004	Feb. 21, 2013	\$425,610	In use as transitional housing
8445-001-918	May 20, 2005. Time extension obtained May 18, 2010	Feb. 21, 2013	\$730,200	March 1, 2011 entered into DDA to sell property. Sale completed March 3, 2014

Property Acquired On or After February 1, 2012:

Not Applicable. The Housing Successor has not acquired any properties after February 1, 2012.

8. A description of any outstanding obligations pursuant to Section 33413 that remained to transfer to the housing successor on February 1, 2012, of the housing successor's progress in meeting those obligations, and of the housing successor's plans to meet unmet obligations. In addition, the housing successor shall include in the report posted on its Internet Web site the implementation plans of the former redevelopment agency. [Health & Safety Code 34176.1(f)(8)]

Outstanding obligations pursuant to Section 33413 that remain to transfer to the Housing Successor on February 1, 2012	None
Unmet obligations	None

The table below identifies a surplus of 314.1 restricted units, and a surplus of 81.3 units restricted for very-low income households. The housing successor has met and exceeded its required housing production.

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

Inclusionary Housing Status Table

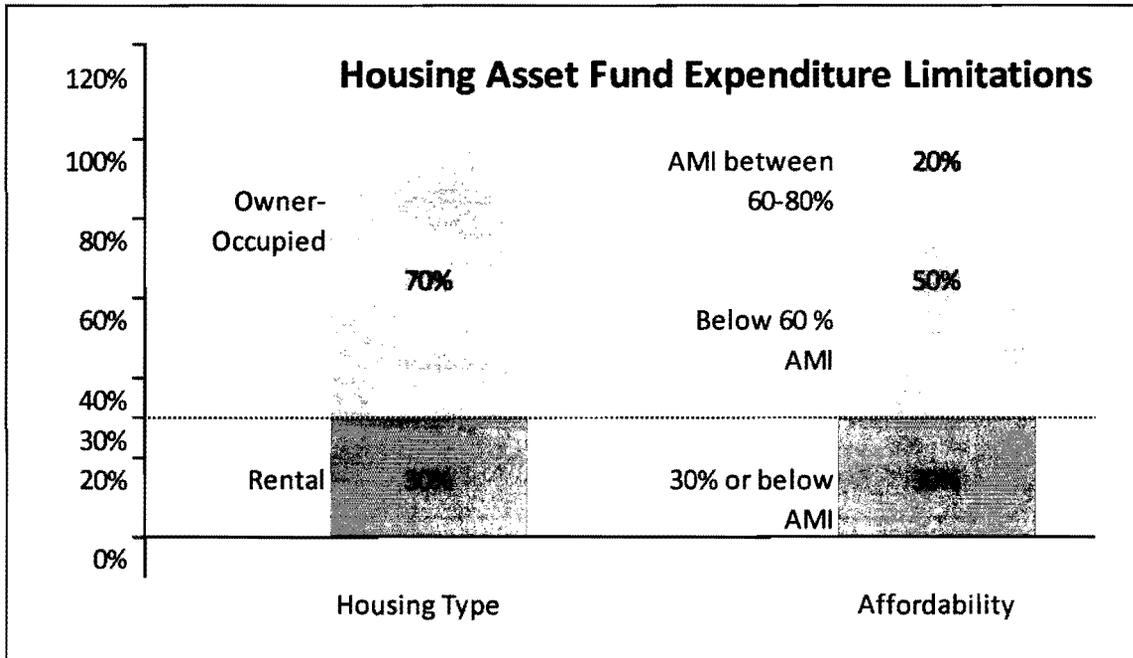
Description	No. Units Required	Surplus Units (Exceeds Requirement)
Total number of restricted units required	76.4	
Total number of restricted units produced	390.5	314.1
Total number of very low income units required	30.7	
Total number of very low income units produced	112.0	81.3

The Implementation Plan is posted on the City Web site.

9. The information required by subparagraph (B) of paragraph (3) of subdivision (a). [Health & Safety Code 34176.1(f)(9)]

The housing successor shall expend all funds remaining in the Low and Moderate Income Housing Asset Fund after the expenditures allowed (Monitoring and homeless services) for the development of housing affordable and occupied by households earning 80 percent or less of the area median income , with at least 30 percent of these remaining funds expended for the development of rental housing affordable to and occupied by households earning 30 percent or less of the area median income and no more than 20 percent of these remaining funds expended for the development of housing affordable to and occupied by households earning between 60 percent and 80 percent of the area median income. A housing successor shall demonstrate in the annual report described in subdivision (f), for 2019, and every five years thereafter, that the housing successor's expenditures from January 1, 2014, through the end of the latest fiscal year covered in the report comply with the requirements of this subparagraph.

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT



Failure to comply with the extremely low income requirement in any 5-year reporting period will result in the Housing Authority having to ensure that 50% of remaining funds be spent on extremely low income rental units until in compliance. Exceeding the expenditure limit for households earning between 60% and 80% of the AMI in any 5-year reporting period will result in the Housing Authority not being able to expend any funds on these income categories until in compliance.

The Authority had administrative and monitoring expenses in the period from January 1, 2014 to June 30, 2014. Reporting for this period is not required until 2019.

Senior and Non-Senior Units Created	Number of Units by Income Type				Total	
	EL 0-29%	VL 30-49%	L 50-59%	L 60-80%	Units	Funds Spent
Units created FY 17-18						n/a
Units created FY 16-17						n/a
Units created FY 15-16						n/a
Units created this reporting yr (FY 14-15)						n/a
Units created this reporting yr (Jan 1 2014- June 30, 2014)						0
Five Year Total	0	0	0	0		
5 year % On Units By Income Type	0	0	0	0		
Under Limit Yes/No	Yes	Yes	Yes	Yes		

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

10. The percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the same time period. [Health & Safety Code 34176.1(f)(10)]

For this report, the ten-year period reviewed is July 1, 2004 through June 30, 2014.

July 1, 2004 – June 30, 2014	
No. of assisted senior rental units	0
No. of total assisted rental units	7
Senior Housing Percentage	0%

Covina Gardens at 200 W Rowland is a 90-unit rental apartment project, 89 units of which are deed-restricted moderate, low income and very-low income housing. The owner voluntarily provides this housing to seniors only.

11. The amount of any excess surplus, the amount of time that the successor agency has had excess surplus, and the housing successor's plan for eliminating the excess surplus. [Health & Safety Code 34176.1(f)(11)]

When the Covina Redevelopment Agency was dissolved there were no excess surplus funds in its Low and Moderate Income Housing Fund. Remaining funds were distributed to the taxing entitles through the Low and Moderate Housing Due Diligence Review. No excess surplus has accrued.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 17, 2015

ITEM NO.: CC 8

STAFF SOURCE: Alex Gonzalez, Interim Director of Public Works ^{AG}
Paul Hertz, Public Works Superintendent

ITEM TITLE: Public Works Department Monthly Activity Report

STAFF RECOMMENDATION:

Receive and file the Public Works Department Monthly Activity Report

FISCAL IMPACT:

This report is informational only and has no budgetary impact.

BACKGROUND:

Attached for the City Council's review and information are the Public Works Department's Monthly Activity Report for February.

In conjunction with the implementation of a revised Zone Maintenance Program in 2007, the Department implemented a renewed focus on Key Performance Indexing (KPI). KPI is a useful tool for developing a measurement system of organizational effectiveness by identifying activities important to the community and tracking their output over time.

During February, the following trends were noted:

- The Street Maintenance Section numbers in the category of asphalt skin patching were higher than last month as crews focused on several projects that required repair of deteriorated and failing locations and also spots that were causing standing water issues. These were areas that were larger and greater than a standard pothole fill and required a hot mix repair.
- Equipment Maintenance numbers were generally down from last month with the exception of the category of Daily Demand Repairs which increased 25%. These are the small repairs and day to day maintenance items that can be fixed in a reasonably short time that are both scheduled and that also arise un-expectedly.
- Environmental Services saw a large spike in the category of Legislation and Regulations Reviewed. It was an approximate 75% increase from last month and also more than doubled when compared to each of the last six months.
- All other Divisions and Sections were generally on par with their tracking.

RELEVANCE TO THE STRATEGIC PLAN:

The Public Works Department consists of the Water Division, Streets and Sewer Division, Central Equipment Division, Building Maintenance, and Development Services which includes Engineering, Environmental Services, Building and Safety, as well as Code Enforcement. The combined activities of each of the divisions continually strives to enhance the safety, development and infrastructure needs of the community in the most cost effective and responsive way possible. In this way, while not directly responsive to any of the currently identified objectives of the Strategic Plan the activities which are reported on herein support several of the specific Strategic Plan's Goals, as follows: Improve and promote customer service; Enhance financial stability; Become an environmentally sustainable community; and Provide efficient, visible and responsive public safety.

EXHIBITS:

- A. Public Works Department Monthly Activity Report – February 2015

REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: _____	Other: _____

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
FEBRUARY 2015**

DIVISION	ACTIVITY	QUANTITY
Water Utility	Meter replacements	2
	Consumer responses	365
	Backflow tests	7
	Flushed blow-offs	0
	Service line repair/replace	7
	Main line repair/replace	2
	Fire hydrants maintained	1
	Isolation valves exercised	0
	Dig alert emergencies	16
	Emergency call outs	5
Equipment Maintenance	Preventative Maintenance service	31
	Safety inspections	42
	Daily demand repairs	106
	Tire repairs	15
	Major repairs over \$1000	5
	Emergency call outs	18
Street Maintenance	Traffic sign remove/replace/install	8
	Potholes repaired	76
	Grind sidewalk	82
	Ramp sidewalk	0
	Curb painted (LF)	0
	Illegally dumped items picked up (LBS.)	1,200
	Utility cuts repaired	0
	Trees trimmed	50
	Asphalt - Skin Patch (sq. ft.)	2,523
Emergency call outs	4	
Environmental Services	Used oil containers distributed	1
	Compost bins distributed	3
	NPDES violations investigated	7
	NPDES Permit Inspections	0
	Waste management consumer contacts	0
	Industrial Waste Permit Inspections	27
	Plans checked for environmental compliance	7
	Environmental legislation & regulations reviewed	38
	Special Waste collection events promoted	2
Engineering	Permits issued	24
	Inspections conducted	25
	Complaint responses	0
	Jobsite meetings	10
	Plan checks conducted	9
	Document research requests	3
	Value of plans prepared	0
Building Maintenance	Service requests completed	18
	Facility heat/air conditioning repairs	3
	Facility lighting/electrical repairs	1
	Emergency call outs	0

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
FEBRUARY 2015**

DIVISION	ACTIVITY	QUANTITY
Transportation	Bus passes sold	42
	Covina Transit total passengers	1,850
	Covina Transit on time performance	98.19%
	Covina Transit passengers per rev hr	2.98
	Metrolink monthly permits sold	762
	Metrolink machine revenue	\$3,189.52
	Municipal Lots monthly permits sold	\$84
Sewer Maintenance	Manholes inspected	85
	Linear feet of main cleaned	57,850
	Hot-spot locations cleaned	39
	Sewer overflow responses	0
	Manholes treated for vermin infestation	106
	Manholes treated for rodent infestation	11
	Routine pump station checks	28
Special Activities of Note	Contract project inspection hours	50
	Shopping carts removed	18
	Illegal Newspaper rack removed from PROW	11
	Orphaned walls cleaned	3

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 17, 2015

ITEM NO.: CC 9

STAFF SOURCE: Kim Raney, Chief of Police 
Derek Webster, Police Captain
John Curley, Police Lieutenant

ITEM TITLE: Resolution of the City Council of the City of Covina, County of Los Angeles, State of California, to amend the previously approved budget for the purchase a new Computer Aided Dispatch/Record Management System (CAD/RMS) for the Covina Police Department.

STAFF RECOMMENDATION

1. Adopt **Resolution No. 15-7331** to amend the previously approved budget appropriation for the new computer Aided Dispatch Record Management System (CAD/RMS) for the Covina Police Department.

FISCAL IMPACT

The budget amendment will increase the General Fund budget as follows: account 1010-1450-55700-CAD15 (Capital Expenditures) \$119,506; account 1010-1450-50030-CAD15 (Computer Training Overtime) \$35,000.

BACKGROUND

The purchase of a new CAD/RMS system was approved by Council at the July 15, 2014 meeting with a total projected cost of \$800,000. The funding for this project consists of a \$600,000 loan from the Water Fund; \$40,000 from the Police Evidence Reserve Fund; and \$60,000 from the 30-Day Impound Fund, all of which has been transferred to the General Fund. At the time that the item was approved, only \$545,494 was appropriated for this year's budget with \$154,506 to be appropriated prior to the completion of the project and \$100,000 due in the 7th year after completion. The new Computer Aided Dispatch/Records Management System (CAD/RMS) changeover has started and this budget amendment is needed to appropriate the remaining funds so that the changeover can proceed according to schedule. This increase will pay for the final costs of the project as well as the cost of training personnel on the new system.

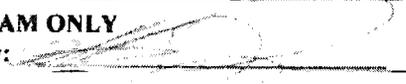
RELEVANCE TO THE STRATEGIC PLAN

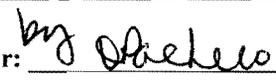
None.

EXHIBITS

A. Resolution No. 15-7331

REVIEW TEAM ONLY

City Attorney: 

Finance Director: 

City Manager: _____

Other: _____

RESOLUTION NO. 15-7331

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, TO AMEND THE BUDGET FOR THE PURCHASE A NEW COMPUTER AIDED DISPATCH/RECORD MANAGEMENT SYSTEM (CAD/RMS) FOR THE COVINA POLICE DEPARTMENT

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California ("City"); and

WHEREAS, the City of Covina approved the purchase a brand new computer aided dispatch/records management system (CAD/RMS) for the police department from Spillman Technologies at the July 15, 2014 City Council meeting; and

WHEREAS, the total cost of purchase including software, hardware, installation, training, upgrades, and seven (7) years of maintenance is \$800,000; and

WHEREAS, this purchase will be funded through a combination of police department special-use funds and an Inter-Fund Loan from the Water Fund (Resolution No. 14-7260 and Resolution No. 14-7261); and

WHEREAS, the approved budget is in accordance with all applicable ordinances of the City and all applicable statutes of the State; and

WHEREAS, the reallocation of the appropriations between departmental activities may be made by the City Manager, amendments (increases/decreases) to the Budget shall be by approval and Resolution of the City Council;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Covina, as follows:

Section 1. Amend the Fiscal Year 2014-2015 budget as follows;

- a) Increase an appropriation in 1010-1450-55700-CAD15 \$119,506
- b) Increase an appropriation in 1010-1450-50030-CAD15 \$ 35,000

SECTION 3. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 17th DAY of March, 2015.

Mayor

ATTEST:

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 17, 2015

ITEM NO.: CC 10

STAFF SOURCE: Alex Gonzalez, Interim Director of Public Works ^{AS}

ITEM TITLE: Continue Repairs to City Hall Restrooms under Section 22050 of the California Public Contract Code

STAFF RECOMMENDATION

- a) Adopt **Resolution No. 15-7332** reviewing the restroom repairs at City Hall, and continuing the emergency action to repair the City Hall restrooms pursuant to Section 22050 of the California Public Contract Code.

FISCAL IMPACT

The fiscal impact of the project is yet to be determined, current engineer's/architect's estimates range from \$60,000 to \$80,000. This project will be funded from undesignated funds in Fund 4701 – Impact Fees General Government. A future agenda item will allocate funding for the project.

BACKGROUND

The City's contract engineering firm began work in late October 2014 on assessing and designing a repair for the damaged floor in the City Hall restroom. During design and inspection, it was determined that the restroom floor has suffered significant damage due to wood rot, termites and moisture intrusion. As a result, the men's restroom was closed to all users on January 27, 2015.

On February 17th, the City Council adopted Resolution 15-7315, authorizing the letting of a contract without formal competitive bidding in order to complete emergency repairs for the restrooms at City Hall pursuant to Section 22050, subdivision (a) of the California Public Contract Code ("Section 22050").

Section 22050 requires a governing body that takes action pursuant to subdivision (a) of that Section to review the emergency action at its next regularly scheduled meeting and at each regular meeting thereafter and, by a four-fifths vote, determine that there is a need to continue the action until the work is complete. On February 17, 2015, the Covina City Council took action pursuant to subdivision (a) of Section 22050 to order repair of the City Hall restrooms without formal competitive bidding. Therefore, the City Council is required to review this action and determine whether it is necessary to continue this action.

The repairs to the City Hall restrooms are still ongoing. Demolition of the men's restroom was completed on February 23, 2015. Final plans for the project were completed by the City's in-house engineering firm on March 5, 2015. City staff is currently in the process of securing a

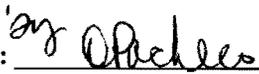
licensed contractor to perform the repair work. A contractor is expected to be retained the week of March 16th, and once a contractor receives a notice to proceed, it is expected that the project will be completed within six to eight weeks.

RELEVANCE TO STRATEGIC PLAN

This item is directly relevant to the City's Strategic Plan's Goal of providing efficient, visible and responsive public safety by guaranteeing the safety of public facilities.

EXHIBITS

A. Resolution 15-7332

REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: _____	Other: _____

RESOLUTION NO. 15-7332

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, CONFIRMING THE CONTINUED
EXISTENCE OF AN EMERGENCY CONDITION FOR CITY HALL
RESTROOM REPAIRS, PURSUANT TO SECTION 22050 OF THE
CALIFORNIA PUBLIC CONTRACT CODE

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California (“City”); and

WHEREAS, the City endeavors to provide safe and reliable public facilities for public use; and

WHEREAS, from time-to-time City facilities will experience unexpected failure, stress, or damage in the course of any day or night; and

WHEREAS, the resolution of any unexpected failure, stress or damage may occur at times when the normal purchase order bidding process is not possible in order to bring a swift resolution to interruption of regular services, requiring that the City contract with the vendor who is most readily and reasonably available to address the urgent situation; and

WHEREAS, on February 17, 2015 the Covina City Council adopted Resolution No. 15-7315 declaring an emergency, authorizing the waiver of bidding requirements, and approving the repair of City Hall restrooms pursuant to California Public Code Section 22050; and

WHEREAS, under Section 22050 of the California Public Contract Code “a public agency, pursuant to a four-fifths vote of its governing body may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts”; and

WHEREAS, California Public Contract Code Section 22050, subdivision (c) provides that “If the governing body orders any action specified in subdivision (a), the governing body shall review the emergency action at its next regularly scheduled meeting and . . . at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action”; and

WHEREAS, Resolution 15-7315 constitutes action specified in subdivision (a) of California Public Contract Code Section 22050; and

WHEREAS, repairs to the City Hall restrooms are ongoing.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Covina, as follows:

SECTION 1. The City Council hereby reviews the emergency action to repair the restrooms at City Hall pursuant to California Public Contract Code Section 22050.

SECTION 2. The City Council hereby determines that the emergency action to repair the City Hall restrooms needs to continue in order to respond to the emergency pursuant to California Public Contract Code Section 22050.

SECTION 3. Such action shall be reviewed by the City Council at subsequent regular meetings to determine whether there is a need to further continue the action.

SECTION 4. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 17th day of March, 2015.

, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 17, 2015

ITEM NO. CC 11

STAFF SOURCE: Alex Gonzalez, Interim Director of Public Works ^{AG}
Dilu DeAlwis, Finance Director
Amy Hall-McGrade, Parks & Recreation and Library Services Director

ITEM TITLE: Allocate Funding for Purchase of Equipment and Small Tools from Covina Rents

STAFF RECOMMENDATION:

- 1) Allocate \$37,900.00 from Equipment Fund reserves to Account No. (7010-6010-55900) for the purchase of equipment; and
- 2) Allocate \$1,000.00 from Water Fund reserves to Account No. (7010-6010-55900) for the purchase of equipment; and
- 3) Allocate \$3,300.00 from General Fund reserves to Account No. (1010-3400-54850) for the purchase of small tools; and
- 4) Adopt **Resolution No. 15-7333** amending the Fiscal Year 2014-2015 Public Works Department, Central Equipment fund and the Fiscal Year 2014-2015 Parks and Recreation Department fund to allocate funding for the purchase of equipment and small tools from Covina Rents.

FISCAL IMPACT:

The funds allocated for used equipment purchases will result in a cost savings in the FY 15-16 Equipment fund, as the items purchased were scheduled to be requested in the FY 15-16 budget. The funds allocated for the purchase of the concrete batch plant will be recouped from future sales of concrete to other local governments and agencies. Small tool purchases for the Parks and Recreation Department will impact General Fund reserves in the amount of \$3,300.00.

BACKGROUND:

The owner of Covina Rents is retiring and has sold most of his equipment. On February 17, 2015 the City Council approved an Agreement with the owner of Covina Rents to purchase equipment and small tools; the final list is included as Exhibit B. There is one addition to the list, as the engineering and streets divisions requested that a drill and eight drill bits be added to the list for \$1,900.00 to provide the ability to core into pavement to take samples of existing pavement conditions by in-house staff. The City of Covina has inspected and taken possession of all equipment and small tools except for the concrete batch plant, which is scheduled to be moved to the Covina Public Works Yard at the end of March 2015. Public Works staff poured a concrete foundation for the plant the week of March 2nd and has received three bids for transportation of the concrete batch plant to the Public Works Yard.

Approving this Resolution will complete the sale of equipment and small tools to the City from Covina Rents, with the City remitting payment to Covina Rents upon the delivery of the concrete batch plant.

RELEVANCE TO THE STRATEGIC PLAN

This item is directly relevant to the City's Strategic Plan enhancing the financial well-being of the City by securing low-cost equipment and materials that would otherwise have to be purchased by the City at a higher cost.

EXHIBITS

- A. Resolution No. 15-7333
- B. Final Equipment and Small Tools List and Purchase Price

REVIEW TEAM ONLY	
City Attorney: _____	Finance Director: ^{by} <u>Obelero</u>
City Manager: _____	Other: _____

EXHIBIT A

RESOLUTION NO. 15-7333

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2014-2015 PUBLIC WORKS DEPARTMENT, CENTRAL EQUIPMENT BUDGET TO REFLECT AN APPROPRIATION OF \$37,900.00 FROM EQUIPMENT FUND RESERVES AND \$1,000.00 FROM WATER FUND RESERVES TO PURCHASE EQUIPMENT; AND AMEND THE FISCAL YEAR 2014-2015 PARKS AND RECREATION DEPARTMENT BUDGET TO REFLECT AN APPROPRIATION OF \$3,300.00 FROM GENERAL FUND RESERVES FOR THE PURCHASE OF SMALL TOOLS

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California (“City”); and

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2014 and ending June 30, 2015 was approved on June 17, 2014; and

WHEREAS, the approved budget is in accordance with all applicable ordinances of the City and all applicable statutes of the State; and

WHEREAS, the reallocation of the appropriations between departmental activities may be made by the City Manager, amendments (increases/decreases) to the Budget shall be by approval and Resolution of the City Council; and

WHEREAS, the City of Covina wishes to allocate funds for the purchase of used equipment and small tools.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Covina, as follows:

SECTION 1. Amend the fiscal year 2014-2015 Public Works Department, Central Equipment Fund budget as follows:

1. \$37,900.00 in Central Equipment Fund reserves to Central Equipment, Capital Outlay, Other Equipment, (7010-6010-55900) for equipment purchases.
2. \$1,000.00 in Water Fund reserves to Central Equipment, Capital Outlay, Other Equipment, (7010-6010-55900) for equipment purchases.

SECTION 2. Amend the fiscal year 2014-2015 Parks and Recreation Department budget as follows:

1. \$3,300.00 in General Fund Reserves to Parks and Recreation, Supplies, Small Tools and Minor Equipment, (1010-3400-54850) for small tool purchases.

SECTION 3. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 17th day of March, 2015.

, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

City Attorney

REQUESTED FUND	USED PRICE - COVINA RENTS
CENTRAL EQUIPMENT	
EAGLE 40H LIFT	\$10,000.00
20 FT SCISSOR LIFT	\$6,000.00
PAVEMENT DRILL (WITH 8 DRILL BITS)	\$1,900.00
CONCRETE BATCH PLANT (WITH 8 TWO-YARD CONCRETE TRAILERS)	\$20,000.00
UTILITY TRAILER	\$1,000.00
TOTAL EQUIPMENT	\$38,900.00
SMALL TOOLS	
100 FT. SNAKE	\$1,000.00
7,500 WATT GENERATOR	\$300.00
TRIPOD WORK STATION	\$100.00
ELECTRIC JACK HAMMER	\$600.00
MITER SAW	\$300.00
SMALL POWER WASHER	\$600.00
ROTARY HAMMER	\$400.00
TOTAL SMALL TOOLS	\$3,300.00

CITY OF COVINA
AGENDA ITEM COMMENTARY

CC 12

MEETING DATE: March 17, 2015

ITEM NO.:

STAFF SOURCE: Amy Hall-McGrade, Parks & Recreation Director *AHM*
Lisa Evans, Parks & Recreation Manager *LE*

ITEM TITLE: Adopt **Resolution No. 15-7334** approving Applications and Fees for Street Banner Hanging and Banner Hanging in City Parks

STAFF RECOMMENDATION

Adopt **Resolution No. 15-7334** approving Applications and Fees for Street Banner Hanging and Banner Hanging in City Parks.

FISCAL IMPACT

Banner hanging fees are included in the Parks & Recreation Department budget. There is a potential for increased revenue based on increased fees.

BACKGROUND

The Parks & Recreation Department facilitates the hanging of street banners over Badillo Street and over Citrus Avenue, as well as the hanging of banners in City parks. Banner hanging policies and fees have been updated, and application packets revised to reflect these changes, which include:

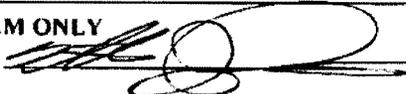
- Increased fee for hanging of street banners to cover the cost of both hanging and removal of banners.
- Restructuring of fee to cover a 2-week period only. Previous fees allowed for a per week charge.
- The application submittal deadline has been increased from 30 days to 45 days prior to hanging date to allow for proper processing of application, billing statements, and scheduling of staff or contractor.

RELEVANCE TO THE STRATEGIC PLAN

This is relevant to the goal of Enhancing Financial Well-Being through “evaluating the fees for parks, recreation and library services and recommending changes, if any, to the City Council for action.”

EXHIBITS

- A. Application for Street Banner Hanging
- B. Application for Banner Hanging in City Parks
- C. **Resolution No. 15-7334**

<p>REVIEW TEAM ONLY</p> <p>City Attorney: </p> <p>City Manager: _____</p>	<p>Finance Director:  _____</p> <p>Other: _____</p>
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APPLICATION FOR STREET BANNER HANGING

- Application must be submitted at least 45 days prior to hanging date.
- Applications are accepted on a first-come, first-served basis. Space is limited.
- Do not send fee with application. Fee is due upon application approval.
- Printer's proof of banner must be submitted with application.

BANNER HANGING FEE: \$350 for 2-week period

APPLICANT INFORMATION	
REPRESENTATIVE'S NAME	ORGANIZATION
ADDRESS	CITY AND ZIP
DAYTIME PHONE	EVENING PHONE
EMAIL	EVENT BEING ADVERTISED

DISPLAY LOCATION AND DATES

Check one:

- BADILLO STREET (between Fourth Avenue and Valencia Place)
- CITRUS AVENUE (downtown Covina)

DATES REQUESTED	
1st choice	FROM: _____ TO: _____
2nd choice	FROM: _____ TO: _____

Was Banner displayed last year? Yes No

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Covina has granted permission to the undersigned to have banner hung at said location, and WHEREAS, in consideration of banner hanging at said location the undersigned is willing to hold the City of Covina, its officers, and employees harmless and indemnify it against liability as described below.

NOW THEREFORE, the undersigned hereby agrees as follows:

- That neither the City of Covina nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with hanging of undersigned's banner.
- That the undersigned shall fully indemnify, defend and hold the City of Covina, its officers, and employees harmless from any and all liability or anything done or omitted to be done by the undersigned in connection with the hanging of said banner.
- That the undersigned shall submit a certificate of liability insurance and an endorsement naming the City of Covina as additional insured with a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage.

APPLICANT'S SIGNATURE: _____ DATE: _____

For Office Use Only: Date/Time Received: _____ Received By: _____

Banner Dates Approval:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Notes: _____
Design Approval:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Notes: _____
Construction Approval:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Notes: _____
Insurance Certificate:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes: _____
Statement/Confirmation Mailed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes: _____

Payment Received on _____ \$ _____ By: _____

STREET BANNER APPLICATION INFORMATION

GENERAL INFORMATION

1. All banners must advertise a community interest event or program that is occurring in the City of Covina, and not solely advertise the organization or its products.
2. Banners may not advertise political events or commercial product sales or events. By constructing and maintaining banner display facilities, the City has not created a public forum for the exercise of free speech or other constitutional rights.
3. The City of Covina reserves the right to deny application if banner is deemed inappropriate for public display. Any disputes regarding appropriateness will be referred to the City Manager for decision.
4. Scheduling of space is on a first-come, first-served basis, with City events or programs taking priority.
5. Applications for banner hanging must be in writing, using the official application form.
6. Applications must be submitted a minimum of **45 days prior** to the requested hanging date.
7. Application must be submitted to the Parks & Recreation office located at 1250 North Hollenbeck Avenue.
8. Printer's proof of banner must accompany application.
9. If application is approved, then organization will be required to submit Certificate of Insurance with an endorsement naming the City of Covina as additional insured. The policy must carry a minimum liability coverage of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
10. **The City is not responsible for any damage caused to any banner during the display period.**

APPROVAL AND PAYMENT PROCESS

1. Applicants will be notified of approval or denial within 5 working days of submitting application.
2. If application is approved, applicant will be sent a billing statement. Payment must be made and insurance provided by date indicated on billing statement.
3. Fees may be paid by cash, check, money order, Visa or MasterCard.
4. Failure to pay fees and/or submit insurance by the due date will result in cancellation of banner hanging.
5. If banner is damaged or vandalized during the display period and must be removed, then organization may provide a replacement banner during the original display period, and a \$110 rehanging fee will apply.
6. The City reserves the right to remove any banner from display if it is deemed unsafe.
7. No refunds will be issued if banner has to be removed prior to the end of the display period.
8. There will be a \$25 charge on all returned checks (NSF, stopped payment, or closed account).

BANNER DROP OFF/PICK UP INSTRUCTIONS

1. All banners are to be dropped off at the Parks & Recreation office a minimum of 10 days prior to the date that the banner is to be hung.
2. Banners will be available for pickup at the Parks & Recreation office 5 working days following the removal date.
3. Banners will be held for 10 working days, and then will be disposed of if not picked up in that period.

BANNER SPECIFICATIONS

1. Banner Size: 20-30 feet in width and a maximum of 4 feet in height.
2. Banner material must be a minimum of 13-ounce vinyl-type material, hemmed with double stitching with reinforced corners.
3. Banners need only have message on one side, but may have a message on both for maximum promotion.
4. Grommets must be placed along the top and bottom edges of banner. All grommets are to be placed a maximum of 2 feet apart. Grommet size must be at least 9/16" in size.
5. All banners must have air holes throughout the banner. Air holes should be 6 inches in diameter.
6. All banners must come with enough eyehooks to fill each grommet hole. If banner is dropped off without the eyehooks, it will not be hung until the grommets are received, and banner hanging dates will not be adjusted.
7. Banners that have been previously hung (banners that are not new) must be free of tears with all grommets intact.



APPLICATION FOR BANNER HANGING IN CITY PARKS

- Application must be submitted at least 45 days prior to hanging date.
- Applications are accepted on a first-come, first-served basis. Space is limited.
- Do not send fee with application. Fee is due upon application approval.
- Printer's proof of banner must be submitted with application.

BANNER HANGING FEE: \$40 for 2-week period

APPLICANT INFORMATION	
REPRESENTATIVE'S NAME	ORGANIZATION
ADDRESS	CITY AND ZIP
DAYTIME PHONE	EVENING PHONE
EMAIL	EVENT BEING ADVERTISED

DISPLAY LOCATION REQUESTED

Check one:

- COVINA PARK - 301 North Fourth Avenue (on Aquatic Center building)
- HERITAGE PLAZA - 400 North Citrus Avenue
- KAHLER RUSSELL PARK - Grand Avenue, north of San Bernardino Road

DATES REQUESTED	
1st choice	FROM: _____ TO: _____
2nd choice	FROM: _____ TO: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Covina has granted permission to the undersigned to have banner hung at said location, and WHEREAS, in consideration of banner hanging at said location the undersigned is willing to hold the City of Covina, its officers, and employees harmless and indemnify it against liability as described below.

NOW THEREFORE, the undersigned hereby agrees as follows:

- That neither the City of Covina nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with hanging of undersigned's banner.
- That the undersigned shall fully indemnify, defend and hold the City of Covina, its officers, and employees harmless from any and all liability or anything done or omitted to be done by the undersigned in connection with the hanging of said banner.
- That the undersigned shall submit a certificate of liability insurance and an endorsement naming the City of Covina as additional insured with a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage.

APPLICANT'S SIGNATURE: _____ DATE: _____

For Office Use Only: Date/Time Received: _____ Received By: _____

Banner Dates Approval:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Notes: _____
Design Approval:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Notes: _____
Construction Approval:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Notes: _____
Insurance Certificate:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes: _____
Statement/Confirmation Mailed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes: _____

Payment received on _____ \$ _____ By: _____

PARK SPACE BANNER APPLICATION INFORMATION

GENERAL INFORMATION

1. All banners must advertise a community interest event or program that is occurring in the City of Covina, and not solely advertise the organization or its products.
2. Banners may not advertise political events or commercial product sales or events. By constructing and maintaining banner display facilities, the City has not created a public forum for the exercise of free speech or other constitutional rights.
3. The City of Covina reserves the right to deny application if banner is deemed inappropriate for public display. Any disputes regarding appropriateness will be referred to the City Manager for decision.
4. Scheduling of space is on a first-come, first-served basis, with City events or programs taking priority.
5. Applications for banner hanging must be in writing, using the official application form.
6. Applications must be submitted a minimum of **45 days prior** to the requested hanging date.
7. Application must be submitted to the Parks & Recreation office located at 1250 North Hollenbeck Avenue.
8. Printer's proof of banner must accompany application.
9. If application is approved, then organization will be required to submit Certificate of Insurance with an endorsement naming the City of Covina as additional insured. The policy must carry a minimum liability coverage of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
10. **The City is not responsible for any damage caused to any banner during the display period.**

APPROVAL AND PAYMENT PROCESS

1. Applicants will be notified of approval or denial within 5 working days of submitting application.
2. If application is approved, applicant will be sent a billing statement. Payment must be made and insurance provided by date indicated on billing statement.
3. Fees may be paid by cash, check, money order, Visa or MasterCard.
4. Failure to pay fees and/or submit insurance by the due date will result in cancellation of banner hanging.
5. If banner is damaged or vandalized during the display period and must be removed, then organization may provide a replacement banner during the original display period, and a \$25 rehang fee will apply.
6. No refunds will be issued if banner has to be removed prior to the end of the display period.
7. There will be a \$25 charge on all returned checks (NSF, stopped payment, or closed account).

BANNER DROP OFF/PICK UP INSTRUCTIONS

1. All banners are to be dropped off at the Parks & Recreation office a minimum of 10 days prior to the date that the banner is to be hung.
2. Banners will be available for pickup at the Parks & Recreation office 5 working days following the removal date.
3. Banners will be held for 10 working days, and then will be disposed of if not picked up in that period.

BANNER SPECIFICATIONS

1. Banner Sizes:
 - Kahler Russell Park Banners** – 6 feet in width and a maximum of 3 feet in height, with grommets a maximum of 2 feet apart along the top and bottom
 - Heritage Plaza Banners** – 10 feet in width and a maximum of 3 feet in height, with grommets a maximum of 2 feet apart along the top and bottom
 - Covina Park Banners** – 12 feet in width and 4 feet in height, with grommets 3 feet apart along the top and bottom
2. Banners material must be a minimum of 13-ounce vinyl-type material, hemmed with double stitching with reinforced corners.
3. Banners need only have message on one side.
4. All banners must have air holes throughout the banner. Air holes should be 6 inches in diameter.
5. All banners must come with enough eyehooks to fill each grommet hole. If banner is dropped off without the eyehooks, it will not be hung until the grommets are received, and banner hanging dates will not be adjusted.

RESOLUTION NO. 15-7334

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO APPROVE APPLICATIONS AND FEES STREET BANNER HANGING AND BANNER HANGING IN CITY PARKS

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California (“City”); and

WHEREAS, the Parks & Recreation Department facilitates the hanging of banners on Citrus Avenue and on Badillo Street, and the hanging of banners in City parks; and

WHEREAS, the fees for the hanging of banners must be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Covina, as follows:

SECTION 1. The Application for Street Banner Hanging and the Application for Banner Hanging in City Parks, which are attached hereto as Exhibit “A”, are approved.

SECTION 2. The fees for said activities, as set forth in attached Exhibit “A”, are approved.

SECTION 3. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 17th day of March 2015.

Mayor of the City of Covina

ATTEST:

Mary Lou Walczak, City Clerk

APPROVED AS TO FORM:

Elizabeth Hull, Interim City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 17, 2015

ITEM NO.: CC 13

STAFF SOURCE: Amy Hall-McGrade, Parks & Recreation Director *AM*
Lisa Evans, Parks & Recreation Manager *LE*

ITEM TITLE: **Adopt Resolution No. 15-7335** approving Applications and Fees for Use of Outdoor Facilities, Use of City Buildings, and Use of Athletic Fields

STAFF RECOMMENDATION

Adopt Resolution No. 15-7335 approving Applications and Fees for Use of Outdoor Facilities, Use of City Buildings, and Use of Athletic Fields.

FISCAL IMPACT

Facility rental fees are included in the Parks & Recreation Department budget. There is a potential for increased rental revenue based on increased fees.

BACKGROUND

The Parks & Recreation Department facilitates the rental of City park facilities, buildings, and City and School District fields. Facility use policies and fees have been updated, and application packets revised to reflect these changes, which include:

- Reduction of fee classifications from five to three – Covina-based nonprofit organizations, local community organizations, and Covina residents have been grouped into one classification. Nonprofit organizations not based in Covina have been combined with nonresidents.
- Fees have been increased were allowable based on actual costs of facility use.
- Rental of City Hall Courtyard and Heritage Plaza Platform and Grass Area have been added to the Outdoor Facility Application packet, and rental of City Hall Council Chambers has been added to the City Building Application packet.
- The application submittal deadline has been increased from 30 days to 45 days prior to rental date to allow for proper processing of application, billing statements, and scheduling of staff.
- Rental of most outdoor facilities now requires City staff to be present, with applicable staff charges billed to rental group.

RELEVANCE TO THE STRATEGIC PLAN

This is relevant to the goal of Enhancing Financial Well-Being through “evaluating the fees for parks, recreation and library services and recommending changes, if any, to the City Council for action.”

EXHIBITS

- A. Application for Use of Outdoor Facility
- B. Application for Use of City Building
- C. Application for Use of Athletic Field
- D. Resolution No. 15-7335**

REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: _____	Other: _____



APPLICATION FOR USE OF OUTDOOR FACILITY

APPLICANT INFORMATION	
NAME*	ORGANIZATION/BUSINESS
ADDRESS	CITY AND ZIP
HOME PHONE	WORK PHONE
CELL PHONE	EMAIL

**This person must be present at all times during the event.*

RESERVATION INFORMATION

FACILITY REQUESTED:

- COVINA PARK BANDSHELL - 301 North Fourth Avenue
- COVINA PARK SKATING RINK - 301 North Fourth Avenue
- HERITAGE PLAZA PLATFORM AND GRASS AREA - 400 North Citrus Avenue
- KAHLER RUSSELL PARK SKATING RINK - 735 North Glendora Avenue
- JOBE'S GLEN AT JALAPA PARK - Village Oaks Drive and Garvey Avenue
- CITY HALL COURTYARD - 125 East College Street
- OTHER: _____

	DATE(S) REQUESTED	TIME REQUESTED (including setup and cleanup):	
1 st Choice:		FROM:	TO:
2 nd Choice:		FROM:	TO:

PURPOSE OF USE/DESCRIPTION OF EVENT (Birthday Party, Shower, Meeting, etc.)	ESTIMATED ATTENDANCE

Will there be entertainment? Yes ___ No ___ If yes, what type? _____

Will event be open to the public? Yes ___ No ___

Will money be collected? Yes ___ No ___ If yes, for what purpose? _____

Will food be served? Yes ___ No ___ Will a commercial caterer be used? Yes ___ No ___

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Covina has granted permission to the undersigned to use the facilities and,
 WHEREAS, in consideration of the use of said facilities the undersigned is willing to hold the City of Covina, its officers, and employees harmless and indemnify it against liability as described below.
 NOW THEREFORE, the undersigned hereby agrees as follows:

- That neither the City of Covina nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with the use of the above facilities.
- That the undersigned shall fully indemnify, defend and hold the City of Covina, its officers, and employees harmless from any and all liability or anything done or omitted to be done by the undersigned in connection with the use of said facilities.
- That the undersigned, if required, shall submit a certificate of liability insurance and an endorsement naming the City of Covina as additional insured with a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage.
- That the undersigned has read the entire rental packet and is fully aware of all policies and responsibilities regarding the use of said facilities.

APPLICANT'S SIGNATURE: _____ DATE: _____ Exhibit A – Page 1 of 6

STAFF USE ONLY:

Date/Time Received: _____ Received By: _____

FACILITY AVAILABLE: YES _____ NO _____

FEE WORKSHEET

RENTAL FEE: _____ HOURS x \$ _____ \$ _____

STAFF FEE: _____ HOURS x \$ _____ \$ _____

OTHER: _____ \$ _____

OTHER: _____ \$ _____

SECURITY DEPOSIT: _____ \$ _____

APPLICANT NOTIFIED OF AVAILABILITY/FEEES ON: _____ BY: _____

APPLICANT'S DECISION ON RENTAL: Yes _____ No _____ IF YES, CALENDARED BY: _____

NOTES: _____

STATEMENT DRAFT SENT TO FRONT OFFICE ON: _____

STAFF ASSIGNED: _____

STAFF ASSIGNMENT SENT ON: _____ BY MAIL _____ OR EMAIL _____

STATEMENT MAILED ON: _____ BY: _____

PAYMENTS: AMOUNT \$ _____ RECEIPT #: _____ DATE: _____

AMOUNT \$ _____ RECEIPT #: _____ DATE: _____

SECURITY DEPOSIT REFUND: FULL REFUND: YES _____ NO _____ IF NO, REASON: _____

REFUND REQUESTED SUBMITTED ON: _____

REFUND CHECK MAILED ON: _____

FACILITY USE FEES AND POLICIES

FEE SCHEDULE - OUTDOOR FACILITIES

	COVINA-BASED NONPROFIT ORGANIZATION OR COVINA RESIDENT	NONPROFIT NOT BASED IN COVINA OR NONRESIDENT	COMMERCIAL
SECURITY DEPOSIT	\$200	\$200	\$200
STAFF (PER STAFF)	\$18/HR	\$18/HR	\$18/HR
<u>USE FEES (2-HOUR PERIOD)</u>			
COVINA PARK BANDSHELL	\$100/USE	\$100/USE	\$200/USE
COVINA PARK SKATING RINK	\$55/USE	\$55/USE	\$100/USE
HERITAGE PLAZA PLATFORM/GRASS	\$55/USE	\$55/USE	\$100/USE
KAHLER RUSSELL PARK SKATING RINK	\$40/USE	\$40/USE	\$75/USE
CITY HALL COURTYARD	\$100/USE	\$100/USE	\$200/USE
JOBE'S GLEN AT JALAPA PARK	\$50/USE	\$50/USE	-

RULES, REGULATIONS, AND POLICIES

Community buildings and related facilities shall be available for activities that contribute to the recreational, social, cultural, civic, and educational interest of the citizens of Covina. Any dispute regarding the "recreational, social, cultural, civic and education interest of the citizens of Covina" shall be referred to the Parks & Recreation Director and, if necessary, the City Manager for final judgment. The Parks & Recreation Director reserves the right to cancel any reservation prior to the full payment date listed on application.

A. CLASSIFICATIONS

1. COVINA-BASED NONPROFIT ORGANIZATION OR COVINA RESIDENT

This classification includes nonprofit groups based in Covina (i.e. facility must have a Covina address or regular established meeting place must be in Covina), such as sports leagues, PTA, Girl Scouts, Boy Scouts, boosters, service clubs, churches, etc. Proof of 501c3 status may be required.

Classification also includes individuals who reside in Covina, i.e. zip codes 91722, 91723, or 91724. This individual will be responsible for rental and must be present at the event and stay for the duration of the rental. **Residents may not rent facilities for a nonresident's use. Proof of residency in the form of a current utility bill is required at time of application.**

2. NON-COVINA BASED NONPROFIT OR NONRESIDENT

All individuals living outside the City of Covina or any nonprofit organization based outside of Covina.

3. COMMERCIAL

All companies, organizations, or individuals wishing to sell merchandise or admittance to event or any corporate/company sponsored event.

B. RESERVATION POLICY

1. **Applications must be submitted at least 45 calendar days, but no more than one year prior to the date facility is requested.**

2. Applications may be submitted in person or by mail to the Parks & Recreation office, 1250 North Hollenbeck Avenue, Covina 91722.

3. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of official application form, subject to availability.

4. Reservations will only be issued to persons who are at least 21 years of age. This person must be in attendance for the function.

5. Review of application will take a minimum of five working days.

6. Facilities are reserved in one-hour increments only with a minimum rental time of two hours. **Reservation times must include setup and cleanup periods.**

7. No reservation or changes to reservations will be taken over the phone or without a completed application.

C. FEE PROCEDURE

1. Upon approval, applicant will be sent a billing statement. Fees and/or required documentation must be submitted by date indicated on statement. Failure to pay fees or submit documentation by the due date will result in cancellation of reservation.

2. Fees may be paid by cash, money order, check, Visa or MasterCard. **All payments must be made by the applicant only, i.e. applicant's name must appear on check or credit card.**

3. There will be a \$25 charge on all returned checks (NSF, stopped payment, or closed account).

D. SECURITY DEPOSIT REFUND POLICY

1. The refundable security deposit will be held until after the scheduled event.

2. If facility is left in a clean and undamaged condition and all city rules and regulations have been followed, then the deposit will be refunded in full.

3. If any of the following conditions are found or circumstances occur, then all or part of the deposit will be forfeited.

- The facility is left dirty or damaged.

- The group has not left the facility on time. (Any group staying later than originally reserved time will be charged at one and one-half times the regular rental fee and staff fee.)

- Alcohol is present during the event.
 - City property/equipment has been defaced, lost, damaged, or destructed.
 - Any other condition/circumstance deemed unacceptable by the Parks & Recreation Director.
4. If Security Deposit is inadequate to cover damages, then applicant will be billed for the remaining cost of the damages.
 5. Refund checks will be mailed approximately four weeks following event.
 6. Full refunds will be processed in the event the function is cancelled by the City prior to the event.

E. TRANSFER POLICY

Subject to facility availability, an applicant may request a transfer from one facility, date, or time to another facility or later date/time by following these procedures:

1. The applicant must submit the completed Transfer Form to the Parks & Recreation office at least 30 calendar days in advance of originally approved rental date. No transfers will be allowed with less 30 days' notice.
2. Applicants may transfer the first time free of charge. If a second transfer is requested, a \$10 fee will be charged. Requested reschedule date must be at least 30 days from date transfer is requested.

F. CANCELLATION POLICY

1. Applicant must submit completed Cancellation Form to the Parks & Recreation Department office.
2. Cancellations must be made at least 30 days in advance of the scheduled rental to receive a full refund of any fees paid.
3. Cancellations made less than 30 days in advance of scheduled rental date will be charged a fee equal to 50% of the total "Use Fee" of rental.

G. GENERAL RULES AND REGULATIONS

1. Applicant is responsible for keeping all guests/participants in rented areas. Guests/participants are not allowed in non-rented areas.
2. Parties or events for youth or teens require the presence of at least one adult per eight youth/teens throughout the entirety of the function.
3. Gambling, use of profane language, loud or boisterous talking, or improper conduct will not be permitted.
4. The City is not responsible for any lost or stolen articles.
5. No equipment or furnishings shall be removed from the premises. **No additional equipment may be brought onto City property without prior approval of City.**
6. All meetings and/or official gatherings that may create overcrowding, noise, or traffic problems must be approved by the Covina Police Department prior to final approval by the Parks & Recreation Department.



APPLICATION FOR USE OF CITY BUILDING

APPLICANT INFORMATION	
NAME*	ORGANIZATION/BUSINESS
ADDRESS	CITY AND ZIP
HOME PHONE	WORK PHONE
CELL PHONE	EMAIL

**This person must be present at all times during the event.*

RESERVATION INFORMATION

FACILITY REQUESTED:

- CITY HALL COUNCIL CHAMBERS - 125 East College Street
- RECREATION HALL - 340 North Valencia Place (Covina Park)
- JOSLYN CENTER - 815 North Barranca Avenue (Kelby Park) - *specify room(s) below*
 - AUDITORIUM
 - DINING ROOM
 - SMALL MEETING ROOM
 - KITCHEN

SETUP REQUESTED:

- TABLES # _____
- CHAIRS # _____

	DATE(S) REQUESTED	TIME REQUESTED (including setup and cleanup):	
1st Choice		FROM:	TO:
2nd Choice		FROM:	TO:

PURPOSE OF USE/DESCRIPTION OF EVENT (Birthday Party, Shower, Meeting, etc.)	ESTIMATED ATTENDANCE

- Will there be entertainment? Yes ___ No ___ If yes, what type? _____
- Will event be open to the public? Yes ___ No ___
- Will money be collected? Yes ___ No ___ If yes, for what purpose? _____
- Will food be served? Yes ___ No ___
- Will a commercial caterer be used? Yes ___ No ___ If yes, name of caterer: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Covina has granted permission to the undersigned to use the facilities and, WHEREAS, in consideration of the use of said facilities the undersigned is willing to hold the City of Covina, its officers, and employees harmless and indemnify it against liability as described below.

NOW THEREFORE, the undersigned hereby agrees as follows:

- That neither the City of Covina nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with the use of the above facilities.
- That the undersigned shall fully indemnify, defend and hold the City of Covina, its officers, and employees harmless from any and all liability or anything done or omitted to be done by the undersigned in connection with the use of said facilities.
- That the undersigned, if required, shall submit a certificate of liability insurance and an endorsement naming the City of Covina as additional insured with a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage.
- That the undersigned has read the entire rental packet and is fully aware of all policies and responsibilities regarding the use of said facilities.

APPLICANT'S SIGNATURE: _____ DATE: _____

STAFF USE ONLY:

Date/Time Received: _____ Received By: _____

FACILITY AVAILABLE: YES _____ NO _____

FEE WORKSHEET

RENTAL FEE: _____ HOURS x \$ _____ \$ _____

STAFF FEE: _____ HOURS x \$ _____ \$ _____

SETUP FEE: _____ \$ _____

CLEANUP FEE: _____ \$ _____

OTHER: _____ \$ _____

OTHER: _____ \$ _____

SECURITY DEPOSIT: _____ \$ _____

APPLICANT NOTIFIED OF AVAILABILITY/FEEES ON: _____ BY: _____

APPLICANT'S DECISION ON RENTAL: Yes _____ No _____ IF YES, CALENDARED BY: _____

NOTES: _____

STATEMENT DRAFT SENT TO FRONT OFFICE ON: _____

STAFF ASSIGNED: _____

STAFF ASSIGNMENT SENT ON: _____ BY MAIL _____ OR EMAIL _____

STATEMENT MAILED ON: _____ BY: _____

PAYMENTS: AMOUNT \$ _____ RECEIPT #: _____ DATE: _____

AMOUNT \$ _____ RECEIPT #: _____ DATE: _____

SECURITY DEPOSIT REFUND: FULL REFUND: YES _____ NO _____ IF NO, REASON: _____

REFUND REQUESTED SUBMITTED ON: _____

REFUND CHECK MAILED ON: _____

FACILITY USE FEES AND POLICIES

FEE SCHEDULE - INDOOR FACILITIES

	ROOM CAPACITY	COVINA-BASED NON-PROFIT ORGANIZATION OR COVINA RESIDENT	NON-RESIDENT	COMMERCIAL
SECURITY DEPOSIT	-	\$300	\$300	\$300
STAFF (PER STAFF)*	-	\$18/HR	\$18/HR	\$18/HR
SETUP FEE**	-	\$55	\$55	\$55
CLEANUP FEE***	-	\$55 or \$110	\$55 or \$110	\$55 or \$110
CITY HALL COUNCIL CHAMBERS	Assembly - 240	\$60/HR	\$85/HR	\$115/HR
RECREATION HALL	Assembly - 120 Dining - 100 Dining/Dancing - 80	\$60/HR	\$85/HR	\$115/HR
JOSLYN CENTER				
AUDITORIUM	Assembly - 350 Dining - 220 Dining/Dancing - 200	\$80/HR	\$115/HR	\$145/HR
DINING ROOM	140	\$70/HR	\$95/HR	\$125/HR
SMALL MEETING/ CRAFT ROOM	40	\$50/HR	\$65/HR	\$85/HR
LOUNGE	25	\$45/HR	\$60/HR	\$80/HR
KITCHEN	-	\$75/USE	\$105/USE	\$140/USE
PIANO	-	\$30/USE	\$30/USE	\$30/USE
PA SYSTEM	-	\$115/USE	\$115/USE	\$115/USE
PROJECTOR SCREEN	-	\$20/USE	\$20/USE	\$20/USE
TELEVISION	-	\$20/USE	\$20/USE	\$20/USE

“USE” is defined as a two-hour period of time.

* A minimum of two staff is required for all rentals.

** Setup fee applies for use of Recreation Hall and Joslyn Center Auditorium.

*** Cleanup fee of \$55 applies for use of Joslyn Center Small Meeting/Craft Room and Joslyn Center Lounge.
Cleanup fee of \$110 applies for use of Recreation Hall, Joslyn Center Auditorium, and Joslyn Center Dining Room.

FACILITY INFORMATION

CITY HALL COUNCIL CHAMBERS – 125 East College Street, Covina CA 91723

Assembly: 240 maximum

RECREATION HALL - 340 North Valencia Place, Covina CA 91723

Assembly: 120 maximum

Dining Only: 100 maximum

Dining and Dancing: 80 maximum

Tables: 15 maximum – gray and rectangular (2 ½' x 6') and seat 6-8

Chairs: 100 maximum – white plastic bistro-style chairs

JOSLYN CENTER - 815 North Barranca Avenue, Covina CA 91723

AUDITORIUM

Assembly: 350 maximum

Dining Only: 220 maximum

Dining and Dancing: 200 maximum

Tables: 30 maximum – dark brown and rectangular (2 ½' x 6') and seat 6-8

Chairs: 220 maximum – metal folding chairs

Room measurement: 42 1/2' x 75'

Stage measurement: 42 1/2' x 14'

DINING ROOM

Dining Only: 140 maximum

Tables: 18 maximum – light brown and round (60") and seat 8

Chairs: 140 maximum – red padded banquet chairs

Room measurement: 44 1/2' x 51'

SMALL MEETING ROOM

Assembly: 40 maximum

Tables: 12 maximum - gray and rectangular (2 ½' x 6') and seat 6-8

Chairs: 35 maximum – metal folding chairs

LOUNGE

Assembly: 25 maximum

Tables: 5 maximum

Chairs: 20 maximum

RULES, REGULATIONS, AND POLICIES

Community buildings and related facilities shall be available for activities that contribute to the recreational, social, cultural, civic, and educational interest of the citizens of Covina. Any dispute regarding the "recreational, social, cultural, civic and education interest of the citizens of Covina" shall be referred to the Parks & Recreation Director and, if necessary, the City Manager for final judgment. The Parks & Recreation Director reserves the right to cancel any reservation prior to the full payment date listed on application.

A. CLASSIFICATIONS

1. COVINA-BASED NONPROFIT ORGANIZATION OR COVINA RESIDENT

This classification includes nonprofit groups based in Covina (i.e. facility must have a Covina address or regular established meeting place must be in Covina), such as sports leagues, PTA, Girl Scouts, Boy Scouts, boosters, service clubs, churches, etc. Proof of 501c3 status may be required.

Classification also includes individuals who reside in Covina, i.e. zip codes 91722, 91723, or 91724. This individual will be responsible for rental and must be present at the event and stay for the duration of the rental. **Residents may not rent facilities for a nonresident's use. Proof of residency in the form of a current utility bill is required at time of application.**

2. NONRESIDENT

All individuals living outside the City of Covina or any nonprofit organization based outside of Covina.

3. COMMERCIAL

All companies, organizations, or individuals wishing to sell merchandise or admittance to event or any corporate/company sponsored event.

B. RESERVATION POLICY

1. **Applications must be submitted at least 45 calendar days, but no more than one year prior to the date facility is requested.**
2. Applications may be submitted in person or by mail to the Parks & Recreation office, 1250 North Hollenbeck Avenue, Covina 91722.
3. Proof of residency (copy of current utility bill) must be included with application to receive "Resident" rates.
4. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of official application form, subject to availability.
5. Reservations will only be issued to persons who are at least 21 years of age. This person must be in attendance for the entire duration of the function.
6. Review of application will take a minimum of five working days.
7. Facilities are reserved in one-hour increments only with a minimum rental time of two hours. **Reservation times must include setup and cleanup periods.**

8. No reservations or changes to reservations will be taken over the phone or without a completed application.

C. FEE PROCEDURE

1. Upon approval, applicant will be sent a billing statement. Fees and/or required documentation must be submitted by date indicated on statement. Failure to pay fees or submit documentation by the due date will result in cancellation of reservation.
2. Fees may be paid by cash, money order, check, Visa or MasterCard. **All payments must be made by the applicant only, i.e. applicant's name must appear on check or credit card.**
3. There will be a \$25 charge on all returned checks (NSF, stopped payment, or closed account).

D. SECURITY DEPOSIT REFUND POLICY

1. The refundable security deposit will be held until after the scheduled event.
2. If facility is left in a clean and undamaged condition and all city rules and regulations have been followed, then the deposit will be refunded in full.
3. If any of the following occur, then all or part of the deposit will be forfeited.
 - The facility is left dirty or damaged.
 - The group has not left the facility on time. (Any group staying later than originally reserved time will be charged at one and one-half times the regular rental fee and staff fee.)
 - Alcohol is present during the event.
 - City property/equipment has been defaced, lost, damaged, or destructed.
 - Any other condition/circumstance deemed unacceptable by the Parks & Recreation Director.
4. If Security Deposit is inadequate to cover damages, then applicant will be billed for the remaining cost of the damages.
5. Refund checks will be mailed approximately four weeks following event.
6. Full refunds will be processed in the event the function is cancelled by the City prior to the event.

E. TRANSFER POLICY

Subject to facility availability, an applicant may request a transfer from one facility, date, or time to another facility or later date/time by following these procedures:

1. The applicant must submit the completed Transfer Form to the Parks & Recreation office at least 30 calendar days in advance of originally approved rental date. No transfers will be allowed with less than 30 days' notice.
2. Applicants may transfer the first time free of charge. If a second transfer is requested, a \$10 fee will be charged. Requested reschedule date must be at least 30 days from date transfer is requested.

F. CANCELLATION POLICY

1. Applicant must submit completed Cancellation Form to the Parks & Recreation Department office.
2. Cancellations must be made at least 30 days in advance of the scheduled rental to receive a full refund of any fees paid.

3. Cancellations made less than 30 days in advance of scheduled rental date will be charged a fee equal to 50% of the total "Use Fee" of rental.

G. GENERAL RULES AND REGULATIONS

1. Applicant is responsible for keeping all guests/participants in rented areas. Guests/participants are not allowed in non-rented areas.
2. Parties or events for youth or teens require the presence of at least one adult per eight youth/teens throughout the entirety of the function.
3. Gambling, use of profane language, loud or boisterous talking, or improper conduct will not be permitted.
4. The City is not responsible for any lost or stolen articles.
5. No equipment or furnishings shall be removed from the premises. **No additional equipment may be brought into City facilities without prior approval of City.**
6. All meetings and/or official gatherings that may create overcrowding, noise, or traffic problems must be approved by the Covina Police Department prior to final approval by the Parks & Recreation Department.
7. The City of Covina reserves the right to full access to all activities at any time in order to ensure that all rules, regulations, and City and State laws are being observed.
8. The rental group must obey instructions of the City employee(s) on duty.
9. Any accident occurring in a City facility, which causes injury to any individual must be reported to the staff person on duty immediately.

H. INSURANCE

Any group applying for use of a facility may be required to provide a certificate of liability insurance and an additional insured endorsement with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage, naming the City of Covina as additional insured.

I. STAFF

1. The City requires a minimum of two staff at all facility rentals.
2. City staff will set up all tables and chairs prior to group's arrival and are available to assist group with other setup, to monitor the facility, and keep restrooms stocked.

J. ALCOHOL, CONTROLLED SUBSTANCES, SMOKING, AND CONDUCT

1. Alcoholic beverages are not permitted in any City building or in City parks.
2. Controlled substances are not allowed in City facilities or on City property at any time.

3. Smoking of tobacco, or any substance, is not permitted in any City building or in City parks.
4. Profane language, indecent conduct, unusually loud amplified music, or any other activity that creates a disturbance will not be permitted.

K. HOURS / HOLIDAYS

1. Rentals at the Joslyn Center must conclude by 11 p.m., including cleanup. Rentals at the Recreation Hall must conclude by 10 p.m., including cleanup.
2. Facilities are not available for rental on New Year's Eve and New Year's Day, Easter weekend, Mother's Day, Memorial Day and weekend, Father's Day, Independence Day, Labor Day and weekend, Thanksgiving Day and weekend, first Saturday in December, Christmas Eve and Christmas Day.

L. DECORATIONS

1. Decorations must be approved prior to installation and must be removed immediately after the event. NO tape, nails, tacks or staples may be attached to walls, woodwork, windows or curtains.
2. No confetti, glitter or smoke-making machines permitted. No open flames are allowed. Candles may be used for decoration only, but may not be lit.

M. EXTRA SERVICES

Facility rentals include rental of room, tables, chairs, and staff assistance. Any additional services, such as catering, entertainment, decorations, place settings, utensils, and cookware must be provided by rental group.

N. CONTINUAL USE GROUPS

If a facility is available, and pending approval of the application, requested facility may be available on a continual use basis. Groups meeting regularly must notify the Parks & Recreation Department at least 30 days in advance when they will not be using the facility. Groups will be billed until notification is received.



APPLICATION FOR USE OF ATHLETIC FIELD

APPLICANT INFORMATION	
NAME*	ORGANIZATION/BUSINESS
ADDRESS	CITY AND ZIP
HOME PHONE	WORK PHONE
CELL PHONE	EMAIL

**This person assumes responsibility for field use and will be the sole contact for the City.*

RESERVATION INFORMATION

FIELD REQUESTED:

- COVINA PARK SOFTBALL FIELD (Fourth Avenue and Badillo Street)
 - SAVOY SOFTBALL FIELD (1359 East Cypress Street - Charter Oak High School campus)
 - HEYLER SOFTBALL FIELD (1100 East Badillo Street - Royal Oak Middle School campus)
 - HOLLENBECK PARK SPORTS FIELD (1250 North Hollenbeck Avenue)
 - KAHLER RUSSELL PARK GRASS AREA (735 North Glendora Avenue) (NO Lights available)
 - KELBY PARK GRASS AREA (815 North Barranca Avenue) (NO Lights available)
 - OTHER* (SPECIFY): _____
- * List of Covina-Valley Unified School District Fields is provided in this application packet.*
- LIGHTS (CHECK BOX IF LIGHTS ARE NEEDED)

	DATE(S) REQUESTED	TIME REQUESTED:	
1 st Choice:		FROM:	TO:
2 nd Choice:		FROM:	TO:

PURPOSE OF USE/DESCRIPTION OF ACTIVITY	ESTIMATED ATTENDANCE

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Covina has granted permission to the undersigned to use the facilities and,
 WHEREAS, in consideration of the use of said facilities the undersigned is willing to hold the City of Covina, its officers, and employees harmless and indemnify it against liability as described below.
 NOW THEREFORE, the undersigned hereby agrees as follows:

- That neither the City of Covina nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with the use of the above facilities.
- That the undersigned shall fully indemnify, defend and hold the City of Covina, its officers, and employees harmless from any and all liability or anything done or omitted to be done by the undersigned in connection with the use of said facilities.
- That the undersigned, if required, shall submit a certificate of liability insurance and an endorsement naming the City of Covina, and if applicable, either Covina-Valley Unified School District or Charter Oak Unified School District as additional insured with a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage.
- That the undersigned has read the entire rental packet and is fully aware of all policies and responsibilities regarding the use of said facilities.

APPLICANT'S SIGNATURE: _____ DATE: _____

STAFF USE ONLY:

Date/Time Received: _____ Received By: _____

FACILITY AVAILABLE: YES _____ NO _____

FEE WORKSHEET

RENTAL FEE: _____ HOURS x \$ _____ \$ _____

LIGHT USE FEE: _____ HOURS x \$ _____ \$ _____

STAFF FEE: _____ HOURS x \$ _____ \$ _____

OTHER: _____ \$ _____

OTHER: _____ \$ _____

SECURITY DEPOSIT: _____ \$ _____

APPLICANT NOTIFIED OF AVAILABILITY/FEE'S ON: _____ BY: _____

APPLICANT'S DECISION ON RENTAL: Yes _____ No _____ IF YES, CALENDARED BY: _____

NOTES: _____

STATEMENT DRAFT SENT TO FRONT OFFICE ON: _____

STAFF ASSIGNED: _____

STAFF ASSIGNMENT SENT ON: _____ BY MAIL _____ OR EMAIL _____

STATEMENT MAILED ON: _____ BY: _____

PAYMENTS: AMOUNT \$ _____ RECEIPT #: _____ DATE: _____

AMOUNT \$ _____ RECEIPT #: _____ DATE: _____

SECURITY DEPOSIT REFUND: FULL REFUND: YES _____ NO _____ IF NO, REASON: _____

REFUND REQUESTED SUBMITTED ON: _____

REFUND CHECK MAILED ON: _____

FIELD USE FEES AND POLICIES

FEE SCHEDULE - FIELDS

	COVINA-BASED NONPROFIT ORGANIZATION OR COVINA RESIDENT	NONPROFIT NOT BASED IN COVINA OR NONRESIDENT	COMMERCIAL
SECURITY DEPOSIT	\$200	\$200	\$200
STAFF (PER STAFF)	\$18/HR	\$18/HR	\$18/HR
<u>FIELD USE FEES (2-HOUR PERIOD)</u>			
SOFTBALL FIELDS (Covina, Savoy, Heyler)	\$30	\$55	\$100
HOLLENBECK PARK SPORTS FIELD	\$50	\$75	\$120
KELBY PARK GRASS AREA	\$50	\$75	\$120
KAHLER RUSSELL PARK GRASS AREA	\$50	\$50	\$120
<u>LIGHT USE FEES</u>			
SAVOY FIELD	\$38/HR	\$38/HR	\$38/HR
HEYLER FIELD	\$33/HR	\$33/HR	\$33/HR
COVINA PARK	\$25/HR	\$25/HR	\$25/HR
HOLLENBECK PARK	\$33/HR	\$33/HR	\$33/HR
FIELD PREP	\$50	\$50	\$50
BASES	\$10	\$10	\$10
KEY DEPOSIT	\$200	N/A	N/A

COVINA-VALLEY SCHOOL DISTRICT FIELD LISTING

Elementary Schools

Barranca - 727 South Barranca Avenue, Covina

Ben Lomond - 621 East Covina Boulevard, Covina

Cypress - 351 West Cypress Street, Covina

Grovecenter - 775 North Lark Ellen Avenue, West Covina

Lark Ellen - 4555 North Lark Ellen Avenue, Covina

Manzanita - 4131 North Nora Avenue, Covina

Merwin - 16125 Cypress Street, Irwindale

Mesa - 409 South Barranca Street, West Covina

Rowland Avenue - 1355 East Rowland Avenue, West Covina

Workman Avenue - 1941 East Workman Avenue, West Covina

Middle Schools

Las Palmas - 641 North Lark Ellen Avenue, Covina

Sierra Vista - 777 East Puente Avenue, Covina

Traweek - 1941 East Rowland Avenue, West Covina

High Schools

Covina High - 463 South Hollenbeck Avenue, Covina

Northview High - 1016 West Cypress Street, Covina

South Hills High - 645 South Barranca Street, West Covina

Education Centers

Pioneer Center - 1651 East Rowland Avenue, West Covina

Covina Education Center - 160 North Barranca Avenue, Covina

Valencia Education Center - 758 West Grondahl Street, Covina

RULES, REGULATIONS, AND POLICIES

Community facilities shall be available for activities that contribute to the recreational, social, cultural, civic, and educational interest of the citizens of Covina. Any dispute regarding the "recreational, social, cultural, civic and education interest of the citizens of Covina" shall be referred to the Parks & Recreation Director and, if necessary, the City Manager for final judgment. The Parks & Recreation Director reserves the right to cancel any reservation prior to the full payment date listed on application.

A. CLASSIFICATIONS

1. COVINA-BASED NONPROFIT ORGANIZATION OR COVINA RESIDENT

This classification includes nonprofit groups based in Covina (i.e. facility must have a Covina address or regular established meeting place must be in Covina), such as sports leagues, PTA, Girl Scouts, Boy Scouts, boosters, service clubs, churches, etc. Proof of 501c3 status may be required.

Classification also includes individuals who reside in Covina, i.e. zip codes 91722, 91723, or 91724. This individual will be responsible for rental and must be present at the event and stay for the duration of the rental. **Residents may not rent facilities for a nonresident's use. Proof of residency in the form of a current utility bill is required at time of application.**

2. NONPROFIT ORGANIZATION NOT BASED IN COVINA OR NONRESIDENT

All individuals living outside the City of Covina or any nonprofit organization based outside of Covina.

3. COMMERCIAL

All companies, organizations, or individuals wishing to sell merchandise or admittance to event or any corporate/company sponsored event.

B. RESERVATION POLICY

1. **Applications must be submitted at least 45 calendar days, but no more than one year prior to the date facility is requested.**
2. Applications may be submitted in person or by mail to the Parks & Recreation office, 1250 North Hollenbeck Avenue, Covina 91722.
3. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of official application form, subject to availability.
4. Reservations will only be issued to persons who are at least 21 years of age. This person must be in attendance for the entire function.
5. Review of application will take a minimum of five working days.
6. Facilities are reserved in one-hour increments only with a minimum rental time of two hours. **Reservation times must include setup and cleanup periods.**
7. No reservation or changes to reservations will be taken over the phone or without a completed application.

C. INSURANCE

All groups utilizing City and/or School District fields are required to submit a certificate of liability insurance and an additional insured endorsement with a minimum of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage, naming the City of Covina and either Covina-Valley Unified School District or Charter Oak Unified School District as additional insured.

D. FEE PROCEDURE

1. Upon approval, applicant will be sent a billing statement. Fees and/or required documentation must be submitted by date indicated on statement. Failure to pay fees or submit documentation by the due date will result in cancellation of reservation.
2. Fees may be paid by cash, money order, check, Visa or MasterCard. **All payments must be made by the applicant only, i.e. applicant's name must appear on check or credit card.**
3. There will be a \$25 charge on all returned checks (NSF, stopped payment, or closed account).

E. SECURITY DEPOSIT REFUND POLICY

1. The refundable security deposit will be held until after the scheduled use.
2. If facility is left in a clean and undamaged condition and all city rules and regulations have been followed, then the deposit will be refunded in full.
3. If any of the following conditions are found or circumstances occur, then all or part of the deposit will be forfeited.
 - The facility is left dirty or damaged.
 - The group has not left the facility on time. (Any group staying later than originally reserved time will be charged at one and one-half times the regular rental fee and staff fee.)
 - Alcohol is present during the event.
 - City/School District property/equipment has been defaced, lost, damaged, or destructed.
 - Any other condition/circumstance deemed unacceptable by the Parks & Recreation Director.
4. If Security Deposit is inadequate to cover damages, then applicant will be billed for the remaining cost of the damages.
5. Refund checks will be mailed approximately four weeks following use.
6. Full refunds will be processed in the event the use is cancelled by the City prior to the scheduled date.

F. KEY DEPOSIT

1. Keys to City or School District facilities are issued on a very limited basis and only with the approval of the Parks & Recreation Director and School District officials, if applicable.
2. If keys are issued, a \$200 Key Deposit is required prior to issuance.
3. If keys are issued, group representative must be in possession of key at all times, and may not issue key to other individuals without the written consent of the Parks & Recreation Department.
4. Keys may not be duplicated.

5. By accepting responsibility of possessing a key to a City or School District facility, representative acknowledges and agrees that key is only to be used for the purpose stated on the application and only on the dates and times approved by the City.
6. Failure to return key at conclusion of use or at such time as requested by the City, then Key Deposit will be forfeited and group/representative may be subject to additional charges.

G. TRANSFER POLICY

Subject to facility availability, an applicant may request a transfer from one facility, date, or time to another facility or later date/time by following these procedures:

1. The applicant must submit the completed Transfer Form to the Parks & Recreation office at least 30 calendar days in advance of originally approved rental date.
2. Applicants may transfer the first time free of charge. If a second transfer is requested, a \$10 fee will be charged. Requested reschedule date must be at least 30 days from date transfer is requested.

H. CANCELLATION POLICY

1. Applicant must submit completed Cancellation Form to the Parks & Recreation Department office.
2. Cancellations must be made at least 30 days in advance of scheduled rental date to receive a full refund of any fees paid.
3. Cancellations made less than 30 days in advance of scheduled rental date will be charged a fee equal to 50% of the total "Use Fee" of rental.

H. STAFF

The City requires a minimum of one staff at all facility rentals. Depending on type of event and expected attendance, additional staff may be required.

J. ALCOHOL, CONTROLLED SUBSTANCES, SMOKING, AND CONDUCT

1. Alcoholic beverages and controlled substances are not permitted in City parks and sports fields, nor on any School District property.
2. Smoking of tobacco, or any substance, is not permitted in City parks and sports fields, nor on any School District property.
3. Profane language, indecent conduct, unusually loud amplified music, or any other activity that creates a disturbance will not be permitted.

K. CONTINUAL USE GROUPS

If a facility is available, and pending approval of the application, requested facility may be available on a continual use basis. Groups meeting regularly must notify the Parks & Recreation Department at least 30 days in advance when they will not be using the facility. Groups will be billed until notification is received.

RESOLUTION NO. 15-7335

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO APPROVE APPLICATIONS AND FEES FOR USE OF OUTDOOR FACILITIES, USE OF CITY BUILDINGS, AND USE OF ATHLETIC FIELDS

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California (“City”); and

WHEREAS, the Parks & Recreation Department facilitates the use of outdoor facilities, city buildings, and athletic fields; and

WHEREAS, the fees for the use of said facilities must be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Covina, as follows:

SECTION 1. The Application for Use of Outdoor Facility, Application for Use of City Building, and Application for Use of Athletic Field, which are attached hereto as Exhibit “A”, are approved.

SECTION 2. The fees for said Facility, Building and Field Use, as set forth in attached Exhibit “A”, are approved.

SECTION 3. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 17th day of March 2015.

Mayor

ATTEST:

Mary Lou Walczak, City Clerk

APPROVED AS TO FORM:

Elizabeth Hull, Interim City Attorney