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REGULAR MEETING AGENDA
125 E. College Street, Covina, California
Council Chamber of City Hall
Tuesday, July 19, 2016

**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—CLOSED SESSION
6:30 p.m.**

CALL TO ORDER

ROLL CALL

Council/Agency/Authority Members Walter Allen III, Peggy A. Delach, John C. King, Mayor Pro Tem/Vice Chair Jorge A. Marquez, and Mayor/Chair Kevin Stapleton

PUBLIC COMMENTS

The Public is invited to make comment on Closed Session items only at this time. To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Individual speakers are limited to five minutes each.

The City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to closed session for the following:

CLOSED SESSION

- A. G.C. § 54956.9(d)(4) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation: One Matter

- B. G.C. § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representative: Danielle Tellez, Human Resources Director
Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME); Police Association of Covina (PAC); Police Management Group (PMG); and Police Supervisors of Covina (PSC)

- C. G.C. § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representative: Danielle Tellez, Human Resources Director
Unrepresented Employees: Mid-Management, Supervisory and Professional, and Confidential and Technical Employees; and Executive Employees (excluding the City Manager)

RECESS

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

RECONVENE AND CALL TO ORDER

ROLL CALL

Council/Agency/Authority Members Walter Allen III, Peggy A. Delach, John C. King, Mayor Pro Tem/Vice Chair Jorge A. Marquez, and Mayor/Chair Kevin Stapleton

PLEDGE OF ALLEGIANCE

Led by Councilmember Allen

INVOCATION

Given by Covina Police Chaplain Truax

PRESENTATIONS

Introduction of New Employees

Report: [New Employees](#)

National Night Out Proclamation

Parks and Recreation Month

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. Minutes of the June 21, 2016, Regular and July 12, 2016, Special Meetings of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

Report: [Minutes](#)

CC 2. Payment of City demands in the amount of \$3,521,966.66.

Report: [City Demands](#)

CC 3. Payment of Agency demands in the amount of \$78,505.32.

Report: [Agency Demands](#)

CC 4. One-Year Contract Extension with Keolis Transit America, Inc. (formerly Diversified Transportation, LLC) for Covina Transit Operations Services.

Report: [Keolis Transit America, Inc. Contract Extension](#)

CC 5. Proposed Fourth Amendment to Professional Services Agreement with Absolute Security International, Inc. for Security Services at the Covina Metrolink Station and Parking Complex.

Report: [Absolute Security International, Inc. Agreement Amendment](#)

CC 6. Establishment of 2016-2017 Article XIII B Appropriation Limit for the City of Covina.

Report: [Resolution No. 16-7502](#)

CC 7. Approval of exception to the Covina Home Rehabilitation Loan/Grant Program Policy to allow expenditure of additional funds for necessary work for a qualifying household.

Report: [Covina Home Rehabilitation Program Policy Exception](#)

CC 8. Proposed First Amendment to Professional Services Agreement with RKA Consulting Group for City Engineering Services.

Report: [RKA Consulting Group Agreement Amendment](#)

CC 9. Revised Third Amendment to Contract for Park Landscape Maintenance Services with Landcare USA, LLC.

Report: [Landcare USA, LLC Contract Amendment](#)

CC 10. Lease Agreement between the City and WLM-CCC, LLC for building space for Senior Citizen Programs coordinated by the Parks & Recreation Department.

Report: [WLM-CCC, LLC Lease Agreement](#)

CC 11. Set public hearing date of August 16, 2016, for the consideration of Tentative Tract Map (TPM) 73588, 26 industrial condominium units within 3 buildings totaling 99,272 square feet on 4.3 acres of land located generally at 777 Edna Place Avenue–APN: 8429-006-017 and 018.

Report: [Public Hearing Date for Tentative Tract Map 73588](#)

CC 12. First Amendment to Professional Services Agreement with Covina Irrigating Company for Water System and Water Quality Consulting Services.

Report: [Covina Irrigating Company Agreement Amendment](#)

PUBLIC HEARINGS

PH 1. Public Hearing – Adopt Resolution Confirming the Engineer’s Report Dated June 21, 2016 and Ordering the Levying of Assessments on the Covina Landscaping District No. 1 for Fiscal Year 2016-17.

Report: [Resolution No. 16-7498](#)

Staff Recommendation:

1. Conduct the public hearing and consider all testimony that may be forthcoming; and
2. Adopt **Resolution No. 16-7498** confirming the Engineer’s Report dated June 21, 2016 and ordering the levying of assessments on the Covina Landscaping District No. 1 for fiscal year 2016-17.

PH 2. Public Hearing – Adopt Resolution Confirming the Engineer’s Report Dated June 21, 2016, and Ordering the Levying of Assessment on the Covina Lighting District No. 1978-1979 for Fiscal Year 2016-17.

Report: [Resolution No. 16-7499](#)

Staff Recommendation:

1. Conduct the public hearing and consider all testimony that may be forthcoming; and
2. Adopt Resolution No. 16-7499 confirming the Engineer’s Report dated June 21, 2016 and ordering the levying of assessments on the Covina Lighting District No. 1978-1979 for fiscal year 2016-17.

PH 3. Public Hearing – Adopt Resolutions Approving the Engineer’s Report for Levying Assessment on the Vehicle Parking District No. 1 for Fiscal Year 2016-17 and Confirming the Engineer’s Report Dated June 21, 2016 and Ordering the Levying and Collection of Assessments for Vehicle Parking District No. 1 for Fiscal Year 2016-17.

Report: [Resolution Nos. 16-7500 & 16-7501](#)

Staff Recommendation:

1. Conduct the public hearing and consider all testimony that may be forthcoming;
2. Adopt **Resolution No. 16-7500** confirming the Engineer's Report for levying assessment on the Vehicle Parking District No. 1 for fiscal year 2016-17; and
3. Adopt **Resolution No. 16-7501** confirming the Engineer's Report dated June 21, 2016 and ordering the levying and collection of assessments for Vehicle Parking district No. 1 for Fiscal Year 2016-17.

PH 4. Adoption of FY 2016-17 Budget and Capital Improvement Program.

Report: [2016-17 Budget and Capital Improvement Program](#)

Staff Recommendation:

1. Conduct the public hearing and consider all testimony that may be forthcoming;
2. Adopt **Resolution No. 16-7503** approving the City of Covina budget for July 1, 2016 through June 30, 2017; and
3. Adopt **Resolution No. 16-037** approving the operating budget for the City of Covina Successor Agency; and
4. Adopt **Resolution No. 16-7504** approving the Fiscal Year 2017-2021 Capital Improvement Program and the Fiscal Year 2017 Capital Improvement Program Budget.

PH 5. Resolution No. 16-7497 Town Center Specific Plan Amendment (TCSPA) No. 16-001, a request to amend the Permitted Uses and Conditionally-Permitted Uses allowed within the Town Center Specific Plan.

Report: [Resolution No. 16-7497](#)

Staff Recommendation:

Adopt City Council **Resolution No. 16-7497** approving modifications to Permitted Uses and Conditionally Permitted Uses within the Covina Town Center Specific Plan Focused Activity Areas 4 and 5 (TCSP-4 and TCSP-5).

PH. 6 Ordinance No. 16-2058 - Zone Change (ZCH) 16-001, a City Council-initiated request to change the zoning classification for the property located at 731 North Grand Avenue (APN 8429-006-006) on the northwest corner of Grand Avenue and Edna Place from C-2 "Neighborhood Shopping Center" to C-4 "Highway Commercial."

Report: [Ordinance No. 16-2058](#)

Staff Recommendation:

Waive full reading, read by title only, and introduce for first reading **Ordinance No. 16-2058** entitled, "AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, APPROVING ZONE CHANGE (ZCH) 16-001, TO CHANGE THE ZONING CLASSIFICATION OF REAL PROPERTY LOCATED AT 731 NORTH GRAND AVENUE (APN: 8429-006-006) ON THE NORTHWEST CORNER OF GRAND AVENUE AND EDNA PLACE FROM C-2 'NEIGHBORHOOD SHOPPING CENTER' TO C-4 'HIGHWAY COMMERCIAL,' AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA."

PH 7. Ordinance No. 16-2057 - Zoning Code Amendment (ZCA) 16-002, a request to amend Section 17.54.030(S)(T)(U) of Chapter 17.04 to Title 17 (Zoning Ordinance) of the Covina Municipal Code to eliminate the distance requirement of 1,000 feet for on-site wine tasting in conjunction with a winery and on-site beer tasting in conjunction with a small brewery, which affects properties Citywide.

Report: [Ordinance No. 16-2057](#)

Staff Recommendation:

Waive full reading, read by title only, and introduce for first reading **Ordinance No. 16-2057** entitled, “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING SUBSECTIONS S. AND T. OF SECTION 17.54.030 (USES PERMITTED SUBJECT TO CONDITIONAL USE PERMIT) OF CHAPTER 17.54 (LIGHT MANUFACTURING ZONE) OF TITLE 17 (ZONING) OF THE COVINA MUNICIPAL CODE TO ELIMINATE THE ONE THOUSAND FOOT DISTANCE REQUIREMENT BETWEEN ON-SITE BEER AND WINE TASTING IN CONJUNCTION WITH CRAFT MICRO-BREWERIES AND ARTISAN WINE-MAKING IN THE M-1 ZONE.”

CONTINUED BUSINESS – NONE

NEW BUSINESS

NB 1. Submittal of Water Supply Reliability Certification and Data Submission Form – Affirm Water Conservation Standard of 20%, as submitted by Interim City Manager to State Water Resources Control Board.

Report: [Water Supply Reliability Certification](#)

Staff Recommendation:

Affirm the Interim City Manager submission of a 20% water conservation standard to the State Water Resources Control Board.

NB 2. Designation of Voting Delegate and Alternates for the League of California Cities Annual Conference which includes the Annual Business Meeting - October 5 - 7, 2016.

Report: [Designation of Voting Delegate and Alternates](#)

Staff Recommendation:

1. Appoint one voting delegate to represent the City at the Annual Business Meeting of the League of California Cities General Assembly.
2. Appoint two alternate voting delegates to represent the City at the Annual Business Meeting of the League of California Cities General Assembly.
3. Direct the Chief Deputy City Clerk to submit the required “Voting Delegate Form” to the League’s Sacramento Office no later than Friday, September 23, 2016.

NB 3. Award contract to MIG, Inc., for providing planning, urban design, community outreach, environmental, economic analysis and engineering services for updating the Town Center Specific Plan.

Report: [MIG, Inc. Contract](#)

Staff Recommendation:

Award contract to MIG, Inc., for providing planning, urban design, community outreach, environmental, economic analysis and engineering services for updating the Town Center Specific Plan; and authorize the Interim City Manager to execute the Professional Services Agreement with MIG, Inc.

NB 4. Professional Services Agreement with Murray and Associates to conduct an executive search recruitment for the position of City Manager.

Report: [Murray and Associates Agreement](#)

Staff Recommendation:

That the City Council approve a Professional Services Agreement with Murray and Associates Executive Search firm.

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, August 16, 2016, at 5:00 p.m. for Study Session in the Covina Library Community Room at 234 N. Second Avenue, Covina, California, 91723; and at 6:30 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber, 125 East College Street, Covina, California, 91723.

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.

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.

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, in accordance with California Government Code Section 54954.2(a), the agenda for the Tuesday, July 19, 2016, meeting was posted on July 14, 2016, on the City's website and near the front entrances of: 1) Covina City Hall, 125 East College Street, Covina; and 2) the Covina Public Library, 234 N. Second Avenue, Covina.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 125 E. COLLEGE STREET, COVINA.

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CITY OF COVINA AGENDA REPORT

ITEM NO. P1

MEETING DATE: July 19, 2016

TITLE: Introduction of New Employees

PRESENTED BY: Don Penman, Interim City Manager
Danielle Tellez, Human Resources Director
Siobhan Foster, Public Works Director

RECOMMENDATION: Welcome new employees.

BACKGROUND:

Once per quarter, new full-time and key part-time employees are introduced to Council and the community with a brief biography presented by their respective department directors.

DISCUSSION:

For the second quarter of 2016, we welcome the following new employees:

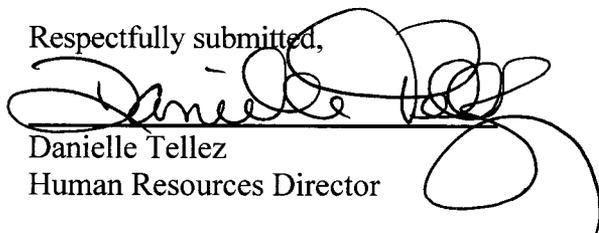
HUMAN RESOURCES:

- **Sylvia Perez, Senior Human Resources Analyst**
Date of Hire: May 9, 2016

PUBLIC WORKS DEPARTMENT:

- **Dorna Farhadi, Management Analyst**
Date of Hire: May 23, 2016
- **Sharon Gallant, Environmental Services Manager**
Date of Hire: May 31, 2016

Respectfully submitted,



Danielle Tellez
Human Resources Director

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ITEM NO. CC 1

MINUTES OF JUNE 21, 2016
REGULAR MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO
THE COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COUNCIL
CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA

CALL TO ORDER

Mayor Stapleton called the Council/Agency/Authority meeting to order at 6:30 p.m. with all Councilmembers present except Councilmembers Delach and King.

ROLL CALL

Councilmembers Present: Walter Allen III, Peggy A. Delach (arrived 6:34 p.m.), Mayor Pro Tem/Vice-Chair Jorge A. Marquez, and Mayor/Chair Kevin Stapleton.

Councilmembers Absent: John C. King.

Elected Members Present: City Treasurer Geoffrey Cobbett

Elected Members Absent: City Clerk Mary Lou Walczak.

Staff Members Present: Interim City Manager Donald Penman, Community Development Director Brian Lee, City Attorney Candice K. Lee, Interim Police Chief Kim Raney, Public Works Director Siobhan Foster, Parks and Recreation/Library Director Amy Hall-McGrade, Human Resources Director Danielle Tellez, Interim Finance Director Dennis Swink, Assistant to the City Manager Angel Carrillo, GIS Technician James Knox, and Chief Deputy City Clerk Sharon F. Clark.

CLOSED SESSION

A. G.C. § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director
Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME); Police Association of Covina (PAC); Police Management Group (PMG); and Police Supervisors of Covina (PSC)

B. G.C. § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director
Unrepresented Employees: Mid-Management, Supervisory and Professional, and Confidential and Technical Employees; and Executive Employees (excluding the City Manager)

C. G.C. § 54956.9(d)(4) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation: One Matter

RECONVENE AND CALL TO ORDER

Mayor Stapleton reconvened the meeting into open session at 7:30 p.m.

CLOSED SESSION REPORT

Mayor Stapleton announced that there was no reportable action taken and that direction was given to staff.

PLEDGE OF ALLEGIANCE

Mayor Stapleton led the Pledge of Allegiance.

INVOCATION

Police Chaplain Truax gave the invocation.

PRESENTATIONS

Northview High School Cheer Team Recognition

Mayor Stapleton recognized the Northview High School Cheer Team, Assistant Principal Aimee Smolik, Advisor Krystle Garcia-Gibbons, and Coach Briana Garcia-Gibbons for the Team's recent competition wins.

Community Service Day 2016 Recognition

Mayor Stapleton and Debbie Quon of Covina United Methodist Church presented certificates of appreciation to the following businesses and organizations who participated in Community Service Day 2016: Starbucks (College Street and Citrus Avenue location); Solo Motorsport; Covina Garden Center; Home Depot; AD Graphics, Munchkin Donuts, Covina; M Strategic Communication; Santa Maria Group; First Presbyterian Church of Covina, Reverend Andrea Messinger; Christ First Baptist Church, Covina, Pastor James Laing; and Covina United Methodist Church, Reverend Floyd McKeithen.

PUBLIC COMMENTS

Los Angeles County Battalion Chief Richard Stillwagon provided an update on the Fish and Reservoir Fires, and on a multi-agency drill held at Royal Oak Middle School on June 6, 7, and 8, 2016.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Councilmember Delach congratulated the Northview High School Cheer Team, wished everyone a happy and safe 4th of July, and commented that she is praying for residents and firefighters affected by the fires.

Councilmember Allen expressed Covina's appreciation to Los Angeles County Fire Department for the good work fighting the fires; and reported that the recent Wine Walk was a tremendous success, raised money for charities, drew visitors and residents to Covina's Downtown, and commended the effort by all involved.

Mayor Pro Tem Marquez expressed appreciation for the firefighters and thoughts and prayers for families in Orlando; reminded the community to donate blood; and commented on his recent visit to the H.H. Dorje Chang Museum's Hall of Fish and encouraged the community to attend this free event.

Mayor Stapleton announced:

- Recent events in Covina:
 - Ribbon-cutting for Adams & Barnes Century 21;
 - Southern California High School Youth Art Competition Award Ceremony;
 - Covina Assembly of God Car Show Award Presentation Ceremony;
- Parks and Recreation Department events:
 - Summer Evening Entertainment Series at Covina Park;
 - Starlight Concert Series on Mondays at 7:30 p.m.;
 - Kids Night Out on Tuesdays at 6:30 p.m.;
 - Covina Concert Band on Thursdays at 7:30 p.m.;
 - Pancake Breakfast and Patriotic Concert on July 4, 2016, from 8:30 to 10:30 a.m.;
 - Nature Camp on July 18-22, 2016, from 9:00 a.m. to 2:00 p.m.;
 - Sports Camp on July 11-15, 2016, from 9:00 a.m. to 2:00 p.m.;
- Covina Library events:
 - 2016 Summer Reading Program;
 - InnovationLA Extreme Soccer show on June 25, 2016, at 2:00 p.m.;
 - Lunch @ Your Library every Tuesday through Friday from 11:30 a.m. to 1:30 p.m. through August 12, 2016;
 - Fun Fit Fridays from July 1 – July 29, 2016, at 4:00 p.m.;
 - LEAMOS literacy program for non-literate Spanish-speaking adults; and
- Big Night Out Taste of Covina on June 23, 2016, at 6:00 p.m. at Heritage Plaza.

CITY MANAGER COMMENTS

Interim City Manager Penman requested that Consent Calendar Item CC 6 be pulled for separate discussion due to a change in the staff recommendation.

CONSENT CALENDAR

Councilmember Delach requested that items CC 5, 9, 10, 12, and 13 be pulled for separate discussion; Mayor Pro Tem Marquez indicated he also would like item CC 5 pulled; and Councilmember Allen requested that item CC 8 be pulled.

A motion was made by Councilmember Delach, seconded by Mayor Pro Tem Marquez to approve Consent Calendar items CC 1 – 4, 7, and 11 as presented.

Motion approved Consent Calendar items CC 1 – 4, 7 and 11 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

- CC 1. City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority approved Minutes of the June 7, 2016, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.
- CC 2. City Council approved payment of City demands in the amount of \$1,361,343.78.
- CC 3. Successor Agency to the Covina Redevelopment Agency approved payment of Agency demands in the amount of \$45,156.02.
- CC 4. City Council/Successor Agency to the Covina Redevelopment Agency/Housing Authority authorized the City Manager/Executive Director or his designee to execute the agreement for services to be provided at the McGill Street House, Covina, FY 2016-2017 for the Transitional House operation, supportive and administrative services with Catholic Charities of Los Angeles, Inc. (CCLA); approved authority to make any necessary changes to align the CCLA FY 16-17 contract with the FY 16-17 Los Angeles Homeless Services Authority (LAHSA) agreement; and approved disbursements to CCLA for services under the Continuum of Care (CoC) grant in the interim period of operation in FY 16-17 before the LAHSA grant agreement is executed.
- CC 7. City Council authorized the Interim City Manager to execute the Third Amendment to the contract for Park Landscape Maintenance Services with Trugreen Landcare.
- CC 11. City Council adopted **Resolution No. 16-7494** declaring the City's intention to levy and collect assessments on Vehicle Parking District No. 1 for Fiscal Year 2016-17 and appointing a time and place for hearing protests in relation thereto; and received and filed the Engineer's report.

CONSENT CALENDAR ITEMS PULLED FOR SEPARATE DISCUSSION

- CC 6. One-Year Contract Extension with Keolis Transit America, Inc. (formerly Diversified Transportation, LLC) for Covina Transit Operations Services.

The staff report was presented by Public Works Director Foster who clarified that this item is for Dial-a-Ride services, explained that the administrative costs of this item will be shared jointly between several cities, one of which has deferred the item to a later meeting for consideration and therefore, requested that the item be approved with the following revised staff recommendations:

1. Authorize the Interim City Manager to execute the Third Amendment to Professional Services Agreement with Keolis Transit Services, LLC. for Covina Transit Operations Services to extend the existing service contract for a period of one month, from July 7, 2016 to August 7, 2016 at a rate of \$48.90 per Revenue Service Hour; and
2. Approve 605 Revenue Service Hours for Covina Transit in fiscal year 2016-17 between July 7, 2016 and August 7, 2016.

A motion was made by Councilmember Allen, seconded by Mayor Pro Tem Marquez, to approve the item per the revised recommendations.

Motion approved Consent Calendar item CC 6 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

CC 5. Authorization to execute Professional Services Agreement with Covina Irrigating Company for Water System and Water Quality Consulting Services.

In response to a question from Mayor Pro Tem Marquez as to whether the City can have staff adequately trained within a six-month period before the contract expires, Public Works Director Foster explained that this contract will help the City transition through several employee retirements and expressed confidence that the six-month timeframe is adequate.

Council discussion included Council's desire to have in-house staff with adequate certifications rather than contractors; the need to have contract staff with required certifications available immediately while staff is being trained; the benefit of having a contractor who is very familiar with the City's water system; concern with approving this contract before a budget is adopted; Council's desire to pursue an hourly rate for service rather than a flat-rate contract; how many positions would be funded at which certification levels; and current City staffing and certification levels and recruitment status.

Interim City Manager Penman commented that the water fund is stable, and that due to the limited Council meeting schedule for the next three months, the City needs people with appropriate certifications ready to fill in.

Mayor Stapleton expressed his desire to delay action on this item for 30 days to see where the recruitment process is by then, rather than sign a contract now.

A motion was made by Councilmember Delach to research Option 2 of the staff recommendation, to pursue an as-needed basis for contracting out. The motion did not receive a second.

Covina Irrigating Company Board Member Geoff Cobbett explained that Covina Irrigating Company will not work on an hourly rate and would need authority over the water system in order to be responsible for it.

Following additional discussion, a motion was made by Mayor Pro Tem Marquez, seconded by Councilmember Delach, to authorize the Interim City Manager to execute a Professional Services Agreement with Covina Irrigating Company for Water System and Water Quality Consulting Services.

Motion approved Consent Calendar item CC 5 as follows:

AYES: ALLEN, DELACH, MARQUEZ
NOES: STAPLETON
ABSTAIN: NONE
ABSENT: KING

CC 8. Execute work order with ThyssenKrupp Elevator to perform standby fire life safety testing.

In response to an inquiry from Councilmember Allen as to what deficiencies had been identified, Public Works Director Foster explained that all deficiencies identified can be addressed within the existing contract except fire life safety testing, which is what this work order is for.

A motion was made by Councilmember Allen, seconded by Councilmember Delach to authorize the Interim City Manager to execute a work order with ThyssenKrupp Elevator to perform standby fire life safety testing on the City-owned elevator at the Downtown Parking Structure located at 124 E. College Street.

Motion approved Consent Calendar item CC 8 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

CC 9. Adopt resolutions ordering the Engineer's Report, approving the Engineer's Report, and declaring the intent to levy and collect assessments on Covina's Landscaping District No. 1 for Fiscal Year 2016-17 and set public hearing for protests in relation thereto.

CC 10. Adopt resolutions ordering the Engineer's Report, approving the Engineer's Report, and declaring the intent to levy and collect assessments for Covina's Lighting District No. 1978-79 for Fiscal Year 2016-17 and set public hearing for protests in relation thereto.

Councilmember Delach stated that these assessments districts have been renewed for many years at a big loss to the general fund and challenged staff to find a better answer by next year.

Councilmember Allen concurred and stated that a proposed increase in assessments lost badly the last time it went on a ballot.

Public Works Director Foster explained that the City will be re-bidding the contract for the landscaping district and will be creative in finding ways to save money; and that the City completed an upgrade of its streetlights to LEDs last summer, will now focus on the Edison-owned streetlights which make up the majority of the district, and is pursuing options to help bring those costs under control.

A motion was made by Councilmember Delach, seconded by Councilmember Allen to approve Consent Calendar items CC 9 and 10 as presented.

Motion approved Consent Calendar items CC 9 and 10 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

City Council adopted **Resolution No. 16-7492** ordering the City's Licensed Engineer to prepare and file a report levying assessments within the Covina Landscaping District No. 1 for Fiscal Year 2016-17, and **Resolution No. 16-7493** approving the City Engineer's report and declaring its intention to levy and collect assessments on the Covina Landscaping District No. 1 for Fiscal Year 2016-17 and appointing a time and place for hearing protests in relation thereto.

City Council adopted **Resolution No. 16-7495** ordering the City's Licensed Engineer to prepare and file a report levying assessments within the Covina Lighting District No. 1978-79 for Fiscal Year 2016-17, and **Resolution No. 16-7496** approving the City Engineer's report and declaring its intention to levy and collect assessments on the Covina Lighting District No. 1978-79 for Fiscal Year 2016-17 and appointing a time and place for hearing protests in relation thereto.

CC 12. Extend Professional Services Agreement with Interwest Consulting Group for planning services and transit and transportation services and increase the contract amount not to exceed \$137,680.00 for Fiscal Year 16-17.

CC 13. Third Amendment to Contract with Computer Service Company for Traffic Signal Maintenance.

Councilmember Delach commented that she would rather see the City hiring our own staff than giving more and more duties to contract staff. Interim City Manager Penman responded that contracts are shorter-term than formerly in order to consider changes during the budget process, after which staff can prioritize which positions to bring back in-house.

Mayor Stapleton concurred with comments by Councilmember Delach; and requested that the timing of lights at the intersections of Barranca Avenue and Badillo Street, and Rowland Street and Citrus Avenue be revisited as it needs to be adjusted to current traffic patterns.

A motion was made by Councilmember Delach, seconded by Mayor Pro Tem Marquez to approve Consent Calendar items CC 12 and 13 as presented.

Motion approved Consent Calendar items CC 12 and 13 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON

NOES: NONE

ABSTAIN: NONE

ABSENT: KING

City Council authorized the Interim City Manager to execute the Fifth Amendment to Professional Services Agreement with Interwest Consulting Group for the extension of the contract agreement to provide planning services and transit and transportation services and increase the contract amount not to exceed \$137,680.00 for Fiscal Year 16-17.

City Council authorized the Interim City Manager to execute the Third Amendment to the contract with Computer Service Company for Traffic Signal Maintenance.

PUBLIC HEARING

PH 1. Submission of City’s application for the 2016 Edward Byrne Memorial Justice Assistance Grant (JAG).

Mayor Stapleton opened the public hearing.

The staff report was presented by Interim Police Chief Raney.

There was no public comment; therefore, Mayor Stapleton closed the public hearing.

A motion was made by Councilmember Delach, seconded by Councilmember Allen, to receive and file the proposed application for the 2016 Edward Byrne Memorial Justice Assistance Grant (JAG).

Motion approved Public Hearing item PH 1 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

CONTINUED BUSINESS – None.

NEW BUSINESS

NB 1. Consideration of request from the County of Los Angeles for cities within Los Angeles County to support a Los Angeles County income tax to fund the Los Angeles County Homeless Initiative.

The item was introduced by Interim City Manager Penman and the staff report was presented by Community Development Director Lee. There was no public comment.

A motion was made by Councilmember Allen to receive and file the request.

Councilmember Delach stated that she is opposed to the request due to a lack of specific information on how the County plans to distribute or use revenue from the proposed tax.

Mayor Stapleton commented that the City is active on the issue of homelessness in other ways and he doesn’t think this request is the right fit.

Councilmember Allen stated that one of the major problems is that many of the homeless are mentally ill and don’t want to be housed, that the issue is more complex than people realize.

The motion to receive and file made by Councilmember Allen was seconded by Mayor Pro Tem Marquez.

Motion approved New Business item NB 1 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

NB 2. Update on the proposed Los Angeles County Department of Mental Health – Mental Health Clinic to be located at 1359 North Grand Avenue.

The staff report was presented by Community Development Director Lee.

Los Angeles County Department of Mental Health Administrative Deputy Margo Morales and Mental Health Clinical Program Manager III for Service Area 4 Alfredo Larios provided details on the type of treatment planned for the facility, demographics for those in need of treatment, and treatment centers to be located in surrounding communities; and summarized that the County wants to be a good partner to the City and it is not the County's intention to overwhelm the community.

Councilmember Allen stated he is a supporter of this type of program, is concerned about making sure there are no dump-offs in the community of people who should not be released, and is hopeful that it will bring benefits to the community.

Councilmember Delach commented that while it is important to have services, it is against Covina's code to go into a technology center, and she would like to put it somewhere else in the City.

In response to a comment from Mayor Stapleton that other communities should share in providing locations, Program Manager Larios explained that there are currently about 20 contracted mental health services locations throughout the San Gabriel Valley.

Council discussion included concern that the type of clients to be served in Covina not include parolees; that the intent is to serve clients in the area, not to bring people in for services; the kind of security to be provided; and the number of employees who will work in the clinic.

Interim Police Chief Raney commented that over the last 12 months, the Covina Police Department has handled over 300 incidents involving mental health issues; the location is not ideal for this type of program; and the issue is proportionality – Covina is already doing its fair share, and moving forward, there will be some impacts.

A motion was made by Councilmember Delach, seconded by Councilmember Allen, to receive and file the report.

Motion approved New Business item NB 2 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

NB 3. Continuing appropriations for Fiscal Year 2016-2017.

The item was introduced by Interim City Manager Penman and the staff report was presented by Interim Finance Director Swink. There was no public comment.

In response to a question from Councilmember Delach as to the estimated time for the budget to be completed, Interim City Manager Penman explained that a study session is scheduled for July

12, 2016, at which a preliminary budget will be presented for Council's direction and any changes desired; that staff will attempt to bring the final budget to Council for approval at the July 19, 2016, meeting, or the August meeting if needed; a new Finance Director has been hired who will start on July 18, 2016, and the hope is to have the budget as far along as possible to facilitate the transition; and the budget presentation style is being adjusted so that it is easier to follow.

Mayor Stapleton commented that it is more important to get the budget done right than done quickly and that he agrees with the resolution continuing appropriations; asked for information on how the City got to its current financial situation and how it can be corrected; and stated he does not want Covina to become a contract city.

Councilmember Allen and Mayor Pro Tem Marquez concurred.

A motion was made by Councilmember Delach, seconded by Councilmember Allen, to adopt **Resolution No. 16-7491** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AUTHORIZING THE CITY OF COVINA'S FISCAL YEAR 2015-2016 BUDGET APPROPRIATIONS TO REMAIN IN EFFECT PENDING THE APPROVAL OF THE FISCAL YEAR 2016-2017 BUDGET, THEREBY CONTINUING THE FISCAL YEAR 2015-2016 BUDGET INTO FISCAL YEAR 2016-2017 AND AUTHORIZING THE CONTINUATION OF NECESSARY AND ESSENTIAL EXPENDITURES."

Motion approved New Business item NB 3 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

NB 4. City Council Meeting Days and Times Discussion.

The staff report was presented by Interim City Manager Penman. City Attorney Lee explained that the main issue is not having consistency between the Municipal Code and practice, and suggested alternatives to remedy the situation. There was no public comment.

Mayor Stapleton commented that he believes there will be a need for 6:30 p.m. meetings for closed session going forward, and that the meeting start time should remain at 6:30 p.m.

Councilmember Delach agreed that 6:30 p.m. is a good time for closed session and commented that changing open session to 6:30 p.m. would impede the ability of the public to attend.

A motion was made by Councilmember Allen, seconded by Councilmember Delach to have staff draft a resolution clarifying that closed session will start at 6:30 p.m. at regularly-scheduled Council meetings.

City Attorney Lee received clarification from Council that Council's direction is to have staff draft an ordinance to revoke the current ordinance regarding the regularly-scheduled Council meeting start time, and present a resolution designating 6:30 p.m. for closed session and 7:30 p.m. for open session start times for regularly-scheduled City Council meetings.

Motion approved New Business item NB 4 as follows:

AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

ADJOURNMENT

At 9:09 p.m., the meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority was adjourned to its special meeting of the Council/Agency/Authority scheduled for Tuesday, July 12, 2016, at 5:00 p.m. in the Covina Library Community Room at 234 N. Second Avenue, Covina, California, 91723, followed by closed session in the City Hall Administration Conference Room located at 125 E. College Street, Covina, CA 91723.

Respectfully submitted:

Sharon F. Clark, CMC
Chief Deputy City Clerk

Approved this 19th day of July, 2016:

Kevin Stapleton, Mayor/Chair



**MINUTES OF THE JULY 12, 2016
SPECIAL MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO
THE COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COMMUNITY
ROOM OF COVINA PUBLIC LIBRARY, 234 NORTH SECOND AVENUE, COVINA,
CALIFORNIA**

CALL TO ORDER

Mayor Stapleton called the Council/Agency/Authority meeting to order at 5:04 p.m. with all Councilmembers present except Councilmembers Allen and Delach.

ROLL CALL

Councilmembers Present: Walter Allen III (arrived 5:32 p.m.), John C. King, Mayor Pro Tem/Vice-Chair Jorge A. Marquez, and Mayor/Chair Kevin Stapleton.

Councilmembers Absent: Peggy A. Delach.

Elected Members Present: City Treasurer Geoffrey Cobbett and City Clerk Mary Lou Walczak.

Staff Members Present: Interim City Manager Don Penman, Interim Police Chief Kim Raney, Community Development Director Brian Lee, Public Works Director Siobhan Foster, Parks and Recreation/Library Director Amy Hall-McGrade, Human Resources Director Danielle Tellez, Interim Finance Director Dennis Swink, Acting Assistant Fire Chief Jim Enriquez, and Chief Deputy City Clerk Sharon Clark.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember King.

PUBLIC COMMENTS – None.

COUNCIL/AGENCY/AUTHORITY COMMENTS – None.

CITY MANAGER COMMENTS – None.

NEW BUSINESS

NB 1. 2016-17 Budget and Capital Improvement Program (C.I.P.) Workshop.

The item was introduced by Interim City Manager Penman.

Interim Finance Director Swink provided a summary of revenues and expenditures including figures at mid-year, projected year-end, and for the 2016-2017 budget; explained general and special funds and that projections include a number of one-time revenues and expenses; and introduced incoming Finance Director Anita Agramonte.

The following department directors provided a summary of the responsibilities of and proposed budget for each respective department and answered Council questions regarding staffing; revenue sources; current, planned and needed projects; and details of expenses anticipated: Los Angeles County Acting Assistant Fire Chief Enriquez, Interim City Manager Penman, Chief Deputy City Clerk/Records Management Director Clark, Interim Finance Director Swink, Human Resources Director Tellez, Interim Police Chief Raney, Parks and Recreation/Library Director Hall-McGrade, Community Development Director Lee, and Public Works Director Foster.

GIS Technician Knox asked to speak and indicated that he is the last of in-house Information Technology (IT) staff and feels IT services would be improved by bringing back in-house staff rather than having contract staff.

Speaker Luis Schmidt acknowledged an employee who just retired after 28 years with Covina, urged a return to city staff as opposed to contract staff, and encouraged Council to look at revenue options.

Interim City Manager Penman pointed out the supplemental budget information which had been provided to Council regarding items not included in the 2016-17 Proposed Budget and provided specific suggestions for reducing costs for legislative advocacy, the *Covina Today* publication, the fire services contract and city hall reception staffing.

Mayor Stapleton expressed a desire to have more time to consider the proposed budget and requested more detailed information regarding budget deficits, including the impact of employee lay-offs in 2015.

Councilmember King stated there is a need to move forward with the budget now.

Councilmember Allen complimented Interim City Manager Penman and the department directors for stepping up to tackle the budget challenges.

Interim City Manager Penman commented that staff will provide an analysis of why savings expected are not being seen and present a report at the July 19, 2016, Council meeting which will include the option to adopt the budget or continue discussion to a later date.

CLOSED SESSION

Mayor Stapleton recessed the Council to closed session at 7:53 p.m.

A. G.C. § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director
Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME); Police Association of Covina (PAC); Police Management Group (PMG); and Police Supervisors of Covina (PSC)

B. G.C. § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director
Unrepresented Employees: Mid-Management, Supervisory and Professional, and Confidential and Technical Employees; and Executive Employees (excluding the City Manager)

ADJOURNMENT

At 8:44 p.m., the meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority was adjourned to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, July 19, 2016, at 5:00 p.m. for study session in the Covina Library Community Room at 234 N. Second Avenue, Covina, California, 91723; and at 6:30 p.m. for closed session and at 7:30 p.m. for open session in the Council Chamber, 125 East College Street, Covina, California, 91723.

Respectfully Submitted:

Sharon F. Clark, CMC
Chief Deputy City Clerk

Approved this 19th day of July, 2016:

Kevin Stapleton, Mayor/Chair



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 2

MEETING DATE: July 19, 2016

TITLE: Payment of Demands

PRESENTED BY: Dennis Swink, Interim Finance Director

RECOMMENDATION: Approve Payment of Demands in the amount of \$3,521,966.66

BACKGROUND:

Attached is a list of warrants and demands which are being presented for approval and are summarized as follows:

<u>DATE OF DEMANDS</u>		<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS			
June 3 - June 30, 2016	Wires/EFTs	5121-5126	\$ 165,556.03
	Checks	80283-80707	\$ 2,149,804.65
<u>PAYROLL</u>			
6/16/16			\$ 580,281.34
6/30/16			\$ 570,411.77
<u>VOIDS</u>			
		79624	\$ (33.50)
		79499	\$ (25.28)
		80052	\$ (9.53)
<u>WORKERS COMPENSATION</u>			
6/3/16			\$ 3,232.80
6/6/16			\$ 2,562.21
6/7/16			\$ 1,230.34
6/8/16			\$ 8,065.52
6/9/16			\$ 86.03
6/10/16			\$ 995.28
6/13/16			\$ 1,317.39
6/15/16			\$ 19,141.59
6/14/16			\$ 31.07
6/15/16			\$ 3,041.92
6/16/16			\$ 423.42
6/17/16			\$ 1,126.32
6/20/16			\$ 1,405.92
6/21/16			\$ 5,065.85
6/22/16			\$ 5,053.52
6/23/16			\$ 33.00
6/27/16			\$ 2,204.82
6/28/16			\$ 720.34

6/29/16	\$	1,901.20
6/30/16	\$	491.92
void ck #1992	\$	(2,149.28)

GRAND TOTAL: \$ 3,521,966.66

DISCUSSION:

FISCAL IMPACT:

Sufficient funding is available and the related costs are included in the Fiscal Year 15/16 Adopted Budget.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Respectfully submitted,



Dennis Swink
Interim Finance Director

ATTACHMENTS:

Attachment A: Check Register

CITY OF COVINA
Check Register
June 3 - June 30, 2016

Check #	Check Date	Vendor	Name	Amount
5121	6/20/16	4160	ICMA	100.00
5122	6/20/16	1405	ICMA RETIREMENT	4,713.47
5123	6/20/16	4003	MidAmerica	2,207.86
5124	6/20/16	2033	NATIONWIDE RETI	6,050.00
5125	6/20/16	4223	ZUMWALT, KRISTI	886.00
5126	6/27/16	771	COVINA IRRIGATI	151,598.70
			subtotal EFT/wires	\$165,556.03
80283	6/9/16	4195	789	1,000.00
80284	6/9/16	11	A & B ELECTRIC	107.00
80285	6/9/16	26	ABSOLUTE SECURI	7,458.48
80286	6/9/16	32	ACE-1 AUTO SERV	391.84
80287	6/9/16	4374	ADMINSURE	11,200.00
80288	6/9/16	69	AFSCME	40.00
80289	6/9/16	4099	AHA CONSULTING	1,250.00
80290	6/9/16	84	AIRGAS-WEST	602.14
80291	6/9/16	113	ALL CITY MANAGE	6,119.10
80292	6/9/16	158	AMERICAN TRAFFI	32,370.00
80293	6/9/16	219	AT&T	18.95
80294	6/9/16	254	AZUSA LIGHT & W	145.56
80295	6/9/16	269	BAKER AND TAYLO	291.85
80296	6/9/16	376	BOND LOGISTIX	2,991.78
80297	6/9/16	4279	BOSS JANITORIAL	3,786.00
80298	6/9/16	4307	BROADSPEC INC	30,000.00
80299	6/9/16	487	CaIPERS	27,340.00
80300	6/9/16	547	CASA MORENO RES	1,262.13
80301	6/9/16	649	CINTAS CORP #69	336.47
80302	6/9/16	710	COMMUNICATIONS	697.26
80303	6/9/16	736	COON, MARK	400.00
80304	6/9/16	737	COOPERATIVE PER	992.25
80305	6/9/16	753	COUNTY OF SAN B	270.00
80306	6/9/16	878	DELTA DENTAL OF	195.78
80307	6/9/16	962	EAST DISTRICT S	207.00
80308	6/9/16	962	EAST DISTRICT S	8,887.50
80309	6/9/16	970	EDISON CO	1,881.25
80310	6/9/16	3911	FACTORY MOTOR P	30.90
80311	6/9/16	1055	FEDEX	674.45
80312	6/9/16	1075	FLEET SERVICES	12.94
80313	6/9/16	1089	FOOTHILL PRESBY	3,106.80
80314	6/9/16	4455	FRONTIER CALIFO	1,778.39
80315	6/9/16	1197	GLOBAL WATER MA	55,822.54
80316	6/9/16	1198	GLOBALSTAR LLC	53.32
80317	6/9/16	4338	GOKOO, ROBERT	2,813.05
80318	6/9/16	3825	GOLDEN EMPIRE C	8,350.00
80319	6/9/16	1235	GRAINGER	196.33

CITY OF COVINA
Check Register
June 3 - June 30, 2016

80320	6/9/16	1241	GRAND PRINTING	1,815.78
80321	6/9/16	4463	HARTZOG & CRABI	3,480.00
80322	6/9/16	1352	HINDERLITER DEL	2,336.39
80323	6/9/16	1363	HOLLYWOOD BOWL	45.00
80324	6/9/16	3988	HYDRO CONNECTIO	14.39
80325	6/9/16	1441	INTERSTATE BATT	876.03
80326	6/9/16	1484	JEFFERSON SIGN	396.00
80327	6/9/16	1571	KING BOLT CO	72.53
80328	6/9/16	1578	KLYMKIW, MARIE	1,343.00
80329	6/9/16	1609	LA CNTY COUNTY	323.57
80330	6/9/16	1610	LA CNTY DEPT OF	26.00
80331	6/9/16	1614	LA CNTY FIRE DE	744,468.11
80332	6/9/16	1707	LIEBERT CASSIDY	3,300.00
80333	6/9/16	4344	LILLEY PLANNING	3,120.00
80334	6/9/16	4035	MATTOS DISCOUNT	485.00
80335	6/9/16	1833	MAXIMUS INC	1,900.00
80336	6/9/16	1895	MERRIMAC ENERGY	18,601.83
80337	6/9/16	1933	MISSION LINEN S	205.18
80338	6/9/16	1993	MPLC	575.00
80339	6/9/16	4462	NARTEC INC	784.52
80340	6/9/16	2091	O REILLY AUTO P	127.91
80341	6/9/16	4288	OC ROPES	600.00
80342	6/9/16	2104	OFFICE DEPOT	222.34
80343	6/9/16	2104	OFFICE DEPOT	156.87
80344	6/9/16	99999	AMANDA SANCHEZ	30.24
80345	6/9/16	99999	HONEST FILMS	356.23
80346	6/9/16	99999	JEANNE CURTIS	26.10
80347	6/9/16	99999	PHUONG TRUONG	63.74
80348	6/9/16	99999	PING HONG TAN	5.08
80349	6/9/16	2238	PEST OPTIONS IN	360.00
80350	6/9/16	2277	POLLARDWATER DO	362.63
80351	6/9/16	2306	PRO LITERACY AM	169.00
80352	6/9/16	4461	RODDY GREGORY	200.00
80353	6/9/16	4445	SHELLER ARSI, S	100.00
80354	6/9/16	2676	SMART AND FINAL	423.13
80355	6/9/16	2737	STAPLES INC	1,592.70
80356	6/9/16	3950	STERICYCLE, INC	295.11
80357	6/9/16	2855	TIME WARNER CAB	565.83
80358	6/9/16	2929	ULINE	157.68
80359	6/9/16	2935	UNDERGROUND SER	88.50
80360	6/9/16	3001	VERIZON WIRELES	889.22
80361	6/9/16	3014	VISION SERVICE	73.31
80362	6/9/16	3043	WARREN DISTRIBU	442.43
80363	6/9/16	3134	XEROX CORPORATI	95.01
80364	6/9/16	3137	Y TIRE SALES	163.17

CITY OF COVINA
Check Register
June 3 - June 30, 2016

80365	6/16/16	3	12 MILES OUT.CO	1,200.00
80366	6/16/16	23	ABORTA BUG INC	155.00
80367	6/16/16	32	ACE-1 AUTO SERV	271.09
80368	6/16/16	44	ADAMSON INDUSTR	327.00
80369	6/16/16	4374	ADMINSURE	5,600.00
80370	6/16/16	4236	ADT SECURITY S	658.20
80371	6/16/16	85	AJAX SIGN GRAPH	408.75
80372	6/16/16	4413	ALAMEDA PARK ST	15,600.00
80373	6/16/16	116	ALL STAR GLASS	235.00
80374	6/16/16	121	ALLDATA LLC	1,635.00
80375	6/16/16	3789	AMAZON LLC	603.36
80376	6/16/16	219	AT&T	733.79
80377	6/16/16	219	AT&T	17.30
80378	6/16/16	219	AT&T	17.30
80379	6/16/16	219	AT&T	18.87
80380	6/16/16	219	AT&T	18.95
80381	6/16/16	219	AT&T	18.95
80382	6/16/16	219	AT&T	19.25
80383	6/16/16	219	AT&T	2,198.00
80384	6/16/16	220	AT&T LONG DISTA	33.39
80385	6/16/16	3966	AUNTIE ROXIE'S	375.00
80386	6/16/16	255	AZUSA PLUMBING	93.74
80387	6/16/16	269	BAKER AND TAYLO	4,219.60
80388	6/16/16	283	BANK OF THE WES	10,921.77
80389	6/16/16	430	BUILDING ELECTR	75.00
80390	6/16/16	475	CALIBER POOL AN	1,683.68
80391	6/16/16	486	CALIFORNIA PROD	1,000.00
80392	6/16/16	487	CaIPERS	396.18
80393	6/16/16	600	CERTIFIED UNDER	134.13
80394	6/16/16	618	CHARTER OAK HAR	189.55
80395	6/16/16	649	CINTAS CORP #69	792.26
80396	6/16/16	653	CITRUS AUTO UPH	371.25
80397	6/16/16	654	CITRUS CAR WASH	279.65
80398	6/16/16	682	CLINICAL LAB OF	420.00
80399	6/16/16	710	COMMUNICATIONS	127.50
80400	6/16/16	736	COON, MARK	300.00
80401	6/16/16	766	COVINA DISPOSAL	12,211.35
80402	6/16/16	829	CURLEY, JOHN	360.75
80403	6/16/16	878	DELTA DENTAL OF	124.46
80404	6/16/16	880	DEMCO INC	71.13
80405	6/16/16	896	DH MAINTENANCE	5,812.94
80406	6/16/16	3164	DIVERSIFIED TRA	26,087.67
80407	6/16/16	970	EDISON CO	45,319.76
80408	6/16/16	4470	EUROTECH MOTORS	9,705.03
80409	6/16/16	1055	FEDEX	168.79

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80410	6/16/16	1089	FOOTHILL PRESBY	231.26
80411	6/16/16	4469	FOUNTAIN VALLEY	1,477.67
80412	6/16/16	3198	GALLEGOS, MICHA	800.00
80413	6/16/16	1162	GAUMER, TREVOR	256.30
80414	6/16/16	1190	GLENDORA DODGE	38.04
80415	6/16/16	1194	GLOBAL ENVIRONM	300.00
80416	6/16/16	1235	GRAINGER	347.95
80417	6/16/16	1276	HACH CO	255.73
80418	6/16/16	3934	HF & H CONSULTA	935.00
80419	6/16/16	1361	HOLLIDAY ROCK C	2,515.21
80420	6/16/16	1387	HUNTER, JOHN L.	1,068.50
80421	6/16/16	1427	INGLEWOOD, CITY	3,257.73
80422	6/16/16	1428	INGRAM DIST GRO	16.34
80423	6/16/16	1429	INLAND EMPIRE S	790.50
80424	6/16/16	1430	INLAND WATER WO	406.57
80425	6/16/16	4077	INTERWEST CONSU	4,420.00
80426	6/16/16	4465	J&J ENVIRONMENT	856.00
80427	6/16/16	1463	J.G. TUCKER AND	125.68
80428	6/16/16	3749	JCL BARRICADE C	280.00
80429	6/16/16	1547	KELLY PAPER CO	2,324.43
80430	6/16/16	1612	LA CNTY DEPT OF	9,196.21
80431	6/16/16	1615	LA CNTY MTA	320.00
80432	6/16/16	1637	LAKIN TIRE WEST	277.39
80433	6/16/16	1663	LAW ENFORCEMENT	235.00
80434	6/16/16	1691	LEVEL 3 COMMUNI	1,168.98
80435	6/16/16	1751	LOU'S GLASS HOU	2,194.95
80436	6/16/16	1754	LOWE'S COMPANIE	28.75
80437	6/16/16	1858	MCMASTER CARR S	67.26
80438	6/16/16	4459	MICHAEL MATSUMO	6,840.00
80439	6/16/16	1933	MISSION LINEN S	147.90
80440	6/16/16	4406	MORITA, DUANE A	3,335.00
80441	6/16/16	1998	MTSAC COLLEGE D	279.00
80442	6/16/16	2091	O REILLY AUTO P	62.95
80443	6/16/16	4362	O'NEIL VENTURES	1,500.00
80444	6/16/16	2104	OFFICE DEPOT	235.05
80445	6/16/16	99999	AMANDA BERMUDEZ	194.18
80446	6/16/16	99999	THERESA MUSSACK	101.00
80447	6/16/16	4464	PETER AZZAM	250.00
80448	6/16/16	2309	PROFESSIONAL AC	1,076.00
80449	6/16/16	2345	QUILL	52.29
80450	6/16/16	2415	REPUBLIC MASTER	352.68
80451	6/16/16	2434	RICE/ENGLANDER	12,000.00
80452	6/16/16	3796	RICHARD, WATSON	17,744.45
80453	6/16/16	4468	RIVERA, DAVID	1,270.00
80454	6/16/16	4350	RKA Consulting	983.75

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80455	6/16/16	2489	ROTO ROOTER SER	270.00
80456	6/16/16	2619	SGV EXAMINER	94.50
80457	6/16/16	2651	SIGN A RAMA COV	651.53
80458	6/16/16	2676	SMART AND FINAL	463.95
80459	6/16/16	2714	SOUTHERN CA GAS	575.00
80460	6/16/16	3950	STERICYCLE, INC	295.13
80461	6/16/16	4437	TELEPACIFIC COM	1,633.91
80462	6/16/16	2891	TRANSMISSION HO	344.45
80463	6/16/16	2903	TRI-XECUTEX COR	80.00
80464	6/16/16	2917	TUMBLEWEED PRES	599.00
80465	6/16/16	2926	TYLER TECHNOLOG	500.00
80466	6/16/16	2954	URBAN GRAFFITI	6,000.00
80467	6/16/16	2969	VALLEY TROPHY	780.71
80468	6/16/16	3001	VERIZON WIRELES	4,040.14
80469	6/16/16	3004	VICTORY EXTERMI	25.00
80470	6/16/16	3077	WEST LITE SUPPL	128.08
80471	6/16/16	3082	WESTERN WATER W	413.33
80472	6/16/16	3706	WESTRUX INTERNA	221.16
80473	6/16/16	3127	WORLD BOOK SCHO	244.43
80474	6/16/16	3134	XEROX CORPORATI	637.26
80475	6/16/16	3135	XO COMMUNICATIO	4,951.23
80476	6/16/16	3137	Y TIRE SALES	294.33
80477	6/20/16	68	AFLAC	4,043.87
80478	6/20/16	69	AFSCME	720.00
80479	6/20/16	487	CaIPERS	64,396.31
80480	6/20/16	3846	CLEA	502.25
80481	6/20/16	3846	CLEA	98.00
80482	6/20/16	775	COVINA POLICE A	2,750.00
80483	6/20/16	789	COVINA-FSA, CIT	1,101.56
80484	6/20/16	878	DELTA DENTAL OF	7,443.22
80485	6/20/16	1106	FRANCHISE TAX B	400.00
80486	6/20/16	1247	GREAT WEST LIFE	3,305.10
80487	6/20/16	3795	LEGAL SHIELD	231.14
80488	6/20/16	2234	PERS	135,808.36
80489	6/20/16	2235	PERS LONG TERM	136.55
80490	6/20/16	2946	UNITED WAY OF G	17.50
80491	6/20/16	3014	VISION SERVICE	780.21
80492	6/20/16	4255	VOYA FINANCIAL	4,207.57
80493	6/20/16	3045	WASHINGTON NATI	46.10
80494	6/23/16	4209	ADLERHORST INTE	158.34
80495	6/23/16	58	ADVANTAGE	10,424.11
80496	6/23/16	69	AFSCME	40.00
80497	6/23/16	113	ALL CITY MANAGE	10,378.94
80498	6/23/16	128	ALLIANT INSURAN	606.00
80499	6/23/16	158	AMERICAN TRAFFI	16,185.00

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80500	6/23/16	206	ASCAP	336.42
80501	6/23/16	255	AZUSA PLUMBING	37.95
80502	6/23/16	4279	BOSS JANITORIAL	2,892.10
80503	6/23/16	4471	BRUNJES, INC.	6,185.24
80504	6/23/16	437	BURRO CANYON EN	20.00
80505	6/23/16	487	CaIPERS	1,413.96
80506	6/23/16	536	CARQUEST AUTO P	76.02
80507	6/23/16	572	CATHOLIC CHARIT	8,966.00
80508	6/23/16	3736	CHRISTIAN BROTH	462.00
80509	6/23/16	649	CINTAS CORP #69	637.55
80510	6/23/16	692	CODE PUBLISHING	302.40
80511	6/23/16	700	COLLEY FORD	47.42
80512	6/23/16	736	COON, MARK	300.00
80513	6/23/16	4207	CORNERSTONE COM	8,000.00
80514	6/23/16	3958	COURTESY PLUMBI	2,196.00
80515	6/23/16	775	COVINA POLICE A	100.00
80516	6/23/16	783	COVINA WATER	881.37
80517	6/23/16	791	CPCA	290.00
80518	6/23/16	4431	CURT PRINGLE &	10,000.00
80519	6/23/16	849	DAPEER ROSENBLI	612.50
80520	6/23/16	878	DELTA DENTAL OF	122.02
80521	6/23/16	3701	DEPARTMENT OF J	640.00
80522	6/23/16	947	DUNN EDWARDS CO	33.96
80523	6/23/16	957	E.G. BRENNAN &	295.00
80524	6/23/16	970	EDISON CO	1,316.55
80525	6/23/16	4332	ERIC ARROYO	900.00
80526	6/23/16	3911	FACTORY MOTOR P	230.44
80527	6/23/16	4455	FRONTIER CALIFO	922.48
80528	6/23/16	4448	FS CONTRACTORS,	57,000.00
80529	6/23/16	3817	FUN EXPRESS, LL	129.54
80530	6/23/16	1156	GAS COMPANY, TH	713.21
80531	6/23/16	1194	GLOBAL ENVIRONM	555.00
80532	6/23/16	4338	GOKOO, ROBERT	2,190.00
80533	6/23/16	1204	GOLDEN STATE WA	57.01
80534	6/23/16	1235	GRAINGER	520.53
80535	6/23/16	1241	GRAND PRINTING	1,744.00
80536	6/23/16	1277	HAEBE, CYNTHIA	4,963.75
80537	6/23/16	1282	HALL-McGRADE, A	265.87
80538	6/23/16	4463	HARTZOG & CRABI	17,378.00
80539	6/23/16	1352	HINDERLITER DEL	5,250.00
80540	6/23/16	1361	HOLLIDAY ROCK C	247.44
80541	6/23/16	1364	HOME DEPOT	2,187.84
80542	6/23/16	4032	HYATT REGENCY V	673.17
80543	6/23/16	3988	HYDRO CONNECTIO	96.50
80544	6/23/16	3926	II SHEA ROOFING	16,521.00

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80545	6/23/16	1463	J.G. TUCKER AND	256.39
80546	6/23/16	3659	JMDIAZ	5,010.00
80547	6/23/16	4473	JOAN MABEE	500.00
80548	6/23/16	3751	KELLY ASSOCIATE	4,327.50
80549	6/23/16	1561	KEYSTONE UNIFOR	1,088.26
80550	6/23/16	1608	LA CNTY CDC/CDB	949.15
80551	6/23/16	1613	LA CNTY DISTRIC	141.25
80552	6/23/16	1619	LA CNTY SHERIFF	1,009.30
80553	6/23/16	4341	Landcare	8,772.49
80554	6/23/16	1707	LIEBERT CASSIDY	14,489.65
80555	6/23/16	1735	LOPEZ JR, FREDD	70.00
80556	6/23/16	1748	LOS ANGELES TIM	47.63
80557	6/23/16	1866	MEDIEVAL TIMES	991.00
80558	6/23/16	1908	MICHAEL J O'DAY	300.00
80559	6/23/16	1933	MISSION LINEN S	129.04
80560	6/23/16	2082	NORTHERN TOOL &	124.39
80561	6/23/16	2091	O REILLY AUTO P	62.01
80562	6/23/16	2104	OFFICE DEPOT	902.43
80563	6/23/16	99999	SUKANANT SANGLIMSUWAN	560.00
80564	6/23/16	99999	ANGEL CARRILLO	319.09
80565	6/23/16	99999	CLAUDIA QUINONES-GONZALES	140.00
80566	6/23/16	99999	DESIREE DELGADO	200.00
80567	6/23/16	99999	DOLORES FIGUEROA	40.00
80568	6/23/16	99999	EDGAR RUSSELL	50.00
80569	6/23/16	99999	GLORIA GANDARA	50.00
80570	6/23/16	99999	HOWARD MARTIN	495.00
80571	6/23/16	99999	JOSEFA EVANS	25.00
80572	6/23/16	99999	KAROL HOLMAN	50.00
80573	6/23/16	99999	MARGARET SANTOS	48.00
80574	6/23/16	99999	MARY STANDEFORD	17.00
80575	6/23/16	99999	ONDINA LIGHTMAN	170.00
80576	6/23/16	99999	PAULETTE GARCIA	25.00
80577	6/23/16	99999	RICHARD SMIDERLE	203.00
80578	6/23/16	99999	RODNEY MAXCY	50.00
80579	6/23/16	99999	ROXIE HEREDIA	25.00
80580	6/23/16	99999	SONRISE CHRISTIAN SCHOOL	300.00
80581	6/23/16	99999	SYLVIA PEREZ	18.90
80582	6/23/16	99999	YAN CHANG	100.00
80583	6/23/16	4420	PALP, INC.	98,823.50
80584	6/23/16	2238	PEST OPTIONS IN	265.00
80585	6/23/16	2277	POLLARDWATER DO	549.52
80586	6/23/16	2415	REPUBLIC MASTER	302.97
80587	6/23/16	3796	RICHARD, WATSON	6,618.24
80588	6/23/16	2456	ROBISON, MIKE	405.24
80589	6/23/16	3690	SANTA ANA COLLE	1,996.40

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80590	6/23/16	2619	SGV EXAMINER	337.24
80591	6/23/16	2660	SIMPLEX GRINNEL	175.65
80592	6/23/16	2795	SWRCB	12,518.46
80593	6/23/16	2852	THREE VALLEY MU	62,068.03
80594	6/23/16	2853	THYSSENKRUPP EL	1,578.78
80595	6/23/16	3185	TOSHIBA FINANCI	1,908.64
80596	6/23/16	2922	TURNER, JOSHUA	115.00
80597	6/23/16	2980	VARGAS, MONICA	23.25
80598	6/23/16	3014	VISION SERVICE	21.26
80599	6/23/16	3043	WARREN DISTRIBU	936.30
80600	6/23/16	3058	WEBSTER, DEREK	275.00
80601	6/23/16	3078	WEST PAYMENT CE	295.35
80602	6/23/16	4417	WILLIAM AVERY A	600.94
80603	6/30/16	32	ACE-1 AUTO SERV	415.38
80604	6/30/16	52	ADVANCED GRAPHI	280.00
80605	6/30/16	160	AMERICAN WEST C	25.00
80606	6/30/16	4079	ASSOCIATED TRAN	1,330.00
80607	6/30/16	217	ASTRA INDUSTRIA	97.00
80608	6/30/16	219	AT&T	18.95
80609	6/30/16	220	AT&T LONG DISTA	39.48
80610	6/30/16	254	AZUSA LIGHT & W	3,297.45
80611	6/30/16	255	AZUSA PLUMBING	422.82
80612	6/30/16	260	B & K ELECTRIC	339.58
80613	6/30/16	269	BAKER AND TAYLO	115.75
80614	6/30/16	4475	BLUERAY MANAGEM	25,743.00
80615	6/30/16	4279	BOSS JANITORIAL	3,786.00
80616	6/30/16	3847	BRUCE, SCOT	1,200.00
80617	6/30/16	437	BURRO CANYON EN	150.00
80618	6/30/16	475	CALIBER POOL AN	7,546.60
80619	6/30/16	536	CARQUEST AUTO P	99.19
80620	6/30/16	568	CAT SPECIALTIES	544.89
80621	6/30/16	586	CDCE INC	306.90
80622	6/30/16	4476	CHARLES W BOWER	50.00
80623	6/30/16	4388	CHINO SHORT LOA	355.34
80624	6/30/16	649	CINTAS CORP #69	816.92
80625	6/30/16	654	CITRUS CAR WASH	27.98
80626	6/30/16	682	CLINICAL LAB OF	510.00
80627	6/30/16	692	CODE PUBLISHING	125.00
80628	6/30/16	710	COMMUNICATIONS	170.00
80629	6/30/16	720	COMPUTER SERVIC	2,618.22
80630	6/30/16	736	COON, MARK	400.00
80631	6/30/16	737	COOPERATIVE PER	480.10
80632	6/30/16	749	COUNSELING TEAM	520.00
80633	6/30/16	783	COVINA WATER	1,157.26
80634	6/30/16	791	CPCA	300.00

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80635	6/30/16	796	CPRS DISTRICT 1	45.00
80636	6/30/16	875	DELL MARKETING	281.54
80637	6/30/16	3701	DEPARTMENT OF J	480.00
80638	6/30/16	947	DUNN EDWARDS CO	282.06
80639	6/30/16	970	EDISON CO	7,638.18
80640	6/30/16	3911	FACTORY MOTOR P	16.18
80641	6/30/16	1097	FOSTER CITY, CI	2,000.00
80642	6/30/16	4455	FRONTIER CALIFO	307.37
80643	6/30/16	1156	GAS COMPANY, TH	21.42
80644	6/30/16	1197	GLOBAL WATER MA	55,322.54
80645	6/30/16	4432	GONZALEZ GOODAL	6,000.00
80646	6/30/16	1235	GRAINGER	224.48
80647	6/30/16	1275	HAAKER EQUIPMEN	172.66
80648	6/30/16	1276	HACH CO	166.17
80649	6/30/16	1312	HAWK INDUSTRY P	240.00
80650	6/30/16	1361	HOLLIDAY ROCK C	1,904.75
80651	6/30/16	1371	HOSE MAN INC, T	74.96
80652	6/30/16	3988	HYDRO CONNECTIO	654.59
80653	6/30/16	1437	INTER-CON SECUR	5,320.80
80654	6/30/16	1441	INTERSTATE BATT	437.14
80655	6/30/16	4077	INTERWEST CONSU	14,000.00
80656	6/30/16	1451	IRWINDALE INDUS	135.00
80657	6/30/16	3749	JCL BARRICADE C	119.36
80658	6/30/16	3823	JEEPERS CREEPER	110.00
80659	6/30/16	1505	JOHNNY'S POOL S	225.17
80660	6/30/16	1531	JW LOCK CO INC	666.43
80661	6/30/16	1586	KOGA INSTITUTE	1,238.10
80662	6/30/16	3987	KYOCERA DOCUMEN	11.10
80663	6/30/16	4341	Landcare	8,772.49
80664	6/30/16	1712	LIGHTHOUSE INC,	423.33
80665	6/30/16	1716	LINCOLN EQUIPME	63.34
80666	6/30/16	1748	LOS ANGELES TIM	90.43
80667	6/30/16	3735	MAILFINANCE INC	818.17
80668	6/30/16	1792	MANNING & MARDE	4,172.18
80669	6/30/16	1933	MISSION LINEN S	82.82
80670	6/30/16	2091	O REILLY AUTO P	293.39
80671	6/30/16	2101	OCLC/FOREST PRE	1,300.21
80672	6/30/16	2104	OFFICE DEPOT	55.68
80673	6/30/16	99999	ANGELICA LARA	9.20
80674	6/30/16	99999	JAMES BARNETT	59.68
80675	6/30/16	99999	STEVE HALL	25.58
80676	6/30/16	99999	SUPER CHINA EXPRESS	232.72
80677	6/30/16	99999	VERONICA GUZMAN	154.00
80678	6/30/16	99999	YOLANDA SAINZ	55.90
80679	6/30/16	2238	PEST OPTIONS IN	95.00

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80680	6/30/16	2345	QUILL	267.19
80681	6/30/16	2415	REPUBLIC MASTER	248.33
80682	6/30/16	2426	REYNOLDS BUICK	1,514.72
80683	6/30/16	2444	RIO HONDO COLLE	350.00
80684	6/30/16	2489	ROTO ROOTER SER	16,363.03
80685	6/30/16	4482	SAYLOR, CAMERON	602.00
80686	6/30/16	2622	SGVLEEA	210.00
80687	6/30/16	2651	SIGN A RAMA COV	87.18
80688	6/30/16	4389	SOCIAL VOCATION	1,065.90
80689	6/30/16	2719	SPARKLETTS	22.85
80690	6/30/16	2757	STEVEN ENTERPRI	342.17
80691	6/30/16	4479	STORAGE VALET,	237.00
80692	6/30/16	3729	SUNBELT RENTALS	823.64
80693	6/30/16	2898	TRIANGLE TRUCK	121.74
80694	6/30/16	2935	UNDERGROUND SER	78.00
80695	6/30/16	2958	US POSTMASTER	3,992.54
80696	6/30/16	2958	US POSTMASTER	4,400.00
80697	6/30/16	2966	V & V MANUFACTU	261.44
80698	6/30/16	4065	VERIZON BUSINES	610.61
80699	6/30/16	3004	VICTORY EXTERMI	50.00
80700	6/30/16	3023	VULCAN MATERIAL	137.02
80701	6/30/16	3043	WARREN DISTRIBU	80.78
80702	6/30/16	3070	WEST COAST ARBO	1,028.10
80703	6/30/16	3082	WESTERN WATER W	2,106.98
80704	6/30/16	3117	WONDRIES FLEET	30,128.72
80705	6/30/16	3132	WRIGHT DESIGNS	245.25
80706	6/30/16	3134	XEROX CORPORATI	91.62
80707	6/30/16	3152	YWCA	2,203.44

<i>subtotal checks</i>	\$ 2,149,804.65
<i>subtotal payroll</i>	\$ 1,150,693.11
<i>subtotal voids</i>	\$ (68.31)
<i>subtotal workers' compensation</i>	\$ 55,981.18

TOTAL checks/EFTs	\$3,521,966.66
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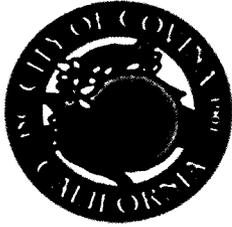
STATE OF CALIFORNIA)
) ss:
COUNTY OF LOS ANGELES)

I, Dennis Swink, being first duly sworn, declare that I am the Interim Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the City of Covina Accounts Payable for 6/03-6/30/16; payroll for 6/16/16 and 6/30/16; workers' compensation and voids for 6/03-6/30/16; 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.



Dennis Swink
Interim Finance Director

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**SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY**

AGENDA REPORT

ITEM NO. CC 3

MEETING DATE: July 19, 2016

TITLE: Payment of Demands

PRESENTED BY: Dennis Swink, Interim Finance Director

RECOMMENDATION: Approve Payment of Demands in the amount of \$78,505.32

BACKGROUND: Attached is a list of warrants and demands which are being presented for approval and are summarized as follows:

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
June 3 - June 30, 2016	1330-1348	\$58,563.68
<u>VOIDS</u>		\$0.00
<u>PAYROLL</u>		
6/16/16		\$9,970.82
6/30/16		\$9,970.82
	GRAND TOTAL:	\$78,505.32

DISCUSSION:

FISCAL IMPACT:

Sufficient funding is available and the related costs are included in the Fiscal Year 15/16 Adopted Budget.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Respectfully submitted,

Dennis Swink
Interim Finance Director

ATTACHMENTS:

Attachment A: Check Register

SUCCESSOR AGENCY TO THE
 COVINA REDEVELOPMENT AGENCY
 Check Register
 June 3 - June 30, 2016

Check #	Check Date	Vendor	Name	Amount
1330	6/9/16	766	COVINA DISPOSAL	81.15
1331	6/9/16	896	DH MAINTENANCE	190.00
1332	6/9/16	970	EDISON CO	87.49
1333	6/9/16	4455	FRONTIER CALIFO	82.28
1334	6/9/16	4408	HARRELL & COMPA	3,400.00
1335	6/9/16	2104	OFFICE DEPOT	161.12
1336	6/9/16	3796	RICHARD, WATSON	3,162.50
1340	6/16/16	283	BANK OF THE WES	979.91
1341	6/16/16	1364	HOME DEPOT	32.03
1342	6/16/16	1754	LOWE'S COMPANIE	8.31
1343	6/16/16	3135	XO COMMUNICATIO	183.45
1344	6/23/16	2452	RJS FINANCIAL	49,840.00
1345	6/23/16	2942	UNITED SITE SER	68.17
1346	6/30/16	254	AZUSA LIGHT & W	61.22
1347	6/30/16	970	EDISON CO	173.99
1348	6/30/16	2958	US POSTMASTER	52.06
			<i>subtotal checks</i>	\$58,563.68
			<i>subtotal voids</i>	\$0.00
			<i>subtotal payroll</i>	\$19,941.64
			TOTAL CHECKS/EFT's	\$78,505.32

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

I, Dennis Swink, first duly sworn, declare that I am the Interim 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 Accounts Payable and voids for 6/03-6/30/16 and payroll for 6/16/16 and 6/30/16; 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.



Dennis Swink
Interim Finance Director

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CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 4

MEETING DATE: July 19, 2016

TITLE: One-Year Contract Extension with Keolis Transit Services, LLC (formerly Diversified Transportation, LLC) for Covina Transit Operations Services

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Authorize the Interim City Manager to execute the Fourth Amendment to Professional Services Agreement with Keolis Transit Services, LLC for Covina Transit Operations Services to extend the existing service contract for a period of eleven months at a rate of \$5,387 per month plus \$42.30 per Revenue Service Hour;
- 2) Approve 6,435 Revenue Service Hours for Covina Transit between August 7, 2016 to July 7, 2017; and
- 3) Approve 10% contingency subject to Interim City Manager approval.

BACKGROUND:

On June 7, 2011, the City Council authorized the City Manager to enter into the Professional Services Agreement (PSA) with Diversified Transportation, LLC, dba Techtrans, for Covina Transit Operations Services through a Request for Proposals (RFP) process. The PSA was effective for a three-year period between July 8, 2011 and July 8, 2014, at a rate of \$43.13 per Revenue Service Hour (RSH) for fiscal year 2011-12, \$45.00 per RSH for fiscal year 2012-13, and \$46.24 per RSH for fiscal year 2013-14 respectively, with an estimated 7,250 Revenue Service Hours per year. The PSA also allowed for up to two additional one-year extensions at a rate of \$47.54 per RSH for fiscal year 2014-15 and \$48.90 per RSH for fiscal year 2015-16 respectively, with an estimated 7,250 Revenue Service Hours per year (See Table 1).

Table 1 - Covina Transit Operations Services Cost Breakdown

	Year 1 FY 2011-12	Year 2 FY 2012-13	Year 3 FY 2013-14	Option Yr. 1 FY 2014-15	Option Yr. 2 FY 2015-16
Cost/Revenue Hr.	\$43.13	\$45.00	\$46.24	\$47.54	\$48.90
Estimated Hrs.	7,250	7,250	7,250	7,250	7,250
Est. Total Cost	\$312,693	\$326,250	\$335,240	\$344,665	\$354,525

On July 1, 2014, the City Council authorized the City Manager to execute the Letter Agreement (“First Amendment”) to Extend Transit Operations Services Contract with Keolis, Inc. (“Keolis”). The First Amendment extended the term of service for a one-year period effective between July 8, 2014 and July 8, 2015, at a rate of \$47.54 per RSH with an estimated 7,250

Revenue Service Hours per year. At the time, Keolis was willing to enter into the First Amendment agreement, but expressed that an extension beyond one year was no longer appropriate for the company's long-term vision. As a result, the Department of Public Works was authorized by the City Council to procure a transit consultant to review the operations of the existing Covina Transit service, explore the option to partner with surrounding cities for possible joint procurement, and to develop a service plan for the forthcoming five-year period.

On July 15, 2014, the City Council authorized the City Manager to enter into the PSA with Moore and Associates, Inc. for a one-year period effective between July 15, 2014 and July 1, 2015 to assist with development of an RFP for Covina Transit operations. The scope of services in the PSA included updating Covina Transit brochures, conducting customer surveys, and conducting a full procurement of a contractor for transit operations to begin by July 1, 2015. In the event the full procurement process could not be successfully completed by July 1, 2015, Moore and Associates, Inc. would also assist in securing a second-year extension with Keolis to allow the City to adequately prepare for a full procurement process without interrupting service to Covina dial-a-ride users.

In spring 2015, the surrounding cities of Monrovia and Duarte had initiated discussions with Moore and Associates, Inc. to develop RFPs for transit services. The City of Covina was included in the discussions to explore the potential for joint procurement of services. It was initially determined that it was advantageous for the three cities to collectively procure services for numerous reasons including:

- Lower proposal price because contractor can spread operational costs among three systems (economies of scale); and
- Attracting additional competitive proposers to the selection process due to the larger service base (operational fleet of approximately 13 to 15 vehicles including Covina's four buses, Monrovia's nine buses, and yet to be determined number of buses in Duarte).

On July 7, 2015, the City Council authorized the City Manager to execute the Letter Agreement ("First Amendment") for the Extension of Contract for Professional Services Agreement with Moore and Associates, Inc. for Covina Transit User Study, Procurement Assistance, and System Marketing. Due to the transit operations RFP process now involving the Cities of Duarte and Monrovia, additional preparation was required, so the First Amendment extended the term of the PSA for a one-year period effective between July 7, 2015 and July 7, 2016, allowing the City of Covina to continue working with Moore and Associates, Inc. to complete the procurement process.

Also on July 7, 2015, as a result of the delay in completing the procurement process, an agreement extension was negotiated with Keolis, and the City Council authorized the City Manager to execute the Letter Agreement ("Second Amendment") for the Extension of Contract for Transit Operation Services with Diversified Transportation, LLC. The Second Amendment extended the term of service for a one-year period effective between July 8, 2015 and July 7, 2016, at a rate of \$48.90 per RSH with an estimated 7,250 Revenue Service Hours per year. During this extended period, the Department of Public Works would work with Moore and Associates, Inc. and the Cities of Duarte and Monrovia towards the completion of the RFP process and selection of a transit service provider.

On October 28, 2015, the Cities of Covina, Duarte, and Monrovia issued an RFP for the provision of Transit Operations Services. By the December 9, 2015 proposal submission deadline, four proposals were received by the Covina City Clerk's Office in response to the

Transit Operations Services RFP. The proposers were: Keolis Transit Services, LLC of Los Angeles, California; MV Transportation, Inc. of Vacaville, California; Parking Company of America, LLC of Los Angeles, California; and Southland Transit, Inc. of El Monte, California. On December 11, 2015, Moore and Associates determined all proposals met the minimum qualifications and invited the proposers for consultant interviews.

In the interim, the Cities of Covina, Duarte, and Monrovia independently evaluated the proposals with technical assistance from Moore and Associates, Inc., in accordance with the criteria contained in the RFP:

Table 2 – RFP Evaluation Criteria

Criteria	Value
Ability to perform and meet the requirements of the RFP	20%
Qualifications/experience of proposed project personnel	20%
Proposed staffing plan	20%
Price	20%
	Subtotal
	80%
References	20%
	Total
	100%

On December 15, 2015, the Cities of Covina, Duarte, and Monrovia with facilitation assistance from Moore and Associates, Inc., interviewed representatives from each of the four firms. The purpose of the interviews was to meet the key personnel from each firm and gain a better understanding of how each of the firms would work and fit with City personnel and each community. The interviews were not scored and reaffirmed the independent proposal ratings.

On December 16, 2015, Moore and Associates, Inc. commenced reference checks for all four proposers and subsequently requested a best and final offer from the top rated firm on behalf of the cities. Moore and Associates, Inc. received the requested proposal on December 30, 2015 and sought requested clarification on behalf of the cities in early-January 2016.

On January 12, 2016, Duarte staff presented the proposal to its City Council. The Duarte City Council elected not to pursue the implementation of dial-a-ride services. At that time, the City of Monrovia also informed Moore and Associates, Inc. that it was only interested in pursuing dial-a-ride service and not Gold Line fixed route services, as indicated in the RFP. Between January and late-March 2016, Covina sought final clarification of Monrovia’s intent. On March 22, 2016, Monrovia informed Covina that it was not interested in continuing in the RFP process, determining that going through a transition at this time is not in the best interest of Monrovia’s passengers or the city.

DISCUSSION:

On May 10, 2016, following the evaluation of options with the Interim City Manager and City Attorney and due to the unanticipated withdrawal of the Cities of Duarte and Monrovia from the cooperative procurement process, the City of Covina rejected all proposals submitted in response to this solicitation for the provision of services within Covina and explained that the City of Covina expects to issue a standalone RFP for the provision of Transit Operations Services for Covina in the coming months.

Due to the unexpected outcome and time limitation before the expiration of the existing agreement with Keolis, the Interim City Manager and Department of Public Works determined the most viable option was to inquire as to whether the current service provider is interested in extending the existing contract. Consequently, on May 13, 2016, the City initiated negotiations

with Keolis for a one-year contract extension upon expiration of the current agreement. Based upon the same criteria and needs set forth by the RFP prepared by Moore and Associates, Inc., Keolis originally provided a proposal to extend the term of service for a one-year period effective between July 7, 2016 and July 7, 2017 at a rate of \$46.52 per RSH with an estimated 7,020 Revenue Service Hours per year with an additional fixed fee at a rate of \$5,387 per month to support facility costs and additional staff. Originally, the total anticipated cost for the contract extension would be an increase in compensation for an amount not-to-exceed \$391,214.

On June 21, 2016, Keolis contacted the Department of Public Works indicating they will not be able to execute the one-year contract extension in the expected timeframe as previously discussed. The cost proposal provided by Keolis was based on agreements between Keolis and the Cities of Covina and Monrovia to share fixed costs associated with the implementation of providing a Safety Supervisor/Operations Manager and a local call center. The agreements between Keolis and the Cities of Covina and Monrovia were anticipated to be executed conjunctively; however, the City of Monrovia failed to notify Keolis that they were not yet ready to move forward by June 21, 2016. Since it would not have been economically feasible for Keolis to enter only into an agreement solely with the City of Covina based on the proposal provided, Keolis informed the Department of Public Works that they were not ready to execute the one-year contract extension.

With the understanding that Covina Transit is a critical service to the elderly and disabled residents of Covina, Keolis offered to extend its current contract with the City of Covina under the same terms and conditions for a period of one month between July 7, 2016 and August 7, 2016 to provide the City of Monrovia with additional time to prepare their agreement. On June 21, 2016, these circumstances were presented to the City Council, and the City Council approved the Third Amendment to Professional Service Agreement with Keolis Transit Services, LLC for a one month contract extension at a rate of \$48.90 per RSH with an estimate of 605 Revenue Service Hours.

On July 5, 2016, the City of Monrovia entered into an agreement with Keolis, securing their position to move forward with the eleven-month contract extension. This solidified the City of Monrovia's commitment to share the costs of additional staff and a local call center, enabling Keolis to also execute the eleven-month contract extension with the City of Covina.

During this period, Keolis also provided Covina with an updated proposal to extend the term of service for an eleven-month period effective between August 7, 2016 and July 7, 2017 at a rate of \$42.30 per RSH with an estimated 6,435 Revenue Service Hours during this term plus a fixed fee at a rate of \$5,387 per month to support facility costs and additional staff. With these rates, the total anticipated cost for the contract extension would be an increase in compensation for an amount not-to-exceed \$331,458.

With the extension, Keolis will increase its staff to include a Safety Supervisor/Operations Manager to provide additional supervision and customer support and a local call center to increase efficiency for booking rides. Keolis will also implement a 20% increase in wages from \$10 to \$12 to attract and retain new drivers. Proposed service levels will be slightly reduced as the RFP developed by Moore and Associates, Inc. identified a lesser need than current service levels; however, the Department of Public Works has proposed a 10% contingency for the Covina Transit operations budget for the term of the extension in the event additional service hours are requested. Table 3 shows the comparison between current service levels and proposed service levels of the extension.

Table 3 – Current and Proposed Service Hours

	Monday – Thursday	Friday	Saturday – Sunday
Current Service Hours	7:00 AM – 6:00 PM	7:00 AM – 6:00 PM	8:00 AM – 3:00 PM
Proposed Service Hours	7:00 AM – 4:15 PM	7:00 AM – 5:15 PM	8:00 AM – 3:00 PM

Upon entering into the Fourth Amendment to Professional Services Agreement with Keolis Transit Services, LLC for Covina Transit Operations, the contract term will be extended for a period of eleven months between August 7, 2016 and July 7, 2017. During this period, the Department of Public Works will seek to rebid the RFP for Covina Transit Operations, but only as a solo agency.

FISCAL IMPACT:

Due to the one month delay in executing the one-year extension with Keolis, the total fiscal impact is the cumulative sum of the compensation amounts agreed upon in the Third and Fourth Amendments. The fiscal impact associated with the Fourth Amendment is an anticipated amount of \$327,609.62 during the period between August 7, 2016 and June 30, 2017 and an anticipated amount of \$3,847.88 during the period between July 1, 2017 and July 7, 2017 for a total amount not-to-exceed \$331,457.50 during the period between August 7, 2016 and July 7, 2017. The fiscal impact associated with the Third Amendment during the period between July 7, 2016 and August 7, 2016 is in an amount not-to-exceed \$29,584.50.

Combining these amounts, the total fiscal impact associated with the Third and Fourth Amendments is an amount not-to-exceed \$361,042, which is a savings of \$30,172 when compared to the originally anticipated not-to-exceed amount of \$391,214. In the event the proposed 10% contingency in an amount not-to-exceed \$33,145.75, subject to Interim City Manager approval, is utilized, the cumulative fiscal impact will be \$364,603.25 for the period between August 7, 2016 and July 7, 2017. The fiscal impact is further broken down by fiscal year in Table 4.

Table 4 – Fiscal Impact of Covina Transit Operations by Fiscal Year

Service Period	Fixed Costs	Cost/RSH	Revenue Hours	FY 2016-17	FY 2017-18
July 7, 2016 – August 7, 2016 ¹	\$0	\$48.90	605	\$29,584.50	-
August 7, 2016 – June 30, 2017 ²	\$58,000 ³	\$42.30	6373.75	\$327,609.62	-
July 1, 2017 – July 7, 2017 ²	\$1257 ⁴	\$42.30	61.25	-	\$3,847.88
			Total Cost	\$357,194.12	\$3,847.88
10% Contingency ²					
August 7, 2016 – June 30, 2017 ²				\$32,760.96	-
July 1, 2017 – July 7, 2017 ²				-	\$384.79
			Total Cost Including 10% Contingency ²	\$389,955.08	\$4,232.67

¹ Third Amendment to PSA with Keolis Transit Services, LLC

² Fourth Amendment to PSA with Keolis Transit Services, LLC

³ \$5,387 per month for 10 months plus pro-rated amount for 23 days

⁴ \$5,387 per month pro-rated for 7 days

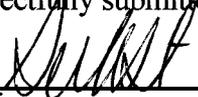
The Department of Public Works has proposed \$430,500 into the budget for Covina Transit operations (account no. 2400-TO09-53790) in fiscal year 2016-17 which will be funded by Proposition A funds from the Los Angeles County Metropolitan Transportation Authority (Metro),

and sufficient funding has been identified in the available Proposition A Fund balance (account no. 2400-0000-33000).

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENTS:

Attachment A: Professional Services Agreement with Diversified Transportation, LLC, Approved by City Council on June 7, 2011

Attachment B: Letter Agreement (“First Amendment”) to Professional Services Agreement with Keolis, Approved by City Council on July 1, 2014

Attachment C: Professional Services Agreement with Moore and Associates, Inc., Approved by City Council on July 15, 2014

Attachment D: Letter Agreement (“First Amendment”) to Professional Services Agreement with Moore and Associates, Inc., Approved by City Council on July 7, 2015

Attachment E: Letter Agreement (“Second Amendment”) to Professional Services Agreement with Diversified Transportation, LLC, Approved by City Council on July 7, 2015

Attachment F: Rejection Notices to Contractors, sent to proposers on May 10, 2016

Attachment G: Third Amendment to Professional Services Agreement with Keolis Transit Services, LLC

Attachment H: Fourth Amendment to Professional Services Agreement with Keolis Transit Services, LLC

REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

**APPENDIX 2
STANDARD CONTRACT**

**AGREEMENT BETWEEN
THE CITY OF COVINA AND ~~DIVERSIFIED TRANSPORTATION, LLC~~
FOR
TRANSIT SERVICES IN THE CITY OF COVINA**

This Agreement is entered into this 7TH day of JUNE, 2011 in the State of California, County of Los Angeles, by and between the City of Covina (hereinafter referred to as "CITY") and ~~DIVERSIFIED TRANSPORTATION~~ (hereinafter referred to as "CONTRACTOR").

ARTICLE 1 – RECITALS

WHEREAS, in November 1980 the voters of Los Angeles County approved a one-half cent sales tax measure known as Proposition A for the provision of transportation services in Los Angeles County; and

WHEREAS, CITY, having in its sole discretion decided to offer transit services; applied a portion of its share of Proposition A funds to the provision of transit services beginning January 1984; and

~~WHEREAS, since September 5, 2007, CITY has had a contract with CONTRACTOR to provide paratransit services to Covina residents; and~~

~~WHEREAS, said contract with CONTRACTOR expires September 27, 2011; and~~

WHEREAS, CONTRACTOR has submitted the proposal attached hereto as Appendix A and possesses demonstrated competence and the professional qualifications necessary to satisfactorily perform the transit services required by CITY, as specified within Section 4526 of the California Government Code; and

WHEREAS, CITY wishes to retain the services of CONTRACTOR to perform transit services and CONTRACTOR wishes to perform said services for CITY.

Now, therefore, CITY and CONTRACTOR agree as follows:

ARTICLE 2 – CONTRACT ADMINISTRATOR

- A. The City Manager or authorized designee thereof, hereinafter referred to as "Administrator," shall administer the provisions of this Agreement.

ARTICLE 3 – PROJECT MANAGER

- A. The CONTRACTOR commits to maintaining throughout the term of this Agreement a project manager to be designated in writing to the Administrator.

City of Covina
April 2011

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REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

ARTICLE 4 – PROJECT DESCRIPTION, GENERAL

- A. **CONTRACTOR** will pick up and transport eligible participants upon telephone request, within the hours of service and geographic boundaries stated herein, and in accordance with the other conditions specified in this Agreement.
- B. **CONTRACTOR** shall operate vehicles with due regard for safety, comfort and convenience of passengers.

ARTICLE 5 – PROJECT DESCRIPTION, SPECIFIC

- A. **Hours of Operation.** The service shall operate seven days a week, fifty-two weeks per year, excluding noted holidays, on a time schedule established by the City.
- B. **Eligible Users.** The service shall be available to seniors and persons unable to independently use the public transportation system participants in accordance with criteria established by CITY.
- C. **Identification.** In addition to other identification means provided by law, CITY shall issue uniquely numbered picture identification cards for eligible participants.
- D. **Dedicated Telephone Number.** **CONTRACTOR** shall maintain a dedicated telephone number for the exclusive use of the COVINA transit users. **CONTRACTOR** will have its dispatchers and other staff members answer this line with the words "Covina Transit." In the event the Contractor's phone line becomes out of service, the **CONTRACTOR** is required to contact the CITY as soon as possible about the problem and provide a temporary phone number for the participants to use.
- E. **Call for a Ride.** When a participant schedules a transit trip, he/she must call the dedicated Covina Transit telephone number and report their eligibility status or identification number to the dispatcher. Prior to entering the transit vehicle, the participant must show the driver their eligibility identification to confirm their eligibility.
- F. **Lead Time in Calling for a Vehicle.** Riders may call for a ride up to one week in advance, but in no case less than twenty four hours (24) in advance of when they wish the vehicle to arrive. Riders are responsible for calculating when they will need the vehicle to arrive. Riders may receive same day service based on availability, but same day service is not required.
- G. **Response Time.** The dispatcher will give each passenger a time estimate of the arrival of the vehicle. Contractor vehicles will be expected to arrive within 15 minutes of the estimated time.
- H. **Pick-up and Drop-off Standards.** Vehicles will provide curb-to-curb service for participants. Vehicles will not attempt service in locations that require vehicle maneuvers that increase safety risks (i.e. entering a narrow alleyway or entering a driveway where the vehicle is required to exit by reversing into traffic).

REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

- I. Aides for the Non-ambulatory. One aide may accompany each non-ambulatory rider and shall not pay a fare. When reporting service data, CONTRACTOR shall report aides separately from eligible participants.
- J. Service Area. Participants shall be picked up and transported within the service area visually depicted in the Request for Proposals. In summary, the northern boundary of the service area shall be defined by Arrow Highway; the eastern border shall be defined by either the Covina City limits, Badillo Street, or Valley Center Avenue; the western border shall be defined by either Azusa Avenue or Vincent Avenue; and the southern border shall be defined by either Interstate 10, Grovecenter Street, or Badillo Street. In addition, service will be provided for medical appointments pre-approved by the City Transportation Division within 3 miles of the service area boundary or to the specific medial providers listed in the Request for Proposals.
- K. Fares. Fares (the portions of trip charges paid by participants) shall be as follows:
- | | |
|---|----------------|
| (1) Trips to and from the Covina Joslyn Center, Covina Library, and Covina City Hall, | Free |
| (2) Trips made within City of Covina service area defined in RFP | \$.25 one way |
| (3) Trips to pre-approved medical appointments outside of the City of Covina service area, up to three miles and to the West Covina Senior Center | \$2.00 one way |
| (4) Trips to Kaiser Baldwin Park, City of Hope and Santa Teresita Hospital | \$4.00 one way |
- L. Billing. CONTRACTOR shall invoice CITY as follows:
- Contractor will bill the City at the hourly rate identified in the attached RFP for all revenue hours.
- Charges are to be based on a driver trip sheet showing all applicable data regarding miles and passengers. This trip sheet will be in a format appropriate to support Metro Transit NTD auditing.
- M. Management Records. CONTRACTOR shall furnish those reports required pursuant to section 2.9 of the RFP with each month's billing giving standard boarding, trip, revenue, and cost statistics as well as participants report detailing the use of the program by each participant's name and a summary of the employee driver's hours. The number of trips shall be reported separately from the number of participants transported.
- In addition to the aforementioned monthly report, on a monthly basis, CONTRACTOR shall furnish a report on all late pick-ups during the month.
- CONTRACTOR shall furnish additional reports at City's request.
- N. Monitoring Customer Satisfaction. A meeting shall be held prior to the commencement of service at the Joslyn Senior Center between the CONTRACTOR and CITY to address concerns either party may have regarding this Agreement or the manner in which operations are taking place by the CONTRACTOR. A second meeting shall be held at

REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

the Joslyn Center three months into the term of this Agreement to address any concerns that may have developed during the transitional service period.

- O. Criticism and Initiative. CONTRACTOR shall work closely with CITY to make the service as responsive, cost effective, and complaint-free as possible. Because of CONTRACTOR'S expertise, CITY will expect CONTRACTOR to observe the program with a critical eye and suggest changes that may improve any and all aspects of the service, including administrative practices. Submissive, obedient, passive, and uncritical provision of service is not the intent of this Agreement.
- P. Responsibility of CONTRACTOR. CONTRACTOR shall provide all management and operational functions necessary for the performance of the services required under this Agreement, including sub-contractual arrangements requested by, or agreed to, by CITY. This shall include, but shall not be limited to dispatch, drivers, insurance, fuel, and maintenance.
- Q. Vehicles. CITY shall provide vehicles for the performance of services.

ARTICLE 6 – ADJUSTMENTS TO SERVICE

- A. It is probable that service will be adjusted at some future time by CITY. Adjustments may include, but are not limited to, expanding or decreasing service hours or days of service, increasing or decreasing service areas, adjusting fares, or requiring advance reservations.
- B. CONTRACTOR is required to make changes as requested within thirty (30) calendar days of receipt of notice, subject to section 2.2 of this RFP.

ARTICLE 7 – LIAISON

- A. CONTRACTOR shall work closely with CITY and relevant jurisdictions, agencies, and interest groups on all CITY transportation program matters relevant to transit operations. Under no circumstances shall CONTRACTOR represent or speak on behalf of CITY. CONTRACTOR shall attend meetings with CITY as requested. CONTRACTOR may be required to make presentations at community or service club-type meetings.

ARTICLE 8 – DRIVER QUALIFICATIONS

All drivers performing paratransit services under this Agreement shall meet the following minimum qualifications; set form in section 2.3 of the RFP.

ARTICLE 9 – DRUG TESTING

- A. CONTRACTOR shall conduct an ongoing drug and alcohol testing program which shall meet the requirements of Section 53075.5 of the California Government Code, as amended, and all other applicable state and federal statutes.

REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

ARTICLE 10 – SAFETY

- A. CONTRACTOR shall have an ongoing, written safety program and shall file the same with CITY for reference purposes only. See, also Section 2.4.4 of the RFP

ARTICLE 11 – EQUIPMENT

- A. Vehicles shall be easily recognized and marked as Covina Transit vehicles. Vehicles shall be maintained on a regular schedule with regular preventative maintenance inspections as set forth in Section 2.61 of the RFP. Vehicle maintenance records shall be kept for at least three years and as required by the California Highway Patrol. CONTRACTOR shall make available copies of the scheduled preventative maintenance program to CITY.
- B. Vehicles shall meet all requirements of the Americans with Disabilities Act of 1990 and all applicable amendments thereto.
- C. Each vehicle shall be equipped with a two-way radio.
- D. CONTRACTOR shall ensure that vehicles are washed and interiors cleaned daily.

ARTICLE 12 – DISPATCHING

- A. CONTRACTOR shall provide a dedicated telephone number which shall be answered with the words "Covina Transit." CONTRACTOR shall provide dispatching within the hours of service specified by this Agreement.
- B. Dispatchers shall be accurate, courteous and patient.
- C. Calls on the dedicated Covina number shall be answered within 30 seconds, and hold times shall not exceed two (2) minutes.
- D. CONTRACTOR'S radio service system shall provide radio communication in most areas of Covina and surrounding areas and shall contain a back-up system.
- E. CONTRACTOR shall dispatch its vehicles using an automated reservation and scheduling system.
- F. All dispatchers shall have demonstrated experience in dispatching transit vehicles and creating shared rides.

ARTICLE 13 – INSURANCE

With respect to performance under this agreement, CONTRACTOR shall maintain the kinds of insurance described on pages 9 through 11 of the RFP, issued by a California-admitted, nationally recognized insurer with a current A.M. Best's rating of no less than A:VII.

REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

ARTICLE 14 – CITY-CONTRACTOR RELATIONS

- A. CONTRACTOR'S relation to CITY in performance of this Agreement is that of an independent Contractor. The personnel performing services under this Agreement shall at time be under CONTRACTOR'S exclusive direction and control. CONTRACTOR shall pay all wages, salaries, and other amounts due such personnel in connection with this Agreement; and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, and workers' compensation insurance.
- B. The CONTRACTOR shall not reassign key personnel such as the project manager, to other projects without the CITY'S prior written approval and until a satisfactory replacement has been approved by the CITY. The CONTRACTOR shall submit written documentation of the new individual's qualifications prior to asking the CITY for written approval for any changes or reassignment of key personnel. Such written approval shall not be unreasonably withheld by the CITY.

ARTICLE 15 – TERM OF CONTRACT

- A. This Agreement shall be in force for three years, beginning at midnight, July 08, 2011 and ending at midnight, July 08, 2014. CITY may, with approval by the Covina City Council, extend the effective termination date of the Agreement for a period of time not to exceed two years per extension, by enacting an amendment to the Agreement that is mutually agreeable to both parties.

ARTICLE 16 – AMENDMENT OF CONTRACT

- A. At any time during the term of this Agreement, including those times when the Agreement is amended to extend its term, CITY may, with the approval of the Covina City Council, enact amendments to the Agreement that are mutually agreeable to both parties.
- B. All amendments, with the exception of amendments that extend the term of the Agreement, shall take effect thirty (30) days from the date on which both parties formally agree in writing to enact the amendments unless the parties mutually agree to a shorter time period.

ARTICLE 17 – ASSIGNMENT OF CONTRACT

- A. This Agreement is not assignable either in whole or in part by CONTRACTOR without the written, prior consent of CITY.

ARTICLE 18 – TERMINATION OF CONTRACT

- A. CITY shall have the right to terminate this Agreement for the CITY'S convenience upon giving sixty (60) days written notice of such termination to CONTRACTOR. Notwithstanding the above, CITY shall have the right to terminate this agreement immediately upon giving written notice of such termination to CONTRACTOR in the

REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

event that Contractor breaches any of the terms and conditions of this Agreement. In the event of any termination, whether for breach or for the CITY'S convenience, CITY shall determine the amount of fees to be paid to CONTRACTOR for services rendered to the date of termination. This determination, in the amount determined and as approved by the Covina City Council, shall be final and conclusive.

ARTICLE 19 – FEES, PERMITS, TAXES, AND CERTIFICATES

- A. CONTRACTOR shall have the sole obligation to pay all license fees, assessments and taxes, including but not limited to use, sales, property, or other taxes, plus penalties and interest which may be imposed on CONTRACTOR as a result of the work under this Agreement.

ARTICLE 20 – PAYMENT

- A. CONTRACTOR shall invoice CITY monthly, submitting all required management reports with its invoice. CITY shall pay the CONTRACTOR monthly within a reasonable time from receipt of invoice in a manner consistent with CITY'S normal accounts payable practices.

ARTICLE 21 – MEDIATION

- A. Any dispute or controversy arising under this Agreement, or in connection with any of the terms and conditions thereof, shall be referred by the parties hereto for mediation. A third party, neutral mediation service shall be selected, as agreed upon by the parties and the costs and expenses thereof shall be borne equally by the parties hereto. In the event the parties are unable to mutually agree upon the mediator to be selected hereunder, the City Council shall select such a neutral, third party mediation service and the City Council's decision shall be final. The parties agree to utilize their good faith efforts to resolve any such dispute or controversy so submitted to mediation. It is specifically understood and agreed by the parties hereto that referral of any such dispute or controversy, and mutual good faith efforts to resolve the same thereby, shall be conditions precedent to the institute of any action or proceeding, whether at law or in equity with respect to any such dispute or controversy.

ARTICLE 22 – INDEMNITY

- A. CONTRACTOR shall indemnify, defend (with legal Counsel acceptable to City) and hold CITY harmless from all claims, damages or liability, including all reasonable attorneys' fees and all other costs and expenses incurred in defending any claims arising out of or in connection with the services performed by CONTRACTOR under this Agreement. Such indemnity shall extend, but not be limited to, claims, damages, and liability arising from injuries or damages to person or property, provided that the obligation to indemnify shall not extend to claims, damages, or liability arising solely from the negligence or willful misconduct of CITY or its officers, agents, or employees.

REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

ARTICLE 23 – RECORD KEEPING

- A. CONTRACTOR shall comply with the record keeping requirements of the Metropolitan Transportation Authority of Los Angeles County. This shall include maintenance of sufficient records so CITY may contract for the performance of an annual audit of the transit program.

CITY shall have the right, at all reasonable times, to inspect and audit CONTRACTOR'S books and records pertaining to CONTRACTOR'S revenues and CITY fees collected by CONTRACTOR. If as a result of any such audit or inspection, it is determined that CONTRACTOR has under reported collections of participant co-payment fees, CONTRACTOR shall remit to CITY the amount of participant co-payment fees that is due to CITY. If the amount of participant co-payment fees paid to CITY is five percent (5%) or more underpaid on an annualized basis, CONTRACTOR shall pay CITY'S cost of inspection and audit and remit delinquent amounts plus market rate interest. If audit reveals that no underpayment occurred, or that the underpayment was less than five percent (5%) of actual reported revenues and fee receipts, CITY shall bear sole expense of audit and inspection with CONTRACTOR remitting to CITY delinquent amounts.

If audit reveals that CONTRACTOR overpaid CITY and that overpayment was less than five percent (5%) of actual reported revenues and fee receipts, CITY shall bear sole expense of audit and inspection with CITY remitting to CONTRACTOR excess amounts. If audit reveals that CONTRACTOR overpaid CITY and that overpayment was more than five percent (5%) of actual reported revenues and fee receipts, CONTRACTOR shall bear sole expense of audit and inspection with CITY remitting to CONTRACTOR excess amounts. Any excess reimbursed to CONTRACTOR shall be limited to ten percent (10%) of fees or revenues collected by CITY from CONTRACTOR after deducting the cost of the audit. Audits shall be initiated within one hundred twenty (120) days after the beginning of CITY'S fiscal year (July 1) and shall be limited to the prior two years.

- B. CONTRACTOR'S accounting and financial reporting system shall be in accordance with generally accepted accounting principles or with uniform standards that CITY may establish.
- C. CONTRACTOR'S accounting records and other supporting papers developed for services provided under this Agreement by CONTRACTOR shall be maintained for a minimum of three (3) years. Actual costs charged shall be supported by properly executed time records, invoices or vouchers that provide sufficient evidence of the nature and propriety of the charges incurred by CONTRACTOR.

ARTICLE 24 – DISCRIMINATION

- A. CONTRACTOR shall ensure that no person shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, be unlawfully subjected to discrimination in the course of providing service under this Agreement.

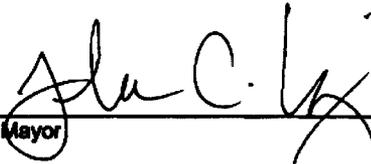
REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

ARTICLE 25 – ENTIRE AGREEMENT WAIVERS AND AMENDMENTS

- A. This Agreement is executed in three (3) duplicate originals, each of which is deemed to be an original.
- B. This Agreement is comprised of ten (10) pages and along with the Request for Proposals and attachments constitutes the entire understanding and Agreement of the parties.
- C. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous Agreements between the parties with respect to all or any part of the subject matter hereof.
- D. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of CITY and CONTRACTOR, and all amendments hereto must be in writing and signed by the appropriate authorities of CITY and CONTRACTOR.

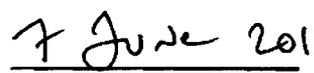
ARTICLE 27 – ACCEPTANCE OF AGREEMENT

IN WITNESS WHEREOF, CITY and CONTRACTOR have executed this Agreement as of the dates set opposite their signatures.

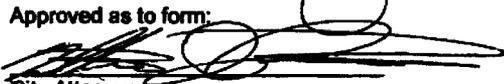


Mayor

CITY OF COVINA



Date

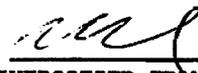
Approved as to form:


City Attorney

Attest:


City Clerk

CONTRACTOR



DIVERSIFIED TRANSPORTATION, LLC
D.B.A. TECTRANS, INC.
John Busckohl, Chief Operating Officer



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

LETTER AGREEMENT TO EXTEND TRANSIT OPERATIONS SERVICES CONTRACT WITH KEOLIS, INC.

Pursuant to Article 15, Term of Contract, between the City of Covina and Keolis, Incorporated, dated June 7, 2011, the parties hereby execute Optional Year One of the existing Agreement to extend the term of service to July 8, 2015 at the rate of \$47.54 per Revenue Service Hour as detailed in Appendix 12 of the contract, inserted below:

APPENDIX 12 OPERATIONS CONTRACT RFP COST PROPOSAL (REQUIRED) FORMAT

	YEAR 1	YEAR 2	YEAR 3	OPTIONAL YEAR 1	OPTIONAL YEAR 2
	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16
Cost Proposal					
Cost per Revenue Hour	\$43.13	\$45.00	\$46.24	\$47.54	\$48.90
Multiply by Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
TOTAL COST	\$312,693	\$326,250	\$335,240	\$344,665	\$354,525

Daryl Parrish, City Manager
City of Covina

9/2/14
Date

Name: AMW

Title: C.O.O.

Keolis, Inc.

August 25, 2004
Date

<input checked="" type="checkbox"/> Approved by vote	5-0
<input type="checkbox"/> Not approved/Denied by vote	_____
<input type="checkbox"/> Continued to	_____
<input type="checkbox"/> Adopted Resolution No.	_____
<input type="checkbox"/> Introduced/Adopted Ordinance No.	_____

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 15, 2014

ITEM NO.:

CC 9

STAFF SOURCE: Alex Gonzalez, Interim Director of Public Works *AK*
 Anne Perkins-Yin, Management Analyst, Transportation

ITEM TITLE: Approve Professional Services Agreement for Covina Transit User Study, Procurement Assistance and System Marketing with Moore and Associates, Inc.

STAFF RECOMMENDATION

Approve Professional Services Agreement for Covina Transit user study, procurement assistance, and system marketing with Moore and Associates, Inc.; and authorize the City Manager or his designee to execute all related documents.

FISCAL IMPACT

There is no General Fund impact for this contract, since the consultant services will be funded through restricted Proposition A Transportation funds that have already been approved in the FY 2014/2015 budget under (2400-TO13). The consultants will be limited to a portion of the City Council approved budget in (2400-TO13), with a maximum annual contract amount of \$20,000 for transportation consultant services if all of the listed projects are completed in this fiscal year. If these consultants are procured for additional services in excess of \$20,000, staff will return to the City Council for authorization as noted in the City's procurement policies.

BACKGROUND

The City of Covina Transportation Section has maintained a professional relationship on an as-needed basis with Moore and Associates, Inc. of Valencia, California since October of 2007. Over the years, Moore and Associates, Inc. has provided assistance to Covina in procurement, marketing, transit analysis, and temporary employee support. Moore and Associates, Inc. specialize in transit consulting services to public agencies and have served over eighty public agencies in seven states. Moore and Associates, Inc. is uniquely positioned to serve the City of Covina in both specialized experience and a long term understanding of Covina's transit culture and goals. Pursuant to Covina Municipal Code Section 2.20.175 the purchase of professional and specialized services may be procured based on the demonstrated competence and experience of the service provider.

RELEVANCE TO STRATEGIC PLAN

The purpose of the transportation consulting services described in the RFP 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. Agreement for Professional Services

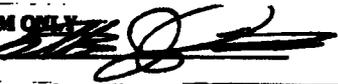
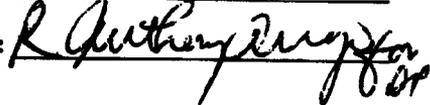
REVIEW TEAM ONLY City Attorney: 	Finance Director: 
City Manager: 	Other: _____

Exhibit A:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into this 15th day of July, 2015, by and between the CITY OF COVINA, a California municipal corporation (hereinafter referred to as "CITY") and MOORE AND ASSOCIATES, INC. a California corporation (hereinafter referred to as "CONSULTANT").

The parties do agree as follows:

SECTION 1. RECITALS.

This Agreement is made and entered into with respect to the following facts:

- (a) CITY has considered the proposal, dated June 25, 2014 (the "Proposal"), from CONSULTANT for professional services including but not limited to, providing the services as described below in Section 6 of this Agreement.
- (b) CITY desires to have a highly qualified company to perform such services.
- (c) CONSULTANT represents and warrants that it is qualified to perform such services and has agreed to do so pursuant to this Agreement; and
- (d) CITY desires to contract with CONSULTANT on the basis of the following terms and conditions.

SECTION 2. EMPLOYMENT.

CITY hereby employs CONSULTANT and CONSULTANT hereby accepts such employment, to perform those services under this Agreement.

SECTION 3. INDEPENDENT CONTRACTOR.

The parties hereby acknowledge that CONSULTANT is an independent contractor and shall not be considered to be an employee of CITY.

SECTION 4. PRINCIPAL REPRESENTATIVE

Alex Gonzalez, Interim Director of Public Works for CITY, shall be the principal representative of CITY for purposes of this Agreement. Jim Moore, Managing Partner, shall be the principal representative of CONSULTANT for purposes of this Agreement.

SECTION 5. CONSULTANT NOT AGENT OF CITY.

A. CONSULTANT shall have no authority, expressed or implied, to act on behalf of CITY in any capacity whatsoever as an agent.

B. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement to bind CITY to any obligation whatsoever.

SECTION 6. SCOPE OF SERVICES.

CONSULTANT will diligently perform the tasks, in a good and workmanlike manner, which are more specifically identified in the Scope of Services, attached hereto and incorporated herein by reference as Attachment A, unless otherwise instructed by City.

SECTION 7. STANDARD OF PERFORMANCE.

CONSULTANT shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his or her profession.

SECTION 8. TIME.

A. CONSULTANT shall devote such time to the performance of services pursuant to the Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT's obligations pursuant to this Agreement.

B. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

SECTION 9. QUALIFICATIONS.

A. CONSULTANT represents and warrants to CITY that it has all necessary professional licenses and/or certificates to legally perform the Services under this Agreement.

B. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement all necessary licenses and certificates required of CONSULTANT to perform the services.

SECTION 10. TERM.

The term of this Agreement shall be the period commencing from the effective date of this Agreement, as first shown above, and shall terminate on July 1, 2015.

SECTION 11. COMPENSATION.

A. For plan review services, the City shall pay consultant the hourly compensation or lump sum for projects completed as set forth in Attachment A. The total compensation shall not exceed TWENTY THOUSAND DOLLARS (\$20,000) without written approval of the City Manager.

B. Authorized work shall be in strict compliance with the provisions of this Agreement. Except as expressly set forth herein, CONSULTANT shall provide all labor, materials and equipment, as necessary to perform the services under this Agreement without any additional charge or compensation.

C. CONSULTANT shall submit to CITY an invoice which indicates Services completed. Provided the Services have been rendered satisfactorily to CITY and in accordance with this Agreement, CITY shall tender payment to CONSULTANT not later than thirty (30) working days following CITY's receipt of an invoice.

D. CITY shall make no payment for any extra, further, or additional services not expressly set forth in this Agreement unless such extra service and the price thereof is agreed to in writing and executed by CITY prior to the time that such extra service is rendered.

SECTION 12. COMPENSATION WITHHELD.

A. When the CITY shall have reasonable grounds for believing that CONSULTANT will be unable to perform this Agreement fully and satisfactorily within the time fixed for performance; or a meritorious claim exists or will exist against CONSULTANT or CITY arising out of the negligence of CONSULTANT or CONSULTANT's breach of any provision of this Agreement, then the CITY may withhold payment of any amount otherwise due and payable to CONSULTANT under this Agreement.

B. Any amount so withheld may be retained by CITY for that period as it may deem advisable to protect CITY against any loss and may, after written notice to CONSULTANT, be applied in satisfaction of any claim described here.

C. This provision is intended solely for the benefit of CITY and no person shall have any right against the CITY or claim against CITY by reason of the CITY's failure or refusal to withhold monies.

D. No interest shall be payable by CITY on any amounts withheld under this provision.

E. This provision is not intended to limit or in any way prejudice any other right of CITY.

SECTION 13. RIGHT TO AUDIT AND INSPECT.

CITY shall have the right to audit and inspect all books and records kept by CONSULTANT in connection with the Services performed under this Agreement.

SECTION 14. USE OF MATERIALS/CONFIDENTIALITY.

A. Any and all copyrights, designs, and other intellectual property embodied in plans, specifications, data and materials, which are prepared by CONSULTANT under this Agreement (“Documents & Data”) shall remain the property of CONSULTANT. Notwithstanding the above, CITY shall have a non-exclusive and perpetual license to copy, use, modify or reuse any such Documents & Data. CONSULTANT represents and warrants that it has the legal right to license any and all Documents & Data. CITY shall not be limited in any way in its use of the Documents & Data at any time, provided however that any such use not within the purposes intended by this Agreement shall be at City’s sole risk.

B. All materials, specifications, plans, and data provided to CONSULTANT by CITY or its agents in connection with the performance of this Agreement shall be held confidential by CONSULTANT. Such materials, specifications, plans and data shall not, without the prior written consent of CITY, be used by CONSULTANT for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services.

SECTION 15. RIGHT OF TERMINATION.

A. This Agreement may be terminated by either party with or without cause, upon ten (10) days written notice to the other party.

B. All work shall cease at the conclusion of the notice period and CONSULTANT shall be paid for all services satisfactorily provided prior to termination in accordance with the rates as provided in this Agreement.

SECTION 16. INDEMNITY.

CONSULTANT hereby agrees to and does indemnify, defend and hold harmless CITY, and any and all of its officers, employees and representatives from any and all claims, liability and expenses, including attorney fees and costs, that arise out of or are related to CONSULTANT's negligent performance of this Agreement.

In the event that CONSULTANT or any employee, agent, or subcontractor of CONSULTANT providing Services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of CITY, CONSULTANT shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONSULTANT or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of CITY.

TO CONSULTANT: Moore and Associates, Inc.
28159 Avenue Stanford, Suite 110
Valencia, CA 91355
Attn: Jim Moore, Managing Partner
Fax: (661) 253-1208

B. Notices shall be deemed to be given as of the date of personal service, or two (2) days following the deposit of the same by first class mail in the course of transmission of the United States Postal Service.

SECTION 21. BINDING EFFECT.

This Agreement shall be binding upon the parties hereto and their successors in interest.

SECTION 22. ASSIGNMENT.

A. CONSULTANT shall not assign, transfer, convey, pledge or otherwise dispose of its rights or obligations hereunder, except the payment of funds from CITY, without prior written consent of CITY.

B. The consent of CITY to an assignment shall not be unreasonably withheld, but prior to approving any assignment involving the performance of any obligations pursuant to this Agreement, CITY shall be satisfied by competent evidence that the assignee is financially able and technically qualified to perform those services proposed to be assigned.

C. In the event of such assignment, CITY may condition the same so as to ensure compliance with the provisions of this Agreement.

D. CITY'S consent to one assignment shall not be deemed to constitute consent to future assignments. CONSULTANT acknowledges that CITY'S written consent must be first obtained prior to each assignment, transfer, conveyance, pledge or other disposition.

SECTION 23. COMPLIANCE WITH LAWS.

CONSULTANT shall comply with all applicable laws in performing its obligations under this Agreement.

SECTION 24. INSURANCE.

A. CONSULTANT shall obtain and maintain at its expense, during the term of this Agreement, all necessary insurance for its employees engaged in the performance of this Agreement, including, but not limited to worker's compensation insurance.

B. CONSULTANT shall obtain and maintain at its expense, during the term of this Agreement, comprehensive general liability insurance with coverage of not less than Two

Exhibit A: Page 6 of 12

Million Dollars (\$2,000,000.00) combined single limit per occurrence (and not "claims made") for bodily injury, personal injury and property damage. CONSULTANT shall cause CITY, its officers, employees, and agents, to be named as an additional insured on said policy and shall obtain a waiver of the insurer's right of subrogation against CITY.

C. For all vehicles operated by CONSULTANT to provide services under this Agreement, Business Auto Coverage under standard ISO form including symbol 1 (All Auto) auto coverage with limits of no less than \$2,000,000.00 and scheduled under any umbrella policy.

D. CONSULTANT shall obtain and maintain professional liability (errors and omissions) insurance in an amount of not less than \$1,000,000.00.

E. CONSULTANT shall provide CITY with written proof of the existence of such insurance and the commitment of the insurance carrier (either by policy endorsement or similar agreement) to notify CITY in writing 30 days before any reduction in coverage or the cancellation of such insurance. All insurance coverage required herein shall apply on a primary non-contributing basis in relation to any insurance or self-insurance available or applicable to CITY.

SECTION 25. DISCRIMINATION.

A. CONSULTANT agrees that no person shall be excluded from employment in the performance of this Agreement on grounds of race, creed, color, sex, age, handicap or marital status, place of national origin or any other basis prohibited by local, State or Federal law.

B. CONSULTANT agrees to comply with all local, State and Federal laws relating to equal employment opportunity rights.

SECTION 26. ENTIRETY OF AGREEMENT.

This Agreement contains the entire Agreement of CITY and CONSULTANT with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer, or agent of any party, which is not contained in this Agreement shall be binding or valid.

SECTION 27. ATTORNEYS FEES.

In the event that any action or proceeding is instituted for the breach of this Agreement, the prevailing party shall be entitled to reasonable attorneys fees.

SECTION 28. CONSISTENCY WITH CURRENT LAW.

A. It is the intent and understanding of the parties to this Agreement that every provision of law required to be inserted in this Agreement is inserted here.

Exhibit A: Page 7 of 12

B. If through mistakes or otherwise, any of those provisions are not inserted in correct form, then this Agreement shall upon application of either party, be amended by insertion so as to comply strictly with the law and without prejudice to the rights of either party.

C. If this Agreement contains any unlawful provisions, not an essential part of the Agreement and which appear not to have been a controlling or material inducement to the making of this Agreement, those provisions shall be deemed of no effect, and shall upon application of either party be stricken from the Agreement without affecting the binding force of the Agreement as it shall remain after omitting those provisions.

SECTION 29. VENUE.

In the event that suit shall be brought by either party to this contract, the parties agree that venue shall be exclusively vested in the State courts of the County of Los Angeles or where appropriate, in the United States District Court, Central District of California, Los Angeles, California.

SECTION 30. INTERNAL INCONSISTENCIES.

If this Agreement contains any errors, inconsistencies, ambiguities, or discrepancies, including typographical errors, CONSULTANT shall request a clarification of those items by writing to the City Manager whose decision shall be binding upon the parties.

SECTION 31. CAPTIONS AND HEADNOTES.

The captions and headnotes or sections of this Agreement, and marginal notes are intended for convenience and reference purposes only and in no way define, limit or describe the scope or intent of this Agreement.

IN WITNESS WHEREOF, this Agreement for Professional services has been duly authorized and executed by the parties hereto on the day and year first herein above written.

"CITY"
City of Covina

By: _____
Daryl Parrish, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

"CONSULTANT"

Moore and Associates, Inc.
a California corporation

By: _____

Its: _____

Exhibit A: Page 9 of 12

**ATTACHMENT A
TO AGREEMENT FOR PROFESSIONAL SERVICES**

(Scope of Services)

Moore & Associates was founded in 1991 and incorporated in California in 2003. Located in Southern California, the firm has provided a broad range of transit planning, marketing, market research, and management services for more than 150 public transit and transportation entities throughout the United States for nearly 25 years. Our marketing efforts have earned recognition from such organizations as the American Public Transportation Association and South West Transit Association, as well as a Rideshare Diamond Award. **We understand public transit.**

Our core competencies include:

- Transit service planning;
- Community outreach and involvement;
- Grant preparation and administration;
- Marketing and public relations;
- Performance assessments/ride checks;
- Transit Development and Short Range Transit Plans;
- Needs assessments and market analysis;
- Demand identification and quantification;
- Service evaluation and design;
- Management, operational, and financial audits; and
- Facilities and capital planning.

Moore & Associates has successfully completed transit program management, service planning, market research, and marketing efforts in numerous communities throughout California, Alaska, Arizona, Utah, Texas, Washington, and beyond. Our project team possesses significant collective experience gained from successful collaboration on a variety of assignments, including projects for the Antelope Valley Transit Authority, City of Burbank, City of Irvine, City of Lompoc, City of Santa Clarita, City of Thousand Oaks, City of Visalia, Fairbanks (AK) North Star Borough, Fresno Council of Governments, Golden Gate Transit, Kern Council of Governments, Maricopa (AZ) Association of Governments, Morongo Basin Transit Authority, Sacramento Area Council of Governments, San Diego Association of Government, Santa Ynez Valley Transit, Tulare County Association of Governments, and Ventura County Transportation Commission, to name a few. Without exception, implementation of our recommendations resulted in clear benefits including improved mobility, increased community support, and a more efficient use of community transportation resources. Our experience is shaped by an extensive knowledge of public transit and transportation programs as well as an exclusive focus within the public sector.

Scope of Services

Through discussions with the City, we have identified the following activities as key considerations for this on-call transit consulting engagement.

1. **Operations Contract.** We would work closely with and on behalf of the City to negotiate a one-year operations contract extension with the City's current transit contractor, Keolis. Though Keolis's contract expires on June 30, 2014, we have received agreement from Keolis to continue to provide services for another year. Securing such an extension will allow the City to adequately prepare for a full procurement process in 2015. Moore & Associates would assist in developing the terms of the renewal agreement and other related activities at the City's direction.

Fee: \$110/hour.

2. **Marketing/Graphic Design.** Moore & Associates would update the City's Covina Transit brochures and other transit-related marketing collateral. The most recent Transportation Guide was updated in April 2012, while the Covina Transit brochure is dated August 2011.

Estimated fee: \$1,000.

3. **Customer Survey.** A regular customer survey provides an important interaction between the customer and the transit provider. Each survey represents a "snapshot" of ridership at the time the survey was taken. Regularly occurring surveys – either annual, semi-annual, or potentially less frequently – provide an opportunity to track trends and identify recurring areas of dissatisfaction or concern. A semi-annual customer survey was originally to be conducted by Keolis, but has not been undertaken. Moore & Associates would plan and conduct a survey of current Covina Transit customers inclusive of survey instrument development, sampling plan, survey distribution and collection, data entry, and analysis.

Estimated fee: \$3,500.

4. **Assistance with Bike/Pedestrian Activities.** The City has an ongoing relationship with Bikestation, which provides secure bike parking via an unstaffed module at the Covina Metrolink Station. While the City is likely to continue this relationship, we believe there is opportunity for increased/more effective marketing and community education specific to bikes and pedestrians. Moore & Associates would provide supplemental education, outreach/promotion, and marketing of the Bikestation facility throughout the Covina community, as well as assist the City as needed with respect to the implementation of a smartcard payment option.

Fee: \$110/hour.

5. **Operations Procurement.** The City's current transit contractor, Keolis, has indicated that it is no longer interested in continuing to provide service in small markets such as Covina, which had been included as part of the prior transit operator's MOU. As such, assuming a one-year extension can be successfully negotiated, the City would need to conduct a full procurement for a new contractor to begin providing service on July 1, 2015. Much as we did in 2011, Moore & Associates would assist the City in conducting this procurement. We would provide turn-key services inclusive of RFP preparation and distribution, pre-bid conference facilitation, proposal evaluation, bidder interviews, assistance with BAFO and contract negotiations, and assistance with presentation of contract recommendations to the Covina city council.

Estimated fee: \$7,500.

6. **Technology.** Moore & Associates would evaluate the benefit of specific transit technologies including computer assisted dispatch, Automatic Vehicle Location, and mobile data terminals. While use of these technologies is standard practice by transit organizations throughout the country, the question of whether this technology is appropriate for a program of Covina Transit's size remains. The prior operations RFP required the contractor to install mobile data terminals (MDTs) with Automatic Vehicle Location (AVL) on all City vehicles. The purpose of this activity would be to determine which (if any) of these technologies offer a clear benefit to the City's transit program. This activity would be completed prior to the beginning of the next multi-year operations procurement in early 2015.

Estimated fee: \$2,500.

7. **"Mystery Rider" Ride Checks.** A quality control program is key to providing a quality transit service. "Mystery riders," acting as the City's eyes and ears, can be instrumental in identifying potential problems and reinforcing good behavior. Anonymous observations can identify driver performance or rider behavior issues as well as identify deficiencies in cleanliness, safety, and maintenance. This activity was originally to be provided by Keolis, but has not been undertaken. Moore & Associates would provide "Mystery Rider" ride checks onboard the City's demand-response service on a bimonthly basis. The use of multiple staffers unknown to the drivers to conduct these ride checks helps ensure the observations do not influence driver and rider behavior. In fielding such observations for demand-response services, we typically identify our mystery rider as an area visitor that is eligible for local Dial-A-Ride service. This also allows our mystery rider to evaluate the reservation process as well.

Estimated fee: \$325/period.

8. **Onboard Comment Cards.** Customer comment cards provide an ongoing opportunity for the transit program to receive feedback from customers. Moore & Associates would design and produce a simple comment card that can be submitted onboard the bus to provide customers with an input mechanism.

Estimate fee: \$350.

PUBLIC COMMENTS RECEIVED
FOR CC 9
JULY 15, 2014 Council Meeting

From: Jennifer Johnson <jen@bookshopllc.com>
Sent: Tuesday, July 15, 2014 4:56 PM
To: City of Covina Administration; Mayor; Walter Allen; Mayor Pro Tem John King; Kevin Stapleton; Jorge A. Marquez
Cc: Covina City Clerk
Subject: July 15 City Council Meeting - Objection to Votes

Tuesday, July 15, 20124

To the Covina City Council and City Manger:

I am writing to express my objection to any consideration of a vote on the Covina City Council's agenda for today, Tuesday July 15 for the following items:

Consent Calendar

CC 9. – Contract with Moore and Associates for \$20,000

Continued Business

CB 1. CAD/RMS System contract with Spillman Technologies for \$800,000

In both instances, the city staff has recommended that the requirements for competitive bidding for these contracts be waived. I object to this recommendation and the reasoning provided for circumventing the competitive bidding process.

Moore:

Your staff says:

"Moore and Associates, Inc. specialize in transit consulting services to public agencies and have served over eighty public agencies in seven states. Moore and Associates, Inc. is uniquely positioned to serve the City of Covina in both specialized experience and a long term understanding of Covina's transit culture and goals. Pursuant to Covina Municipal Code Section 2.20.175 the purchase of professional and specialized services may be procured based on the demonstrated competence and experience of the service provider. "

The bulk of the services outlined in their scope of work are for marketing services that could be provided by nearly any competent marketing agency, including several which operate within the city of Covina. These firms should be afforded an opportunity to bid on these services.

Spillman Technologies:

You staff says:

"Spillman is the only vendor that can provide the capabilities specific to Covina PD's reporting and workflow needs."

I conducted a simple "Google" search and found firms that provide similar or the exact same services. In fact, a firm called Tiburon Inc., also provides this service to law enforcement agencies exclusively. The city of Sparks, NV, had the same problems with the "West Covina system" and switched to Spillman. However, they had no success implementing this system and had to switch back to the West Covina system before recently signing up with Tiburon.

Jennifer Johnson
Covina Homeowner
Co-Owner, The Book Shop in downtown Covina
626.967.1888
Jen@bookshopllc.com



<input type="checkbox"/>	Approved by vote	<u>4-0 Delach Absent</u>
<input type="checkbox"/>	Not approved/Denied by vote	_____
<input type="checkbox"/>	Continued to	_____
<input type="checkbox"/>	Adopted Resolution No.	_____
<input type="checkbox"/>	Introduced/Adopted Ordinance No.	_____

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE July 7, 2015

ITEM NO. CC 11

STAFF SOURCE Siobhan Foster, Director of Public Works
 Anne Perkins-Yin, Management Analyst

ITEM TITLE Authorize City Manager to Execute Contract Extension with Moore and Associates, Inc. for the Covina Transit User Study, Procurement Assistance and System Marketing

STAFF RECOMMENDATION

Authorize the City Manager, or her designee, to execute the one-year contract extension with Moore and Associates, Inc. for the Covina Transit User Study, Procurement Assistance and System Marketing.

FISCAL IMPACT

There is no General Fund impact associated with the proposed contract extension. The initial contract cost with a not to exceed amount of \$20,000 is funded with restricted Proposition A Transportation Funds approved in the fiscal year 2014-15 Department of Public Works budget (account no. 2400-TO13-51005). To date, \$16,565 has been expended and funding of \$3,435 is available and proposed to be carried over into fiscal year 2015-16 and would be used to fund the proposed one-year contract extension for the period of July 15, 2015 through July 14, 2016.

BACKGROUND

On July 1, 2014 the City Council approved a one-year extension to the Covina Transit Operations Services contract with Diversified Transportation LLC, (DBA as Tectrans Inc.) and directed the Department of Public Works to investigate joint bidding opportunities with surrounding cities to achieve the most cost effective service model. At the time, the current service provider (Diversified Transportation) also expressed that the provision of services to the City of Covina is not consistent with the company's long term vision, which is to provide contracted services on a larger scale.

On July 15, 2014 to assist with Covina with transit services procurement assistant and other services, the City Council approved a professional services agreement with Moore and Associates, Inc. Moore and Associates specializes in transit consulting to public agencies and has served more than 80 public agencies, including the provision of previously satisfactory assistance to the City of Covina.

One component of the transportation consulting services is the preparation of a comprehensive Request for Proposals (RFP) for Covina Transit Operations Services and review of opportunities for collaboration with other municipalities. To that end, Moore and Associates assisted with a

comprehensive needs assessment, Covina transit survey, and mystery rider program. The information collected is being incorporated into the RFP.

Development of the RFP for Covina Transit Services is not yet complete, as the Department of Public Works has been diligently exploring collaborative opportunities with other agencies and identified two agencies interested in joint procurement. The cities of Monrovia and Duarte are in the process of contracting directly with Moore and Associates to complete individual RFPs similar to Covina's that take into consideration the agencies' unique needs, such as implementation date, fleet size, and boilerplate contract language. The joint procurement will cover an operational fleet of approximately 13 to 15 operational vehicles encompassing Covina's four buses, Monrovia's nine buses, and a yet to be determined number of vehicles in Duarte.

The three agencies will work with Moore and Associates to finalize and issue their individual RFPs concurrently and then collectively review and evaluate the proposals received. The agencies would then enter into individual contracts with the selected provider using uniform pricing. The agencies believe that the collaborative procurement process will be advantageous for numerous reasons including:

- Lower proposal price because contractor can spread operational costs among three systems (economies of scale); and
- Attracting additional competitive proposers to the selection process due to the larger service base.

Approval of the proposed contract extension contained in Exhibit A that recommends the extension of the contract term of one year for the period of July 15, 2015 through July 14, 2016 with no additional cost would provide the time necessary to complete the procurement process and transfer service to a new provider. The Department of Public Works' target date to have the new service provider in place is February 1, 2016. Should the Department of Public Works be able to complete the process in this shorter timeframe, the proposed contract extension allows for the contract to be terminated upon 14 days' notice.

EXHIBITS

A. Extension of Contract with Moore and Associates, Inc. for Covina Transit User Study, Procurement Assistance and System Marketing FY 2015-2016

Respectfully submitted



Siobhan Foster, Director of Public Works
Public Works Department



CITY OF COVINA

125 East College Street • Covina, California 91723-2199
www.covinaca.gov

July 7, 2015

Attn: Jim Moore, Managing Partner
Moore and Associates, Inc.
28159 Avenue Stanford, Suite 110
Valencia, Ca 91355

RE: Extension of Contract for Professional Services Agreement with Moore and Associates, Inc. for Covina Transit User Study, Procurement Assistance and System Marketing

Dear Mr. Moore:

The enclosed contract ("Contract") between Moore and Associates, Inc., and the City of Covina for Professional Services has expired. The City is interested in continuing to utilize your services upon substantially the same terms and conditions. Thus, the City is proposing that the parties agree to extend the Contract by entering this letter agreement, pursuant to the terms and conditions stated herein.

By signing below, the parties agree as follows:

1. The Contract, titled Contract for Professional Services Agreement with Moore and Associates, Inc. for Covina Transit User Study, Procurement Assistance and System Marketing and dated July 15, 2014 is fully incorporated herein by this reference. Except as expressly set forth herein, the terms of the Contract shall be given full force and effect as part of this agreement.
2. The term of this agreement shall be twelve (12) months. This term may only be extended by the parties in writing. This term shall not automatically renew unless separately agreed in writing.
3. Either party may terminate this agreement without cause by giving the other party not less than fourteen (14) days' notice. City shall have no cost or liability to Contractor as a result of exercising its right to terminate without cause. This term shall supersede any provisions in the Contract related to termination without cause but shall not alter or replace any remedies or procedures contained in the Contract relating to terminations for cause.
4. To the extent there is a conflict between the terms set forth in this letter and the terms contained in the Contract, the terms of set forth in this letter shall control.

5. This agreement is an integrated agreement and contains the entire agreement between the parties. This agreement does not contain any modifications to the Contract except as stated in this letter. Handwritten or other modifications shall have no effect.
6. This agreement shall be effective upon the date the last party signs in the signature block below.
7. This agreement shall not take effect until the City signs in the signature block after receiving a duly signed agreement from the Contractor. City reserves the right to decline to enter the agreement.
8. The signatories signing this agreement are duly authorized to bind the parties hereto.
9. Notices sent under this agreement shall be sent to Contractor at the address contained in the Contract unless the following is completed:

Contractor: Moore and Associates, Inc.

Attn: Jim Moore, Managing Partner

Address: 28159 Avenue Stanford, Suite 110
Valencia, CA 91355

Phone: (888) 743-5977

Facsimile: (661) 253-1208

E-mail: Jim@moore-associates.net

If you are interested in extending the Contract pursuant to these terms and conditions, please sign in the signature block below and return to the City. Upon receipt of a signed agreement, the City will inform you within a reasonable time whether the City will enter the agreement. If entered, the City will send you a fully executed copy of this agreement. If you have questions, please contact Public Works Director, Siobhan Foster at (626) 384-5217.

CITY OF COVINA

Moore and Associates, Inc.

Andrea Miller, City Manager

Jim Moore, Managing Partner

July 7, 2015

July 7, 2015



CITY OF COVINA

125 East College Street • Covina, California 91723-2199
www.covinaca.gov

July 7, 2015

Attention: Stephen Shaw
President and Chief Executive Officer
Diversified Transportation, LLC D.B.A Tectrans, Inc.
6053 W Century Blvd, Suite 900
Los Angeles CA 90045

RE: Extension of Contract for Transit Operations Services

Dear Mr. Shaw:

The enclosed contract ("Contract") between Diversified Transportation LLC, Inc., and the City of Covina for transit operations has expired. The City is interested in continuing to utilize your services upon substantially the same terms and conditions. Thus, the City is proposing that the parties agree to extend the Contract by entering this letter agreement, pursuant to the terms and conditions stated herein.

By signing below, the parties agree as follows:

1. The Contract, titled Contract for Transit Operations Services in the City of Covina and dated July 7, 2011 is fully incorporated herein by this reference. Except as expressly set forth herein, the terms of the Contract shall be given full force and effect as part of this agreement.
2. The term of this agreement shall be one year (12) months. This term may only be extended by the parties in writing. This term shall not automatically renew unless separately agreed in writing.
3. Either party may terminate this agreement without cause by giving the other party not less than fourteen (14) days' notice. City shall have no cost or liability to Contractor as a result of exercising its right to terminate without cause. This term shall supersede any provisions in the Contract related to termination without cause but shall not alter or replace any remedies or procedures contained in the Contract relating to terminations for cause.
4. To the extent there is a conflict between the terms set forth in this letter and the terms contained in the Contract, the terms of set forth in this letter shall control.
5. This agreement is an integrated agreement and contains the entire agreement between the parties. This agreement does not contain any modifications to the

Contract except as stated in this letter. Handwritten or other modifications shall have no effect.

6. This agreement shall be effective upon the date the last party signs in the signature block below.
7. This agreement shall not take effect until the City signs in the signature block after receiving a duly signed agreement from the Contractor. City reserves the right to decline to enter the agreement.
8. The signatories signing this agreement are duly authorized to bind the parties hereto.
9. Notices sent under this agreement shall be sent to Contractor at the address contained in the Contract unless the following is completed:

Contractor: Diversified Transportation, LLC D.B.A Tectrans, Inc.

Attn: Stephen Shaw, CEO

Address: 6053 W Century Blvd, Suite 900
Los Angeles CA 90045

Phone: (310) 981-9500 ex.199

Facsimile: (310) 981-9501

E-mail: Barbara.Perry@keolisna.com

If you are interested in extending the Contract pursuant to these terms and conditions, please sign in the signature block below and return to the City. Upon receipt of a signed agreement, the City will inform you within a reasonable time whether the City will enter the agreement. If entered, the City will send you a fully executed copy of this agreement. If you have questions, please contact Public Works Director, Siobhan Foster at (626) 384-5217.

CITY OF COVINA

**Diversified Transportation, LLC
D.B.A Tectrans, Inc.**



Andrea Miller, City Manager



Stephen Shaw, Chief Executive Officer

7/21/15

July 7, 2015

July 7, 2015



May 10, 2016

George Lee
Director of Business Development
MV Transportation
479 Mason Street, Suite 221
Vacaville, California 95688

Subject: Request for Proposals (RFP) to Transit Operations Services for Cities of Covina, Duarte, and Monrovia

Dear Mr. Lee:

On behalf of the City of Covina solely, I wish to thank MV Transportation for submitting a proposal in response to the subject solicitation. At this juncture and due to the unanticipated withdrawal of the Cities of Duarte and Monrovia from the cooperative procurement process, please be advised that Covina is rejecting all proposals submitted in response to this solicitation for the provision of services within Covina. The City of Covina expects to issue a standalone RFP for the provision of Transit Operations Services for Covina in the coming months.

The City of Covina appreciates the interest you have shown in submitting your qualifications and hopes that you will participate in future solicitations.

If you have any questions or require additional information, please do not hesitate to contact me at (626) 384-5217 or via electronic mail at sfoster@covinaca.gov.

Sincerely,

CITY OF COVINA

Siobhan Foster
Director of Public Works



May 10, 2016

Scott Transue
Vice President/COO
Southland Transit, Inc.
3650 Rockwell Avenue
El Monte, California 91731

Subject: Request for Proposals (RFP) to Transit Operations Services for Cities of Covina, Duarte, and Monrovia

Dear Mr. Transue:

On behalf of the City of Covina solely, I wish to thank Southland Transit, Inc. for submitting a proposal in response to the subject solicitation. At this juncture and due to the unanticipated withdrawal of the Cities of Duarte and Monrovia from the cooperative procurement process, please be advised that Covina is rejecting all proposals submitted in response to this solicitation for the provision of services within Covina. The City of Covina expects to issue a standalone RFP for the provision of Transit Operations Services for Covina in the coming months.

The City of Covina appreciates the interest you have shown in submitting your qualifications and hopes that you will participate in future solicitations.

If you have any questions or require additional information, please do not hesitate to contact me at (626) 384-5217 or via electronic mail at sfoster@covinaca.gov.

Sincerely,

CITY OF COVINA


Siobhan Foster
Director of Public Works



May 10, 2016

Eric Chaves
President/General Counsel
PCAM, LLC
523 W. 6th Street
Los Angeles, California 90014

Subject: Request for Proposals (RFP) to Transit Operations Services for Cities of Covina, Duarte, and Monrovia

Dear Mr. Chaves:

On behalf of the City of Covina solely, I wish to thank PCAM, LLC for submitting a proposal in response to the subject solicitation. At this juncture and due to the unanticipated withdrawal of the Cities of Duarte and Monrovia from the cooperative procurement process, please be advised that Covina is rejecting all proposals submitted in response to this solicitation for the provision of services within Covina. The City of Covina expects to issue a standalone RFP for the provision of Transit Operations Services for Covina in the coming months.

The City of Covina appreciates the interest you have shown in submitting your qualifications and hopes that you will participate in future solicitations.

If you have any questions or require additional information, please do not hesitate to contact me at (626) 384-5217 or via electronic mail at sfoster@covinaca.gov.

Sincerely,

CITY OF COVINA



Siobhan Foster

Director of Public Works



May 10, 2016

Sandi Hill
Senior Vice President, Business Development
Keolis
6053 W. Century Blvd., 9th Floor
Los Angeles, California 90045

Subject: Request for Proposals (RFP) to Transit Operations Services for Cities of Covina, Duarte, and Monrovia

Dear Ms. Hill:

On behalf of the City of Covina solely, I wish to thank Keolis for submitting a proposal in response to the subject solicitation. At this juncture and due to the unanticipated withdrawal of the Cities of Duarte and Monrovia from the cooperative procurement process, please be advised that Covina is rejecting all proposals submitted in response to this solicitation for the provision of services within Covina. The City of Covina expects to issue a standalone RFP for the provision of Transit Operations Services for Covina in the coming months.

The City of Covina appreciates the interest you have shown in submitting your qualifications and hopes that you will participate in future solicitations.

If you have any questions or require additional information, please do not hesitate to contact me at (626) 384-5217 or via electronic mail at sfoster@covinaca.gov.

Sincerely,

CITY OF COVINA


Siobhan Foster
Director of Public Works

**THIRD AMENDMENT TO AGREEMENT BETWEEN THE CITY OF COVINA AND
KEOLIS TRANSIT SERVICES, LLC.
COVINA TRANSIT OPERATIONS**

THIS THIRD AMENDMENT is made and entered into as of **June 27, 2016** by and between the City of Covina, a California municipal corporation (hereinafter referred to as “City”), and Keolis Transit Services, LLC., a Delaware Limited Liability Corporation (formerly Diversified Transportation, LLC) (hereinafter referred to as “Contractor”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Third Amendment is made with the respect to the following facts and purposes:

a. On June 7, 2011, the City and Contractor entered into that certain Professional Services Agreement for transit services (“Agreement”) in the amount of \$43.13 per revenue service hour for the first year, \$45 per revenue service hour for the second year and \$46.42 per revenue service hour for the third year. The total amount that was paid under the original Agreement was One Million One Hundred Fifty-Five Thousand Two Hundred Three Dollars and Ninety-Three Cents (\$1,155,203.93).

b. On September 2, 2014, the City and Contractor entered into the First Amendment to the Agreement to extend the term of the Agreement to July 8, 2015 and increase the payment to \$47.54 per revenue service hour. The total amount that was paid for the one-year term extension under the First Amendment was Three Hundred Eighty-Eight Thousand Nine Hundred Fifty-Two Dollars and Forty-One Cents (\$388,952.41) for a new total Agreement amount of One Million Five Hundred Forty-Four Thousand One Hundred Fifty-Six Dollars and Thirty-Four Cents (\$1,544,156.34).

c. On July 7, 2015, the City and Contractor entered into the Second Amendment to the Agreement to extend the term of the agreement to July 7, 2016 and increase the payment to \$48.90 per revenue service hour. The total amount that will be paid for the one-year term extension under the Second Amendment will be Three Hundred Fifty-Four Thousand Five Hundred Twenty-Five Dollars (\$354,525) for a new total Agreement amount not to exceed One Million Eight Hundred Ninety-Eight Thousand Six Hundred Eighty-One Dollars and Thirty-Four Cents (\$1,898,681.34).

d. The parties now desire to extend the term of the Agreement to August 7, 2016, and set the compensation amount at \$48.90 per revenue service hour. The total amount that will be paid for the one-month extension under the Third Amendment will be Twenty-Nine Thousand Five Hundred Eighty-Four Dollars and Fifty Cents (\$29,584.50) for a new total Agreement amount not to exceed One Million Nine Hundred Twenty-Eight Thousand Two Hundred Sixty-Five Dollars and Eighty-Four Cents (\$1,928,265.84), and to amend the Agreement as set forth in this Amendment.

2. Paragraph L of Article 5 of the Agreement entitled “**BILLING**” is hereby amended to read as follows:

“Contractor will bill the City at the hourly rate identified in Appendix 12. In no event shall the City pay Contractor an amount that exceeds Twenty-Nine Thousand Five Hundred Eighty-Four Dollars and Fifty Cents (\$29,584.50) for the period covering July 7, 2016 to August 7, 2016 under this Third Amendment.

Charges are to be based on a driver trip sheet showing all applicable data regarding miles and passengers. This trip sheet will be in a format appropriate to support Metro Transit NTD auditing.”

3. Paragraph A of Article 15 of the Agreement entitled “**TERM OF CONTRACT**” is hereby amended to read as follows:

“The term of this Agreement shall be from the June 7, 2011 through August 7, 2016, unless sooner terminated as provided in Article 18 of this Agreement. The City may, with approval by the Covina City Council, extend the effective termination date of the Agreement for period of time not to exceed one year, by amending the Agreement.”

4. Appendix 12 to the Agreement is hereby amended by adding thereto the items set forth on Attachment “A” to this Amendment, which is attached hereto and incorporated herein as though set forth in full.

5. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

The parties, through their duly authorized representatives, are signing this Third Amendment on the date stated in the introductory clause.

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

Contractor:

Keolis Transit Services, LLC
a Delaware Limited Liability Corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

(Two signatures of corporate officers required for corporations under Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)

ATTACHMENT A

Attached hereto and incorporated herein is Appendix 12 to the Agreement.

APPENDIX 12
OPERATIONS CONTRACT RFP COST PROPOSAL REQUIRED FORMAT

Provide a cost proposal for all options on which your firm wishes to bid. Put "\$0.00" under total cost for each year for any contract you are not bidding on.

Covina Transit – Cost Proposal					
	July 7, 2016 – August 7, 2016				
	FY 2016/17				
Cost per Revenue Hour	\$48.90				
Multiply by Estimated Revenue Hours	605				
Total Cost – Revenue Hours	\$29,584.50				
TOTAL COST	\$29,584.50				

**FOURTH AMENDMENT TO AGREEMENT BETWEEN THE CITY OF COVINA AND
KEOLIS TRANSIT SERVICES, LLC.
COVINA TRANSIT OPERATIONS**

THIS FOURTH AMENDMENT is made and entered into as of **July 19, 2016** by and between the City of Covina, a California municipal corporation (hereinafter referred to as “City”), and Keolis Transit Services, LLC., a Delaware Limited Liability Corporation (formerly Diversified Transportation, LLC) (hereinafter referred to as “Contractor”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Fourth Amendment is made with the respect to the following facts and purposes:

a. On June 7, 2011, the City and Contractor entered into that certain Professional Services Agreement for transit services (“Agreement”) in the amount of \$43.13 per revenue service hour for the first year, \$45 per revenue service hour for the second year and \$46.42 per revenue service hour for the third year. The total amount that was paid under the original Agreement was One Million One Hundred Fifty-Five Thousand Two Hundred Three Dollars and Ninety-Three Cents (\$1,155,203.93).

b. On September 2, 2014, the City and Contractor entered into the First Amendment to the Agreement to extend the term of the Agreement to July 8, 2015 and increase the payment to \$47.54 per revenue service hour. The total amount that was paid for the one-year term extension under the First Amendment was Three Hundred Eighty-Eight Thousand Nine Hundred Fifty-Two Dollars and Forty-One Cents (\$388,952.41) for a new total Agreement amount of One Million Five Hundred Forty-Four Thousand One Hundred Fifty-Six Dollars and Thirty-Four Cents (\$1,544,156.34).

c. On July 7, 2015, the City and Contractor entered into the Second Amendment to the Agreement to extend the term of the agreement to July 7, 2016 and increase the payment to \$48.90 per revenue service hour. The total amount that will be paid for the one-year term extension under the Second Amendment will be Three Hundred Fifty-Four Thousand Five Hundred Twenty-Five Dollars (\$354,525.00) for a new total Agreement amount not to exceed One Million Eight Hundred Ninety-Eight Thousand Six Hundred Eighty-One Dollars and Thirty-Four Cents (\$1,898,681.34).

d. On June 27, 2015, the City and Contractor entered into the Third Amendment to the Agreement to extend the term of the agreement to August 7, 2016, and set the compensation amount at \$48.90 per revenue service hours. The total amount that will be paid for the one-month extension under the Third Amendment will be Twenty-Nine Thousand Five Hundred Eighty-Four Dollars and Fifty Cents (\$29,584.50) for a new total Agreement amount not to exceed One Million Nine Hundred Twenty-Eight Thousand Two Hundred Sixty-Five Dollars and Eighty-Four Cents (\$1,928,265.84).

e. The parties now desire to extend the term of the Agreement to July 7, 2017, and set the compensation amount at \$5,387 per month, plus \$42.30 per revenue service hour. The total amount that will be paid for the eleven-month extension under the Fourth Amendment will be Three Hundred Thirty-One Thousand Four Hundred Fifty-Seven Dollars and

Fifty Cents (\$331,457.50) for a new total Agreement amount not to exceed Two Million Two Hundred Fifty-Nine Thousand Seven Hundred Twenty-Three Dollars and Thirty-Four Cents (\$2,259,723.34), plus a 10% contingency to the Fourth Amendment amount, and to amend the Agreement as set forth in this Amendment.

2. Paragraph L of Article 5 of the Agreement entitled “**BILLING**” is hereby amended to read as follows:

“Contractor will bill the City at the hourly rate identified in Appendix 12, plus an additional monthly fixed fee amount of \$5,387 per month. In no event shall the City pay Contractor an amount that exceeds Three Hundred Thirty-One Thousand Four Hundred Fifty-Seven Dollars and Fifty Cents (\$331,457.50) for the period covering August 8, 2016 to July 7, 2017 under this Fourth Amendment, unless the City Manager authorizes, in writing, additional work up to ten percent (10%) of the amount of the Fourth Amendment (Thirty-Three Thousand One Hundred Forty-Five Dollars and Seventy-Five Cents (\$33,145.75). Any additional work that exceeds this 10% contingency amount shall require the approval of the Covina City Council and an amendment to this Agreement.

Charges are to be based on a driver trip sheet showing all applicable data regarding miles and passengers. This trip sheet will be in a format appropriate to support Metro Transit NTD auditing.”

3. Paragraph A of Article 15 of the Agreement entitled “**TERM OF CONTRACT**” is hereby amended to read as follows:

“The term of this Agreement shall be from the June 7, 2011 through July 7, 2017, unless sooner terminated as provided in Article 18 of this Agreement. The City may, with approval by the Covina City Council, extend the effective termination date of the Agreement for period of time not to exceed eleven months, by amending the Agreement.”

4. Appendix 12 to the Agreement is hereby amended by adding thereto the items set forth on Attachment “A” to this Amendment, which is attached hereto and incorporated herein as though set forth in full.

5. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

The parties, through their duly authorized representatives, are signing this Fourth Amendment on the date stated in the introductory clause.

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

Contractor:

Keolis Transit Services, LLC.
a Delaware Limited Liability Corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

(Two signatures of corporate officers required for corporations under Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)

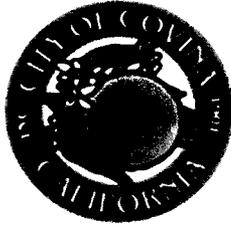
ATTACHMENT A

Attached hereto and incorporated herein is Appendix 12 to the Agreement.

APPENDIX 12
OPERATIONS CONTRACT RFP COST PROPOSAL REQUIRED FORMAT

Provide a cost proposal for all options on which your firm wishes to bid. Put "\$0.00" under total cost for each year for any contract you are not bidding on.

Covina Transit – Cost Proposal August 8, 2016 to July 7, 2017					
	August 8, 2016 – July 7, 2017				
Monthly Fixed Fee	\$5,387				
Total Annual Fixed Fee	\$59,257				
Cost per Revenue Hour	\$42.30				
Multiply by Estimated Revenue Hours	6,435				
Total Cost – Revenue Hours	\$272,200.50				
TOTAL COST	\$331,457.50				
10% contingency (requires City Manager approval)	\$33,145.75				
TOTAL COST INCLUDING 10% CONTINGENCY	\$364,603.25				



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 5

MEETING DATE: July 19, 2016

TITLE: Proposed Fourth Amendment to Professional Services Agreement with Absolute Security International, Inc. for Security Services at the Covina Metrolink Station and Parking Complex

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Authorize Interim City Manager to execute the Fourth Amendment to Professional Services Agreement with Absolute Security International, Inc. for Security Services at the Covina Metrolink Station and Parking Complex to increase compensation in an amount not-to-exceed \$25,003.32; and
- 2) Approve a 1,372 hour increase in security hours at the Covina Metrolink Station and Parking Complex and 92 day increase of park restroom locking services between July 31, 2016 and October 31, 2016.

BACKGROUND:

On May 3, 2011, the City Council authorized the City Manager to enter into the Professional Services Agreement with Absolute Security International, Inc. for Security Services at the Metrolink Complex and Parking Complex effective for a three-year period between May 3, 2011 and May 3, 2014, in an amount not-to-exceed \$405,000. Although the term of the initial agreement allowed for an extension of up to two additional years upon expiration on May 3, 2014, the Department of Public Works did not seek a contract extension or an increase in the contract compensation amount for the subsequent security services rendered during the period of May 4, 2014 to August 18, 2015.

On August 18, 2015, the City Council authorized the City Manager to execute the Letter Agreement (“First Amendment”) to Professional Service Agreement with Absolute Security International, Inc. The First Amendment became effective between August 18, 2015 and May 3, 2016 at a rate of \$15.81 per hour. The Department of Public Works, however, chose not to request the necessary adjustment to the contract compensation amount at that time.

On October 20, 2015, the City Council authorized the City Manager to execute the Second Amendment to Professional Services Agreement with Absolute Security International, Inc., subsequently adopting Resolution No. 15-7404, which increased the May 3, 2011 contract compensation amount by \$315,606 from \$405,000 to \$720,606. This action also extended the scope of services to include park restroom locking services. The increased compensation amount accounted for both the historic expenditures accrued by security services rendered during the period of May 4, 2014 to August 18, 2015 and the necessary adjustment to the

contract compensation amount that was not originally requested at the time of the First Amendment. In addition, this action included the projected expenses for park restroom locking services.

On April 19, 2016, the City Council authorized the City Manager to execute the Third Amendment to Professional Services Agreement with Absolute Security International, Inc., and adopted Resolution No. 16-7476 to increase the contract compensation amount by \$24,580 for an additional 1,352 security hours and 89 days of park restroom locking services between May 4, 2016 and July 31, 2016. It was also during this time, the Department of Public Works worked with Consultant to prepare a bid package to solicit bids for security services. It was anticipated that a new agreement would be awarded to the lowest responsible bidder by the July 31, 2016 agreement expiration date. However, that date will not be able to be met. As a result of this delay, additional time will be required.

DISCUSSION:

While the Department of Public Works has completed the bid package and is currently advertising the bid for Security Services at the Covina Metrolink Station and Parking Complex and Park Restroom Locking Services, the preparation process with Consultant took longer than anticipated. The bid documents were finalized and the Notice to Bidders was advertised on July 18, 2016. However, due to the requirements of Public Contract Code Section 10140, public notice for bids are required to be advertised for a minimum of at least two consecutive weeks which would set the earliest due date for the bids at August 1, 2016. There is also an allowance for two weeks to complete the evaluation of bids and to execute an agreement with the lowest responsible bidder. Due to this extended timeline, the Department of Public Works now projects the process to be completed by August 16, 2016 and to bring forth the bid award to the City Council on September 20, 2016.

To prevent discontinuity of security services and park restroom locking services in the interim, the Department of Public Works recommends extending the current agreement with Absolute Security International, Inc. for a period of up to three months between July 31, 2016 and October 31, 2016. The Department of Public Works has successfully negotiated an agreement extension with Absolute Security International, Inc. to extend the current contract for a period of three months under the same terms and conditions. In the event an agreement with the lowest responsible bidder is expected to be executed prior to October 31, 2016, the extended term with Absolute Security International, Inc. may be terminated without cause, upon 30 days written notice in accordance with Section 15 of the original agreement.

Upon authorization of the Fourth Amendment to Agreement with Absolute Security International, Inc., the term of the agreement will be extended for a period of three months between July 31, 2016 and October 31, 2016 at a rate of \$15.81 per hour for security guard services up to 1,372 hours and \$36 per day for park restroom locking services up to 92 days.

FISCAL IMPACT:

Since security services support the operation of the City's Metrolink facilities, the increase in security hours amounting to \$21,691.32 is eligible to be funded by Proposition A funds from the Los Angeles County Metropolitan Transportation Authority (Metro). Sufficient funding is in the available Proposition A Fund balance (account no. 2400-0000-33000) and an amount of \$85,000 has been proposed in the fiscal year 2016-17 budget for Metrolink Security (account no. 2400-TO11-52310).

Park restroom locking services, however, are ineligible for Proposition A funds as the restrooms to be locked are located within City parks and do not directly support public transit use. Therefore,

funding for park restroom locking services will require funding from the General Fund in an amount of \$3,312 and an amount of \$14,000 has been proposed in the fiscal year 2016-17 budget (account no. 1010-2550-52300).

The total fiscal impact associated with the Fourth Amendment to Agreement with Absolute Security International, Inc. for Security Services at the Covina Metrolink Station and Parking Complex is an increase in compensation for an amount not-to-exceed \$25,003.32 in fiscal year 2016-17.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENTS:

Attachment A: Professional Services Agreement with Absolute Security International, Inc., Approved by City Council on May 3, 2011

Attachment B: Letter Agreement (“First Amendment”) to Professional Services Agreement with Absolute Security International, Inc., Approved by City Council on August 18, 2015

Attachment C: Second Amendment to Professional Services Agreement with Absolute Security International, Inc., Approved by City Council on October 20, 2015

Attachment D: Resolution No. 15-7404, Approved by City Council on October 20, 2015

Attachment E: 2015-16 Adopted Budget Mid-Year Review, Approved by City Council on April 5, 2016

Attachment F: Third Amendment to Professional Services Agreement with Absolute Security Security, Inc.

Attachment G: Resolution No. 16-7476

Attachment H: Fourth Amendment to Professional Services Agreement with Absolute Security International, Inc.

CITY OF COVINA
PROFESSIONAL SERVICES AGREEMENT
WITH ABSOLUTE SECURITY INTERNATIONAL, INCORPORATED FOR
SECURITY SERVICES AT THE COVINA METROLINK STATION AND PARKING
COMPLEX

THIS AGREEMENT is entered into this 3rd day of May, 2011, by and between the CITY OF COVINA, a California municipal corporation (hereinafter referred to as "CITY") and Absolute Security International, Incorporated, a California Corporation (hereinafter referred to as "CONSULTANT").

The parties do agree as follows:

SECTION 1. RECTALS.

This Agreement is made and entered into with respect to the following facts:

- (a) CITY has considered the proposal (the "Proposal" attached hereto and incorporated herein by reference as Attachment A.), from CONSULTANT for professional services including but not limited to, providing the services as described below in Section 6 of this Agreement.
- (b) CITY desires to have a highly qualified company to perform such services.
- (c) CONSULTANT represents and warrants that it is qualified to perform such services and has agreed to do so pursuant to this Agreement; and
- (d) CITY desires to contract with CONSULTANT on the basis of the following terms and conditions.

SECTION 2. EMPLOYMENT.

CITY hereby employs CONSULTANT and CONSULTANT hereby accepts such employment, to perform those services under this Agreement.

SECTION 3. INDEPENDENT CONTRACTOR.

The parties hereby acknowledge that CONSULTANT is an independent contractor and shall not be considered to be an employee of CITY.

SECTION 4. PRINCIPAL REPRESENTATIVE

The Director of Public Works of CITY shall be the principal representative of CITY for purposes of this Agreement. Ms. Lucy J. Lin, President, shall be the principal representative of CONSULTANT for purposes of this Agreement.

SECTION 5. CONSULTANT NOT AGENT OF CITY.

A. CONSULTANT shall have no authority, expressed or implied, to act on behalf of CITY in any capacity whatsoever as an agent.

B. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement to bind CITY to any obligation whatsoever.

SECTION 6. SCOPE OF SERVICES.

CONSULTANT will diligently perform the tasks, in a good and workmanlike manner, which are more specifically identified in the Scope of Services, attached hereto and incorporated herein by reference as Attachment B, unless otherwise instructed by City.

SECTION 7. STANDARD OF PERFORMANCE.

CONSULTANT shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his or her profession.

SECTION 8. TIME.

A. CONSULTANT shall devote such time to the performance of services pursuant to the Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT's obligations pursuant to this Agreement.

B. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

SECTION 9. QUALIFICATIONS.

A. CONSULTANT represents and warrants to CITY that it has all necessary professional licenses and/or certificates to legally perform the services under this Agreement.

B. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at his sole cost and expense, keep in effect or obtain at all times during the term of this Agreement all necessary licenses and certificates required of CONSULTANT to perform the services.

SECTION 10. TERM.

The term of this Agreement shall be the period commencing from the effective date of this Agreement, as first shown above, and CONTRACTOR shall operate and maintain the service for a three-year period ending on May 3, 2014. If and only if mutually agreeable by both parties, the contract may be extended for up to two additional years, pending City Council approval.

SECTION 11. COMPENSATION.

A. CONSULTANT will perform those tasks and deliver the services described in this Agreement, in accordance with the terms and provisions of this Agreement for a total contract price not to exceed Four Hundred and Five Thousand Dollars (\$405,000.00).

B. CONSULTANT shall be paid the compensation at the payment intervals set forth in the Payment Schedule (Section 12).

C. Authorized work shall be in strict compliance with the provisions of this Agreement. CONSULTANT shall provide all labor, materials and equipment, as necessary to perform the services under this Agreement without any additional charge or compensation. *CONSULTANT shall not charge for travel time or break time.*

D. To provide for employee retention, an adjustment to the hourly billing rate may be negotiated on the yearly anniversary of the contract, if and only if mutually agreeable by both parties. An incentive in the hourly pay of employees of \$0.50 to \$0.75 per hour may be calculated into the hourly billing rate for employees dedicated to the Covina Metrolink Complex, provided that this retention incentive is provided to directly increase the hourly pay of a designated employee that has successfully completed one full year of continuous service at the City of Covina Metrolink Complex with a yearly performance evaluation rated as "above average" or better in mutual agreement between the CONSULTANT and the CITY. The CONSULTANT shall not pass through any other additional costs to the CITY besides the hourly pay rate adjustment that is provided to the employee and a calculation equivalent to 5.5 percent (0.055) of the increase in hourly pay to cover the cost of the additional employee taxes and benefits, as proposed in Attachment A. If an employee that has received an adjustment to their rate of pay is terminated or transferred from the contract, the hourly billing rate of the contract will be adjusted on the next billing statement to reflect the base rate of pay and benefits for all employees (\$9.45 an hour) for the new employee.

SECTION 12. PAYMENT SCHEDULE.

A. CONTRACTOR shall invoice CITY monthly, submitting all required management reports with its invoice. Provided the Services have been rendered satisfactorily to

CITY and in accordance with this Agreement, CITY shall tender payment to CONSULTANT not later than ten (10) days following each of the times set forth above.

B. CITY shall make no payment for any extra, further, or additional services not expressly set forth in this Agreement unless such extra service and the price thereof is agreed to in writing and executed by the City Manager prior to the time that such extra service is rendered.

SECTION 13. COMPENSATION WITHHELD.

A. When the CITY shall have reasonable grounds for believing that CONSULTANT will be unable to perform this Agreement fully and satisfactorily within the time fixed for performance; or a meritorious claim exists or will exist against CONSULTANT or CITY arising out of the negligence of CONSULTANT or CONSULTANT's breach of any provision of this Agreement, then the CITY may withhold payment of any amount otherwise due and payable to CONSULTANT under this Agreement.

B. Any amount so withheld may be retained by CITY for that period as it may deem advisable to protect CITY against any loss and may, after written notice to CONSULTANT, be applied in satisfaction of any claim described here.

C. This provision is intended solely for the benefit of CITY and no person shall have any right against the CITY or claim against CITY by reason of the CITY's failure or refusal to withhold monies.

D. No interest shall be payable by CITY on any amounts withheld under this provision.

E. This provision is not intended to limit or in any way prejudice any other right of CITY.

SECTION 14. RIGHT TO AUDIT AND INSPECT.

CITY shall have the right to audit and inspect all books and records kept by CONSULTANT in connection with the operation and services performed under this Agreement.

SECTION 15. RIGHT OF TERMINATION.

A. This Agreement may be terminated by either party with or without cause, upon thirty (30) days written notice to the other party.

B. All work shall cease at the conclusion of the notice period and CONSULTANT shall be paid for all services satisfactorily provided prior to termination in accordance with the rates as provided in this Agreement.

SECTION 16. INDEMNITY.

CONSULTANT hereby agrees to and does indemnify, defend and hold harmless CITY, and any and all of their respective officers, employees and representatives from any and all

claims, liability and expenses, including attorney fees and costs, that arise out of or are related to CONSULTANT's negligent performance of this Agreement.

To the fullest extent permitted by law, CONSULTANT shall hold harmless, defend at its own expense, and indemnify CITY, its officers, employees, agents, and volunteers, against any and all liability related to the use of Segway scooters or any other scooter transportation devices as part of this Agreement resulting in, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions to act of CONSULTANT or its officers, agents, or employees in rendering services under this Agreement; excluding, however, such liability, claims, losses, damages, or expenses arising from CITY's sole negligence or willful acts.

In the event that CONSULTANT or any employee, agent, or subcontractor of CONSULTANT providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of CITY, CONSULTANT shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONSULTANT or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of CITY.

SECTION 17. CONSULTANT'S LIABILITY FOR PUBLIC LIABILITY AND PROPERTY DAMAGE.

CONSULTANT shall assume all responsibility for damages to property or injuries to persons, including accidental death, which may be caused by CONSULTANT's negligent performance of this Agreement, whether such performance be by themselves, or their agents, or whether such damage shall accrue or be discovered before or after termination of this Agreement.

SECTION 18. LIABILITIES.

A. CONSULTANT shall not assert any claim arising out of any act or omission by any officer, agent, or employee of CITY in the execution or performance of this Agreement against that officer, agent or employee.

B. Nothing in this Agreement shall be construed to give any person other than CITY and CONSULTANT any legal or equitable rights, remedy or claim under this Agreement.

SECTION 19. CONFLICT OF INTEREST.

A. CONSULTANT covenants that neither it nor any officer of the corporation, or partnership, as the case may be, has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner with the performance of CONSULTANT's services under this Agreement.

B. CONSULTANT further agrees that in the performance of this Agreement, no person having an interest of the above nature shall be employed by him or her.

C. No person who contracts with CITY, either for the rendition of personal services shall make any contribution to a CITY official or candidate for CITY office.

SECTION 20. NOTICES.

A. Notices pursuant to this Agreement shall be given by personal service or by deposit of the same in the custody of the United States Postal Service, postage prepaid, addressed as follows:

TO CITY: City of Covina
125 E. College Street
Covina, CA 91723
Attn: Director of Public Works

TO CONSULTANT: Absolute Security International, Inc.
728 N. Barranca Avenue
Covina, CA, 91723
Attn: Ms. Lucy J. Lin, President

B. Notices shall be deemed to be given as of the date of personal service, or two (2) days following the deposit of the same by first class mail in the course of transmission of the United States Postal Service.

SECTION 21. BINDING EFFECT.

This Agreement shall be binding upon the parties hereto and their successors in interest.

SECTION 22. ASSIGNMENT.

A. CONSULTANT shall not assign, transfer, convey, pledge or otherwise dispose of its rights or obligations hereunder, except the payment of funds from CITY, without prior written consent of CITY.

B. The consent of CITY to an assignment shall not be unreasonably withheld, but prior to approving any assignment involving the performance of any obligations pursuant to this Agreement, CITY shall be satisfied by competent evidence that the assignee is financially able and technically qualified to perform those services proposed to be assigned.

C. In the event of such assignment, CITY may condition the same so as to ensure compliance with the provisions of this Agreement.

D. CITY'S consent to one assignment shall not be deemed to constitute consent to future assignments. CONSULTANT acknowledges that CITY'S written consent must be first obtained prior to each assignment, transfer, conveyance, pledge or other disposition.

SECTION 23. COMPLIANCE WITH LAWS.

CONSULTANT shall comply with all applicable laws in performing its obligations under this Agreement.

SECTION 24. INSURANCE.

A. CONSULTANT shall obtain and maintain at its expense, during the term of this Agreement, all necessary insurance for its employees engaged in the performance of this Agreement, including, but not limited to worker's compensation insurance.

B. CONSULTANT shall obtain and maintain at its expense, during the term of this Agreement, comprehensive general liability insurance with coverage of not less than Two Million Dollars (\$2,000,000.00) combined single limit per occurrence (and not "claims made") for bodily injury, personal injury and property damage and Two Million Dollars (\$2,000,000.00) general aggregate. CONSULTANT shall cause CITY, its officers, employees, and agents, to be named as an additional insured on said policy and shall obtain a waiver of the insurer's right of subrogation against CITY.

C. For all vehicles operated by CONSULTANT to provide services under this Agreement, Business Auto Coverage under standard ISO form including symbol 1 (All Auto) auto coverage with limits of no less than \$1,000,000.00 and scheduled under any umbrella policy.

D. CONSULTANT shall obtain and maintain professional liability (errors and omissions) insurance in an amount of not less than \$1,000,000.00.

E. CONSULTANT shall obtain and maintain workers compensation and employers liability insurance in an amount of not less than \$1,000,000.00.

F. CONSULTANT shall provide CITY with written proof of the existence of such insurance and the commitment of the insurance carrier (either by policy endorsement or similar agreement) to notify CITY in writing 30 days before any reduction in coverage or the cancellation of such insurance. All insurance coverage required herein shall apply on a primary non-contributing basis in relation to any insurance or self-insurance available or applicable to CITY.

SECTION 25. DISCRIMINATION.

A. CONSULTANT agrees that no person shall be excluded from employment in the performance of this Agreement on grounds of race, creed, color, sex, age, handicap or marital status, place of national origin or any other basis prohibited by local, State or Federal law.

B. CONSULTANT agrees to comply with all local, State and Federal laws relating to equal employment opportunity rights.

SECTION 26. ENTIRETY OF AGREEMENT.

This Agreement contains the entire Agreement of CITY and CONSULTANT with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer, or agent of any party, which is not contained in this Agreement shall be binding or valid.

SECTION 27. ATTORNEYS FEES.

In the event that any action or proceeding is instituted for the breach of this Agreement, the prevailing party shall be entitled to reasonable attorneys fees.

SECTION 28. CONSISTENCY WITH CURRENT LAW.

A. It is the intent and understanding of the parties to this Agreement that every provision of law required to be inserted in this Agreement is inserted here.

B. If through mistakes or otherwise, any of those provisions are not inserted in correct form, then this Agreement shall upon application of either party, be amended by insertion so as to comply strictly with the law and without prejudice to the rights of either party.

C. If this Agreement contains any unlawful provisions, not an essential part of the Agreement and which appear not to have been a controlling or material inducement to the making of this Agreement, those provisions shall be deemed of no effect, and shall upon application of either party be stricken from the Agreement without affecting the binding force of the Agreement as it shall remain after omitting those provisions.

SECTION 29. VENUE.

In the event that suit shall be brought by either party to this contract, the parties agree that venue shall be exclusively vested in the State courts of the County of Los Angeles or where appropriate, in the United States District Court, Central District of California, Los Angeles, California.

SECTION 30. INTERNAL INCONSISTENCIES.

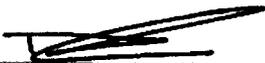
If this Agreement contains any errors, inconsistencies, ambiguities, or discrepancies, including typographical errors, CONSULTANT shall request a clarification of those items by writing to the City Manager whose decision shall be binding upon the parties.

SECTION 31. CAPTIONS AND HEADNOTES.

The captions and headnotes or sections of this Agreement, and marginal notes are intended for convenience and reference purposes only and in no way define, limit or describe the scope or intent of this Agreement.

IN WITNESS WHEREOF, this Agreement for Professional services has been duly authorized and executed by the parties hereto on the day and year first herein above written.

"CITY"
City of Covina

By: 

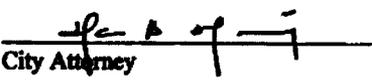
Daryl Parrish
City Manager

ATTEST:



City Clerk

APPROVED AS TO FORM:



City Attorney

"CONSULTANT"
Absolute Security International, Inc.
a California Corporation

By: 

Lucy J. Lin
President

ATTACHMENT A



State Lic. # PPO 16099
PROFESSIONAL

PROPOSAL

Absolute Security International, Inc. will provide:

- * One (1) uniformed, unarmed security officers for each of the three (3) 8-hour shifts for 5 weekdays per week
- * Additional One (1) uniformed unarmed security officer during the morning and evening peak hours during the 5 weekdays
- * One (1) uniformed, unarmed security officers for each of the two (2) 8-hour shifts for Saturday & Sunday.
- * AIS Field Supervisors will visit on a daily basis in our marked patrol vehicle, a minimum of three daily random site visits per shift.

DATE	SCHEDULES	REG. HOUR	REG. RATE	O.T. HOUR	DISCOUNTED O.T. RATE	TOTAL
Monday	Officer No. 1 4:30 am - 4:30 am	24	\$13.45	0	\$18.00	\$322.80
	Officer No. 2 6:00 am - 10:00 am & 5:00 pm - 9:00 pm	8	\$13.45	0	\$18.00	107.60
Tuesday	Officer No. 1 4:30 am - 4:30 am	24	\$13.45	0	\$18.00	\$322.80
	Officer No. 2 6:00 am - 10:00 am & 5:00 pm - 9:00 pm	8	\$13.45	0	\$18.00	107.60
Wednesday	Officer No. 1 4:30 am - 4:30 am	24	\$13.45	0	\$18.00	\$322.80
	Officer No. 2 6:00 am - 10:00 am & 5:00 pm - 9:00 pm	8	\$13.45	0	\$18.00	107.60
Thursday	Officer No. 1 4:30 am - 4:30 am	24	\$13.45	0	\$18.00	\$322.80
	Officer No. 2 6:00 am - 10:00 am & 5:00 pm - 9:00 pm	8	\$13.45	0	\$18.00	107.60
Friday	Officer No. 1 4:30 am - 4:30 am	24	\$13.45	0	\$18.00	\$322.80
	Officer No. 2 6:00 am - 10:00 am & 5:00 pm - 9:00 pm	8	\$13.45	0	\$18.00	107.60
Saturday	Officer No. 1 9:00 am - 5:00 pm & 7:00 pm - 3:00 am	16	\$13.45	0	\$18.00	215.20
Sunday	Officer No. 1 9:00 am - 5:00 pm & 7:00 pm - 3:00 am	16	\$13.45	0	\$18.00	215.20
WEEKLY TOTAL		192		0		\$2,601.60
MONTHLY TOTAL		832		0.00		\$11,390.40
ANNUAL TOTAL		9,984		0		\$134,284.80

Hourly MD rate	\$13.45
Hourly pay rate	1.45
Gross margin	2.00
Payroll taxes	0.50
Workers comp	0.50
General liability	0.50
Health insur & maintenance	0.50
Supplies & equipment	0.50
Other related costs, etc.	0.50
Total for O&P profit	\$2.00

Security officer No. 1 will provide physical presence at the Metrolink Station platform to assist the public with boarding/departing trains & buses, to provide info & answer any questions, crowd control & prevent injuries. The security officer will conduct patrols to ensure the facility, including the parking lot to safe & secure from vandalism, unauthorized persons and usage, prevent any potential accidents and report unsafe conditions. He/she will also use CCTV in the guard shack to monitor all areas of service location.

Security officer No. 2 will provide security presence for 4 hrs in the morning & 4 hrs in the evening during peak times, across the street at the Metrolink West Parking Complex. He/she will perform security patrol of the 4-story structure to ensure facility is free from theft, vandalism, graffiti, unauthorized usage, & report any potentially unsafe conditions.

AIS recommends adding two(2) three-wheel electric scooters on site to patrol the Corona Metrolink Parking Structure. This additional method of transportation will enhance patrol efficiency by covering more grounds. It will also assist in providing more efficient usage of break periods. We believe it is an environmentally friendly & cost-effective way to increase productivity.

AIS understands that the City of Corona stipulates a provision for yearly increase for Security Officers, as retention incentives. At the City's request, this hourly pay increase for Security Officers will range from \$0.50 - \$0.75 per hour.



State Lic.: PPO 16302

PROPOSED OFFICER RETENTION INCENTIVES

Proposed as an example of contract costs if employees are successfully retained.

	<i>PROPOSED INCREASES</i>	
	<i>\$8.50</i>	<i>\$8.75</i>
Hourly bill rate	\$14.30	\$14.50
Hourly pay rate	9.95	10.20
Gross margin	4.35	4.30
Payroll taxes	1.09	1.13
Workers comp	0.42	0.43
General liability	0.61	0.61
Electric meter & maintenance	0.11	0.11
Supplies & equipment	0.14	0.14
Other related misc. costs	0.30	0.30
	2.96	2.60
Total for OH & profit	\$1.69	\$1.70
2012 -13 EST. WEEKLY TOTAL	\$2,726.00	\$2,784.00
2012 -13 EST. MONTHLY TOTAL	\$11,014.00	\$12,064.00
2012 -13 EST. ANNUAL TOTAL	\$141,772.00	\$144,768.00

**ATTACHMENT B
TO AGREEMENT FOR PROFESSIONAL SERVICES**

(Scope of Services)

PROJECT DESCRIPTION

As the Covina Metrolink Station is unstaffed, security personnel provide an essential first line of customer service and will be expected to serve as transportation ambassadors representing the City of Covina and the Metrolink system. As such, security personnel will be trained to answer basic transportation questions and are expected to be on foot patrol at the train platform for the arrival and departure of each train during their shift. When trains are not arriving or departing from the station, guards are expected to patrol the parking structure and the surface parking lot. There is a guard shack at the station with CCTV monitors, but the guard shack is not to be the primary post location for security personnel. Security personnel are expected to spend at least 75% of their time either on parking lot patrol or being a visible customer service presence among the passengers at the train platform. Each shift or post must be staffed throughout the duration of a shift, requiring relief for meals and breaks. Additionally, Contractor must provide an appropriate level of trained field supervision for security officers working these fixed locations. The Contractor shall participate in an ongoing liaison and coordination of activities with the City of Covina Public Works Department, Metrolink field staff, Covina Police Department, and the Los Angeles County Sheriff Department as needed. The Contractor must also provide for ongoing and regular briefings and inspections of contract personnel.

Post Orders

The security contractor shall provide "post orders" to guide the performance of its security personnel on City facilities. These post orders shall be prepared in consultation with the City's Project Manager and shall be subject to regular inspection.

Post orders define the basic work to be performed by contract security personnel at a specific site or sector. Post orders are prepared by the Contractor's Project Manager in consultation with the City's Project Manager. Post orders shall include but are not limited to:

1. Facility information (e.g. operating hours, passenger information, chain of command)
2. Facility rules and regulations
3. Operation of equipment
4. Vehicular traffic control
5. Access control procedures
6. Emergency and critical incident response procedures
7. Security/fire control alarm systems
8. Rail safety concerns
9. Response to injury and illness
10. Train schedules, connecting transit

Although post orders are important guidelines, direction from police, fire, and emergency authorities as well as the City's general orders take precedence.

Post orders shall be written and contain complete duty instructions for staffing each individual post, including provisions for handling critical incidents (emergency procedures). All contract personnel shall have access to these post orders at all times while on duty. All contract security personnel are responsible for knowing the location of these written post orders and shall be familiar with their contents. Security supervisors shall have a comprehensive set of all post orders in their possession or immediately accessible at all times while on duty.

Personnel

The Contractor shall provide a Project Manager, an appropriate number of Security Supervisors and Security Officers. The Managers and Supervisors are not expected to be dedicated to this project alone. Specific tasks for each of these personnel are listed below. These tasks are expected to be performed but are not all inclusive.

Project Manager

1. Act on behalf of the contractor on all matters related to the contract.
2. Report to and coordinate with City Project Manager on a regular basis.
3. Maintain an adequate quality control and complaint resolution system.
4. Respond to contract discrepancy reports on an as needed basis.
5. Establish operational procedures in consultation with City Project Manager.
6. Develop post orders as needed in conjunction with City policy.
7. Meet with City designated Project Manager on a regular basis.
8. Ensure compliance with contractual staffing, training and equipment requirements.
9. Be knowledgeable and adhere to Contractor's standards regarding safety and ensure compliance of subordinates through regular inspections.

Security Supervisors

1. Respond to on-site incidents involving subordinates or respond to requests from the City Project Manager within two (2) hours time period following an occurrence / request.
2. Conduct on-site supervision, inspection and guidance to on-duty security officers.
3. Assure proper assignment and relief coverage (Note: the Covina Station does not have on-site toilet facilities). Notify City Project Manager of uncovered posts immediately.
4. Reviews, corrects, and approves subordinates' logs and reports.
5. Maintains knowledge of City operational areas, facilities and property as well as adjoining areas.
6. Ensures subordinates' compliance to all terms of contract, post orders and Authority policy, rules and regulations.
7. Provides written results of investigations at the request of the City's Project Manager.

Security Officers (uniformed)

The primary responsibilities of Security Officers is the provision of customer service to rail patrons, visual presence of a professional uniformed security force to deter crime and threats to the Metrolink system and its patrons, passengers and property, including equipment, stations, parking lots and facilities, etc. The Security Officer must also provide for public safety by requesting that all individuals that are not patrons of the commuter rail facility vacate the premises in a prompt and orderly manner. This is especially important for area youths that attempt to use the parking facilities or the Metrolink train platform as a recreational facility, thus placing themselves at great risk of bodily injury through auto/train collisions with bicycles/skateboards or placing themselves or others at risk through tossing objects from elevation or walking/sitting on the top level walls of the parking structure while intoxicated. Specific post locations/job assignments are subject to change by the City Project Manager as needed. Uniformed Security Officers will also be required to:

1. Respond to requests from service patrons for assistance and service information.
2. Be familiar with train and bus schedules, ticket vending machine operations, Bikestation operations, parking permit requirements and sales procedures and Metrolink system rules and regulations.
3. Prepare accurate, legible, and grammatical reports detailing any unusual incidents/accidents or occurrences during each shift.
4. Assist City personnel, police and law enforcement personnel on City property as requested by providing perimeter access control, traffic direction or site liaison.

Employee Eligibility Criteria

All security personnel employed by any Contractor under a resulting contract are required to meet certain minimum qualifications or standards regarding background, training, experience, and health as established in this section unless a waiver is requested and approved prior to submission of a proposal. The final decision as to the suitability of security personnel, both Security Officers(s) and Security Supervisor(s), rests with the City Project Manager.

Security Officer

- a) Must be a graduate of a state certified security officer/guard training program and possess current, valid Consumer Affairs guard cards, and certification to carry a baton (PR-24/baton card).
- b) Must possess current First Aid and CPR (Cardiopulmonary Resuscitation) certification cards. Certification as an Emergency Medical Technician – Level I (EMT-I) from an emergency medical service certification agency in Los Angeles County may substitute for the first aid requirement, but not the CPR card.
- c) Must be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by an Alien Registration Receipt Card for 1-151, or other evidence from the Immigration and Naturalization Service that the candidate is able to work legally in the United States.

- d) May not be employed under this contract if he or she currently or in the past has been involved in: (1) any felony or sex conviction; (2) military conduct resulting in dishonorable or undesirable discharge; (3) any pattern of irresponsible behavior or moral turpitude, including but not limited to reckless driving, theft, etc.
- e) Must be fully literate in the English language (i.e. be able to read, write, speak and understand clearly). All personnel shall be capable of properly writing reports and maintaining a daily activity log. Oral command of English must be sufficient to permit full and effective communication even in times of stress.
- f) Must acquire, keep active and possess at all times while on duty all technical licenses and permits required by law for employment as a security officer.
- g) Must meet the following requirements regarding professional behavior and ability:
 - i) Ability to meet and deal tactfully with police and fire department personnel, City employees and the general public; ability to understand, explain, interpret and apply rules, regulations, directives and procedures in a tactful manner;
 - ii) Possess poise, self-confidence and an ability to make sound decisions and react quickly under stressful situations;
 - iii) Ability to prepare clear and concise reports;
 - iv) Ability to learn and adapt to changing situations;
 - v) Ability to accept and respond to instruction and direction.

Security Supervisor

Security Supervisors must meet all eligibility criteria applicable to the Security Officer classification. They must also demonstrate the ability to provide direction and guidance to subordinate personnel.

Required Documentation

All personnel performing under this contract must possess and keep current as required all appropriate cards, certificates and licenses, including but not limited to the following:

- (a) California Department of Consumer Affairs Guard Card; (b) First Aid (or EMT-I) Certification and Cardiopulmonary Resuscitation (CPR) card; (c) Valid California Driver's License (if operating a motor vehicle).

Items a, b and c must be on officer's person at all times while on duty.

Physical Demands

The work requires frequent and prolonged walking, frequent climbing of stairs, standing, sitting and some running. Rarely, security personnel may be required to subdue violent or potentially violent people. Accordingly, stamina in all of its forms (physical, mental, climate-related, etc.) is a basic physical requirement of this position. Any individual who cannot meet the requirements of this position, including inability discovered through on the job performance, will not be qualified to work under this contract and will be removed immediately from service if necessary.

Training Requirements

Contractor is required to ensure that all field personnel receive training in order that the City is assured that said personnel are capable of assuming the responsibilities of their assignments. This training will include a minimum of four hours of commuter rail safety/security training and will cover topics including:

- 1) Liaison/cooperation with commuter rail police.
- 2) Bomb threats.
- 3) Crowd Control.
- 4) Traffic control.
- 5) Threats to patrons and security awareness.

In addition to these training requirements, all contract personnel may be subject to on-duty participation in Metrolink Rail Authority, Los Angeles County Sheriff's Department or Covina Police Department sponsored emergency operations drills and exercises as they occur.

Equipment for City Service

Personnel

Contractor is required to provide all personnel with the equipment necessary to perform the requirements of this contract. Minimum uniform equipment shall include: handcuffs (Smith & Wesson or Peerless); a two way radio or cellular telephone; a baton (PR-24 or straight stick, depending on employee qualifications); a Sam Brown equipment belt, or approved equal; and a visible name tag.

Uniform equipment and badges/patches shall not be similar in style or appearance to those worn by any law enforcement agency which operates in the service area where the officer or supervisor is assigned.

Additionally, all individual officers shall have the following equipment in their possession at all times when on duty for service:

- 1) Flashlight (2-cell minimum/3-cell maximum)
- 2) Safety (orange/reflective) vest
- 3) CPR pocket mask

At any and all times while in City service, all security personnel and supervisors are required to wear a complete uniform and to be fully equipped.

Vehicle

Security Supervisors are required to have a response vehicle accessible at all times. Vehicles shall be clearly marked. All vehicle costs and the vehicles themselves shall be provided by the Contractor.

Vehicle type, markings, lights, etc. are to be of a type approved by the City Project Manager. Also, all contract response vehicles shall be equipped with the following equipment:

- 1) Heavy duty/rechargeable flashlight
- 2) Traffic cones
- 3) Flares
- 4) Yellow scene management ("banner guard" type) tape
- 5) First aid kit
- 6) Blanket
- 7) Fire extinguisher
- 8) Radio (optional)

The Contractor shall provide two electric scooters that are permanently assigned to the Covina Metrolink Station and Covina Metrolink Structure for use by the security personnel for roving patrols required at the facilities. The electric scooters shall be clearly marked and shall not be street-legal. Security personnel using the electric scooters will be required to dismount and walk the scooter across streets at marked crosswalks. Electric scooter costs and the vehicles themselves shall be provided by the Contractor.

Prohibited Equipment

Security personnel shall not be permitted to carry or possess any unauthorized equipment such as firearms; knives; chemical agents; concealed weapons; personal radios, televisions or computer games; or any other item not specifically approved in the contract.

Maintenance of Uniforms and Equipment

The Contractor is responsible for assuring that all security personnel maintain a clean and neat appearance in accordance with the Contractor standards, up to and including responsibility for maintenance and replacement of uniforms as necessary. Likewise, it is expected that all equipment, particularly vehicles used by the Contractor shall be kept clean, well-maintained, and in safe operating condition at all times, free from defects or wear which may in any manner constitute a hazard to any person or persons on City property.

Weapons Safety

Contractor shall without exception observe the following safeguards regarding the use and possession of weapons and batons at any and all times while on duty at any City function or

property. This includes, but is not limited to, the distribution of the following safeguards to all security personnel in City service:

- 1) At no time shall any weapon or associated equipment (i.e. firearms, batons, gun belt, ammunition, magazines, etc.) be stored at City sites.
- 2) At no time are the belt, baton, or other similar equipment to be removed from the person of the Security Officer or left unattended at any City site.
- 3) Batons are not to be utilized as a measure of threat or intimidation, but only in the defense of life.
- 4) Firearms are not to be present at any City facility at any time.
- 5) Unauthorized weapons, holsters and ammunition are expressly prohibited.
- 6) Loss, theft or misuse of any equipment must be reported to the City Project Manager immediately.

Radio and Communication Equipment

The Contractor shall provide and maintain the following communications equipment:

- A radio system or cellular telephones for all Security Supervisors and personnel.
- Internet service with email capability and a Facsimile (FAX) machine in the office of the Project Manager.

Contractor will provide a centralized dispatch service staffed during work hours.

System Quality

Radio communications among system users is expected to be strong and clear at all times, both transmitting and receiving. Contractor shall be totally responsible for providing and maintaining required system quality throughout their portion of the City service area. The initial and continued integrity of the capability is subject to ongoing inspection by the City Project Manager. Where radio coverage is not adequate, cellular telephone use shall be substituted.

Performance Requirements and Verification

Contractor Responsibility

Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity as required and set forth in the contract with the City. Contractor shall likewise be responsible for disciplining contract personnel as necessary to ensure such performance.

Monthly Progress Reports

A monthly progress report will be provided by the Contractor detailing incident reports, actions and information requested by the City each month. The report will be categorized and reporting done by incident and by site/location.

Alcohol and Drug Policy

Contractor must present City with a comprehensive Alcohol and Drug Testing Policy. Proof of a negative drug screen within the last 30 days is required for all employees.

City Verifications and Inspections

It shall be the responsibility and prerogative of the City to inspect, investigate, conduct inquiries into, supervise and otherwise direct the activities of any and all personnel providing service under this contract. Such activities will be conducted on a regular, periodic basis, either announced or unannounced by the City Project Manager or his/her designee. The Contractor shall only participate in activities approved by the City Project Manager. If Contractor is given direction to participate in activities by any other person besides the City Project Manager, this request needs to be reported to the City Project Manager immediately.

Additional Contractor Responsibilities/Information

The Contractor must also be able to meet the requirements listed below prior to commencing service:

- 1) Licensed to do business in the State of California.
- 2) Licensed to do business in the City of Covina.
- 3) In possession of a State of California and City of Covina Private Patrol Operating Permit.
- 4) Provide security personnel who can speak and write in English and who are able to complete routine logs and accurate incident reports.
- 5) Provide the City with trained, qualified security officers and supervisors who are able to project a positive professional appearance and demeanor and assist the public under demanding conditions in a high volume commuter rail system setting while remaining professional, courteous and tactful.
- 6) Provide uniformed guards possessing all required certifications One Hundred and Ninety Two (192) hours per week, seven days per week, excluding holidays when Metrolink Trains do not run (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day) according to the following schedule:

Monday-Friday @ Metrolink Station (one guard)

0430 to 1230 (8 hours)

1230 to 2030 (8 hours)

2030 to 0430 (8 hours)

Monday-Friday @ Metrolink Structure (one guard)

0600 to 1000 (4 hours)

1700 to 2100 (4 hours)

Saturdays & Sundays (one guard for both locations)

0900 to 1700 (8 hours)

1900 to 0300 (8 hours)

- 7) Provide personnel with all necessary equipment, transportation, training and supervision.
- 8) Develop and follow an approved relief schedule for all posts.
- 9) Have a 24 hour staff capability.
- 10) Provide personnel with handheld two-way radios or other approved communication equipment as specified in this scope of services.
- 11) Personnel must be baton certified in the State of California for the batons that they carry.
- 12) Provide personnel who have completed the requirements mandated by the California Department of Consumer Affairs for certification and must possess First Aid/CPR certifications.
- 13) Provide patrolling field supervisors to monitor the contract.
- 14) Provide ongoing training for personnel as needed and shall participate in all City mandated or sponsored training and drills as required.
- 15) Provide personnel of the highest caliber who meet the standards demanded in this scope of services.
- 16) Be willing to provide remedial officer training or counseling as required or remove deficient personnel from City service as requested by City Project Manager.
- 17) Participate in liaison/coordination meetings with City personnel and Covina Police Department personnel as needed.
- 18) Comply at all times with the terms and conditions of the contract, including the specific insurance requirements.

City Responsibilities

The City will have the following responsibilities:

- 1) Provide guidelines for security and protective services for associated properties and facilities.
- 2) The City Project Manager, in conjunction with appropriate City personnel, will advise and coordinate with security agency management assignment and deployment of all contract security personnel.
- 3) The City shall actively work with Contractor to jointly develop all necessary emergency operations and critical incident management protocols for use by Contractor personnel and shall support the Contractor in the development of all necessary protocols and procedures for effectively providing comprehensive security/protective services.
- 4) The City or its designee will conduct regular periodic reviews to ensure Contractor's adherence to contract specifications and continued ability to responsibly perform Contract services.
- 5) The City will prepare a Contract Discrepancy Report to identify specific failures of the Contractor to meet contract requirements.



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

www.covinaca.gov

August 18, 2015

Lucy J. Lin
President
Absolute Security International, Inc.
861 S. Oak Park Road
Covina, CA 91723

RE: Extension of Transit Security Contract for Metrolink Complex Security Services with Absolute Security International, Inc.

Dear Mrs. Lin:

The enclosed contract ("Contract") between Absolute Security International, Inc., and the City of Covina for Professional Services has expired. The City is interested in continuing to utilize your services upon substantially the same terms and conditions. Thus, the City is proposing that the parties agree to extend the Contract by entering this letter agreement, pursuant to the terms and conditions stated herein.

By signing below, the parties agree as follows:

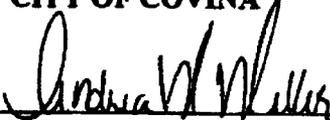
1. The Contract, titled Transit Security Services with Absolute Security International, Inc. for Covina Metrolink Complex Security Services and dated May 11, 2011 is fully incorporated herein by this reference. Except as expressly set forth herein, the terms of the Contract shall be given full force and effect as part of this agreement.
2. The term of this agreement shall be eight (8) months. This term may only be extended by the parties in writing. This term shall not automatically renew unless separately agreed in writing.
3. Either party may terminate this agreement without cause by giving the other party not less than fourteen (14) days' notice. City shall have no cost or liability to Contractor as a result of exercising its right to terminate without cause. This term shall supersede any provisions in the Contract related to termination without cause but shall not alter or replace any remedies or procedures contained in the Contract relating to terminations for cause.
4. To the extent there is a conflict between the terms set forth in this letter and the terms contained in the Contract, the terms of set forth in this letter shall control.

5. This agreement is an integrated agreement and contains the entire agreement between the parties. This agreement does not contain any modifications to the Contract except as stated in this letter. Handwritten or other modifications shall have no effect.
6. This agreement shall be effective upon the date the last party signs in the signature block below.
7. This agreement shall not take effect until the City signs in the signature block after receiving a duly signed agreement from the Contractor. City reserves the right to decline to enter the agreement.
8. The signatories signing this agreement are duly authorized to bind the parties hereto.
9. Notices sent under this agreement shall be sent to Contractor at the address contained in the Contract unless the following is completed:

Contractor: Absolute Security International, Inc.
 Attn: Lucy J. Lin
 Address: 861 S. Oak Park Road
 Covina CA 91724
 Phone: (626) 858-7188
 Facsimile: (626) 858-2882
 E-mail: llin@absolutesecurityintl.com

If you are interested in extending the Contract pursuant to these terms and conditions, please sign in the signature block below and return to the City. Upon receipt of a signed agreement, the City will inform you within a reasonable time whether the City will enter the agreement. If entered, the City will send you a fully executed copy of this agreement. If you have questions, please contact Public Works Director, Siobhan Foster at (626) 384-5217.

CITY OF COVINA

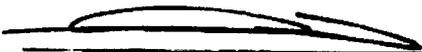


 Andrea Miller, City Manager

8/19/15

 August 18, 2015

Absolute Security International, Inc.



 Lucy J. Lin, President

08-18-2015

 August 18, 2015

**SECOND AMENDMENT TO
CITY OF COVINA AGREEMENT
PROFESSIONAL SERVICES AGREEMENT
WITH ABSOLUTE SECURITY INTERNATIONAL, INCORPORATED FOR
SECURITY SERVICES AT THE COVINA METROLINK STATION AND PARKING
COMPLEX**

This Second Amendment to the May 3, 2011 City of Covina Professional Services Agreement with Absolute Security International, Incorporated for Security Services at the Covina Metrolink Station and Parking Complex (“Agreement”) between the City of Covina, a California municipal corporation (“City”) and Absolute Security International, Inc., a California corporation (“Consultant”), is dated and effective October 20, 2015, and is between City and Consultant.

RECITALS

A. City and Consultant entered into the Agreement for Consultant’s performance of security services at the Covina Metrolink Station and Parking Complex.

B. The parties amended the Agreement by that certain Letter Agreement dated August 18, 2015 (“First Amendment”), to extend the term of the Agreement by eight (8) months to May 3, 2016.

C. The parties desire to further amend the Agreement to modify the total compensation amount.

The parties therefore agree as follows:

Section 1. Recital (a) is hereby amended in its entirety to read as follows:

“(a) CITY has considered the proposals attached hereto and incorporated herein as Attachments A, B and B-1 (collectively, the “Proposal”) from CONSULTANT for professional services, including, but not limited to, providing the services as described in Section 6 of this Agreement.”

Section 2. Section 6 (“Scope of Services”) is hereby amended in its entirety to read as follows:

“CONSULTANT will diligently perform the tasks, in a good and workmanlike manner, which are more specifically identified in the Scope of Services, attached hereto and incorporated herein by reference in Attachments B and B-1, unless otherwise instructed by City.”

Section 3. Paragraph A of Section 11 (“Compensation”) is hereby amended in its entirety to read as follows:

“A. CONSULTANT will perform those tasks and deliver the services described in this Agreement, in accordance with the terms and provisions of this Agreement for a

total contract price not to exceed Seven Hundred Twenty-Seven Thousand Three Hundred Dollars (\$720,606).”

Section 4. The third sentence in Paragraph D of Section 11 (“Compensation”) is hereby amended in its entirety to read as follows:

“The CONSULTANT shall not pass through any other additional costs to the CITY besides the hourly pay rate adjustment that is provided to the employee (1) and a calculation equivalent to 5.5 percent (0.055) of the increase in hourly pay to cover the cost of the additional employee taxes and benefits, as proposed in Attachments A and B-1.”

Section 5. Attachment “B-1” is hereby added to the Agreement to read as Attachment “B-1” of this Second Amendment.

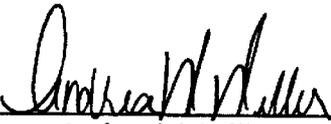
Section 6. Except as expressly modified or supplemented by this Second Amendment, all of the provisions of the Contract, as amended by the First Amendment, shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Second Amendment and the provisions of the Contract or the First Amendment, the provisions of the Second Amendment shall control.

[SIGNATURE PAGE FOLLOWS]

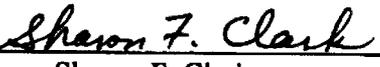
The parties are signing this Second Amendment as of the date stated in the introductory clause:

City:

City of Covina,
a California municipal corporation

By: 
Name: Andrea M. Miller
Title: City Manager

Attest:

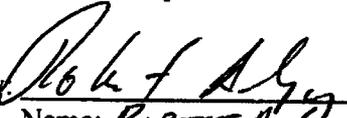
By: 
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

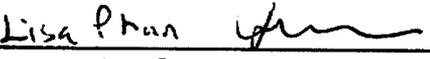
Approved as to Form:

By: 
Name: Candice K. Lee
Title: City Attorney

Consultant:

Absolute Security International, Inc.,
a California corporation

By: 
Name: ROBERT A. GUY
Title: Chairman President
 Vice President

By: 
Name: Lisa Phan
Title: Secretary Asst. Secretary
 Chief Finance Officer Asst. Treasurer

[Two signatures required for corporations pursuant to California Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.]

RESOLUTION NO. 15-7404

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2015-2016 BUDGET REFLECTING AN APPROPRIATION OF \$30,324 FROM AVAILABLE PROPOSITION A FUND BALANCE FOR COVINA METROLINK COMPLEX SECURITY SERVICES AND INCREASING THE FISCAL YEAR 2015-2016 PROPOSITION A FUND BUDGET (ACCOUNT NO. 2400-TO11-52310) IN THE AMOUNT OF \$30,324 FOR EXPENDITURE ON COVINA METROLINK COMPLEX SECURITY SERVICES

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, 2015 and ending June 30, 2016 was approved on June 23, 2015; 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 Covina Metrolink Complex Security Services.

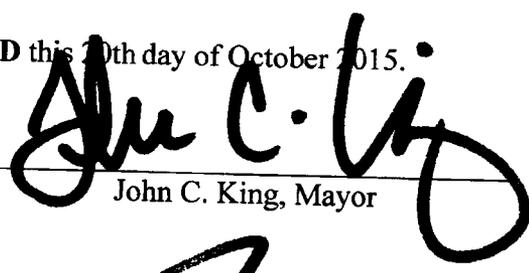
NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Covina, as follows:

SECTION 1. Amend the fiscal year 2015-2016 Budget as follows:

1. \$30,324 Proposition A Fund Balance (account no. 2400-0000-33000) to Proposition A Fund (2400-TO11-52310) for Covina Metrolink Complex Security Services.

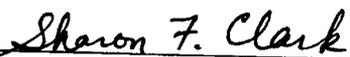
SECTION 2. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 20th day of October 2015.



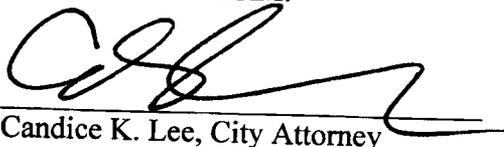
John C. King, Mayor

ATTEST:



Sharon F. Clark, Chief Deputy City Clerk

APPROVED AS TO FORM:

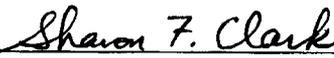


Candice K. Lee, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 15-7404 was adopted by the Covina City Council at a regular meeting thereof held on the 20th day of October, 2015, by the following vote:

AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE



Sharon F. Clark
Chief Deputy City Clerk



CITY OF COVINA

AGENDA REPORT

MEETING DATE: April 5, 2016

TITLE: 2015-16 Adopted Budget Mid-Year Review.

PRESENTED BY: Dennis Swink, Interim Finance Director

RECOMMENDATION: Approve the Revenue and Expenditure adjustments listed on Attachment C of this Report.

BACKGROUND:

The City Council adopted the FY 2015-16 budget on June 23, 2015. The total budget was \$68,818,207 with a General Fund budget of \$33,198,207. During the first eight months of this fiscal year, the Council has approved various staff recommendations for budget modifications to both revenues and expenditures. This report reviews the current status of General Fund and other budget issues. The report also summarizes additional revisions to the FY 2015-16 budget.

DISCUSSION:

Last Fiscal Year Estimate. Although the Comprehensive Annual Financial Report from last fiscal year won't be completed until mid-April, there is enough information to make a pretty reasonable estimate of how the General Fund fared last year. An unaudited statement of Revenues, Expenditures and Changes in Fund Balances for the General Fund is presented as Attachment A. This was prepared based on all the adjustments we know of at this time. It is likely these numbers will change somewhat when the final audit adjustments are posted but the final numbers should be pretty close to this. The schedule shows last year's General Fund revenues were \$35,481,151 and expenditures were \$32,740,267. There were other financing sources of 28,425 for a projected increase in fund balance of \$2,769,309. There are several reasons for the projected increase. Higher revenues, including one-time increases in miscellaneous and donations and a one-time adjustment to sales tax due to a reallocation of taxes from another entity. Lower expenditures, due to reductions in general government, community development and capital outlay. There are also some significant costs related to labor force reductions that were expected to hit last fiscal year but due to the final timing of those actions, were not incurred until this fiscal year.

Current Budget, year to date. The 2015-16 Adopted General Fund budget included overall revenues of \$33.3 million, expenditures of \$33.2 million and a projected surplus of \$95,700. Total revenue and expenditure adjustments as of March 9, 2016 included \$1,582,000 of increased revenues and \$2,346,000 in higher expenditures resulting in a deficit of about

\$668,000. The expenditure adjustments included the one-time purchase of the Banna Park property which used \$1,641,864 from the General fund. These changes are summarized on Attachment B.

Mid-Year Adjustments. Staff conducted a review of general fund revenues and expenditures for the first half of the fiscal year and are recommending a number of budget adjustments for City Council consideration. These include an additional \$500,000 in one time sales tax revenue. There are also \$1.3 million in General Fund appropriations for a net increase of just under \$803,000 in spending. The revenue increase is due to the one-time bump in sales tax payments caused by the unwinding of the State's triple flip mechanism that is being eliminated because of the early repayment of bonds approved under Proposition 57 in 2004.

Expenditure increases were the result of several factors. Costs associated with the elimination of 22 positions include one-time leave and severance payouts of \$434,000, unbudgeted personnel costs of \$44,500 due to delayed layoffs of some positions and unemployment claims of \$97,000 this fiscal year. Because the layoff process took longer than originally anticipated, these costs were not incurred last year as originally anticipated. There is also a \$353,907 adjustment to the annual Fire contract with Los Angeles County. A number of legal and consulting increases totaling \$325,703 were the result of various work related to personnel issues, conditional use permit actions and document preservation activities. New programs including establishment of a 5 year tree trimming cycle, staffing the new central reception desk, locking park restrooms at night, training for the Munis Finance system, additional legal notices & training amount to \$48,665. There are also a number of non-general fund appropriations recommended on the schedule including \$77,000 in IT purchases, \$41,622 in Measure R Transportation funds for various street projects, \$887 in Volunteen Web Berger Grant Fund and \$553 in the Grandmothers Club Fund.

FISCAL IMPACT:

If these changes are approved as recommended, the General Fund Balance will be reduced by \$802,775 and the 2015-16 Budget will more closely match with anticipated revenues and expenditures for this fiscal year. An additional \$77,000 will be appropriated from the IT Fund, \$41,622 from Measure R, \$887 from Volunteen Web Berger Grant and \$553 from the Grandmothers club Fund. The proposed adjustments are detailed on Attachment C.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None.

Respectfully submitted,



Dennis Swink
Interim Finance Director

ATTACHMENTS:

Attachment A – Unaudited Statement of Revenues, Expenditures and Changes in Fund Balances

Attachment B – 2015-16 General Fund Balance detail Adopted & March 9, 2016

Attachment C – 2015-16 Mid-Year Adjustments

Attachment D – 2015-16 General Fund Balance detail Adopted, March 9 & Mid-Year

CITY OF COVINA, CALIFORNIA
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the fiscal year ended June 30, 2015
UNAUDITED

	General Fund
Revenues:	
Property taxes	\$ 12,812,809
Sales taxes, intergovernmental	6,569,382
Transient occupancy taxes	348,146
Property transfer taxes	159,795
Business license taxes	425,219
Utility user taxes	5,038,078
Franchise taxes	1,549,731
Licenses and permits	965,527
Intergovernmental	839,182
Charges for services	2,427,359
Fines and forfeits	559,409
Special assessments	
Investment earnings	128,262
Miscellaneous and donations	3,758,250
Total revenues	35,481,151
Expenditures:	
Current	
General government	233,912
Public safety	25,030,125
Public works	2,073,284
Culture and recreation	4,570,191
Community development	832,755
Transit	
Redevelopment and housing	
Capital outlay	
Debt service:	
Principal	
Interest and fiscal charges	
Total expenditures	32,740,267
Excess (deficiency) of revenues over expenditures	2,740,884
Other financing sources (uses):	
Gain on sale of property	
Transfers out	(330,330)
Transfers in	378,761
Total other financing sources (uses)	28,425
Net change in fund balances	2,769,309
Fund balances at beginning of fiscal year	9,167,076
Prior period adjustments	(385,231)
Fund balances at beginning of fiscal year restated	8,781,845
Fund balances at end of fiscal year	\$ 11,551,154

See accompanying notes to the financial statements

Adopted

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,293,855.00	33,198,207.00	5,299,847.00	95,648.00
1060 Special General Fund (20A Swap)	0.00	0.00	0.00	0.00	0.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	33,293,855.00	33,198,207.00	11,646,802.00	95,648.00

As of March 9, 2016

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,376,050.00	34,419,503.07	4,160,745.93	-1,043,453.07
1060 Special General Fund (20A Swap)	0.00	1,500,000.00	1,125,000.00	375,000.00	375,000.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	34,876,050.00	35,544,503.07	10,882,700.93	-668,453.07

Total changes as of 3/9/16

1,582,195.00

-2,346,296.07

Change Detail

Rule 20A swap with La Verne	1,500,000.00
Other Revenues	82,195.00
Banna Park Purchase	(1,641,864.00)
Funds for senior center	(500,000.00)
Itec Kmart	(75,000.00)
Other Expenditures	(129,432.07)
	<u>1,582,195.00</u>
	(2,346,296.07)

Mid-Year Adjustments

Fund	Department	Amount	Desc
GF	Sales Tax	(500,000)	Increase sales tax revenue due to one time windfall from triple flip unwind
GF	Various	434,000	Vacation \$307,305; Sick \$104,256; Severance \$23,102
GF	Fire	353,907	annual contract adjustments
GF	Human Resources	150,000	Legal
GF	CDPlanning	98,000	Consulting fees related to CUP issues
GF	Human Resources	97,000	Unemployment Compensation causing the significant increase
GF	CDCommunity Development	60,000	Over budget in legal due to CUP revocation
GF	Finance Duplicating Services	44,500	No budget for empl wages/bene but laid off not eff until Aug
GF	Public Works	20,000	5 year Tree Trimming cycle started since taking this over from Parks & Rec
GF	City Clerk	16,703	Consulting fees - document preservation work by former clerk
GF	City Clerk	1,686	Election training for Admin Technician
GF	City Manager	12,455	Central Reception Area ongoing personnel
GF	Public Works	8,000	\$10,000 Locking park restrooms to end of fiscal year 8 months Absorb \$2,000 per Foster
GF	Finance	5,000	Munis Training
GF	ACity Clerk	1,500	1010 0700 53540 legal notices & publications
	General Fund Total	1,302,751	
IT	Information Technology	30,000	Baracudda back-up appliance
IT	HR	20,000	Neogov online application program
IT	Police	12,000	Online parking Machine 17k total
IT	Police	10,000	Livescan Hardware upgrade and back payments
IT	Police	5,000	Online Access to Overnight parking machine 17k total
	IT Fund	77,000	
2967	Parks & Recreation	887	2967 3100 54350special supplies
	Volunteen Web Berger Grant	887	
2969	Parks & Recreation	503	2969 3500 54410 food supplies & meals
2969	Parks & Recreation	50	2969 3500 51600recreation program fees
	Grandmothers Club	553	
2410	Public Works	18,858.50	Glendora/Cienega
2410	Public Works	5,849.25	Hollenbeck/Cypress
2410	Public Works	16,914.00	Workman/Hollenbeck
	Measure R	41,622	

Adopted

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,293,855.00	33,198,207.00	5,299,847.00	95,648.00
1060 Special General Fund (20A Swap)	0.00	0.00	0.00	0.00	0.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	33,293,855.00	33,198,207.00	11,646,802.00	95,648.00

As of March 9, 2016

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,376,050.00	34,419,503.07	4,160,745.93	-1,043,453.07
1060 Special General Fund (20A Swap)	0.00	1,500,000.00	1,125,000.00	375,000.00	375,000.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	34,876,050.00	35,544,503.07	10,882,700.93	-668,453.07

Total changes as of 3/9/16

1,582,195.00
-2,346,296.07

Change Detail

Rule 20A swap with La Verne	1,500,000.00
Other Revenues	82,195.00
Banna Park Purchase	(1,641,864.00)
Funds for senior center	(500,000.00)
Itec Kmart	(75,000.00)
Other Expenditures	(129,432.07)
	(2,346,296.07)

Mid Year Adjustments

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,876,050.00	35,722,254.07	3,357,994.93	-1,846,204.07
1060 Special General Fund (20A Swap)	0.00	1,500,000.00	1,125,000.00	375,000.00	375,000.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	35,376,050.00	36,847,254.07	10,079,949.93	-1,471,204.07
Additional Changes		500,000.00	1,302,751.00		-802,751.00

**THIRD AMENDMENT TO AGREEMENT BETWEEN THE CITY OF COVINA AND
ABSOLUTE SECURITY INTERNATIONAL, INC., A CALIFORNIA CORPORATION
SECURITY SERVICES AT COVINA METROLINK STATION AND PARKING
COMPLEX**

THIS THIRD AMENDMENT is made and entered into as of April 19, 2016 by and between the City of Covina, a California municipal corporation (hereinafter referred to as "City"), and Absolute Security International, Inc, a California corporation (hereinafter referred to as "Consultant"). The City and Consultant are referred to collectively as "the Parties". In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Third Amendment is made with the respect to the following facts and purposes:
 - a. On May 3, 2011, the Parties entered into that certain Professional Services Agreement entitled "City of Covina Professional Services Agreement With Absolute Security International, Incorporated for Security Services at the Covina Metrolink Station and Parking Complex" for security services for a three year period between May 3, 2011 and May 3, 2014 in an amount not to exceed \$405,000 ("Agreement").
 - b. On August 18, 2015, the Parties entered into a First Amendment to the Agreement to extend the term of the Agreement by eight months to May 3, 2016.
 - c. On October 20, 2015, the Parties entered into a Second Amendment to the Agreement to add scope of work to include park restroom locking services and to increase the payment in the amount of \$315,606 from \$405,000 to \$720,606 and extending the scope of services to include park restroom locking services.
 - d. The Parties now desire to extend the term of the Agreement to July 31, 2016, increase the compensation amount by \$24,580 for a new total agreement amount not to exceed \$745,186, and to amend the Agreement as set forth in this Amendment.
2. Section 10 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"The term of this Agreement shall be from the Effective Date through July 31, 2016, unless sooner terminated as provided in Section 15 of this Agreement."
3. Paragraph A of Section 11 of the Agreement entitled "**COMPENSATION**" is hereby amended to read as follows:
 - A. As full compensation for Consultant's services provided under this Agreement, City shall pay Consultant the total flat sum of Seven Hundred Forty-Five Thousand One Hundred Eighty-Six Dollars (\$745,186) (the "maximum compensation").

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

The Parties, through their duly authorized representatives, are signing this Third Amendment on the date stated in the introductory clause.

City:

City of Covina,
a California municipal corporation

By: [Signature]
Name: KEVIN STAPLETON
Title: MAYOR

ATTEST:

By: Sharon F. Clark
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: [Signature]
Name: Candice K. Lee
Title: City Attorney

Consultant:

Absolute Security International, Inc.,
a California corporation

By: [Signature]
Name: Lucy Lin
Title: President/QM

By: [Signature]
Name: Lucy Lin
Title: President/QM

(Two signatures of corporate officers required for corporations under Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)



**State of California
Secretary of State**

S

Statement of Information

(Domestic Stock and Agricultural Cooperative Corporations)

FEES (Filing and Disclosure): \$25.00.

If this is an amendment, see instructions.

IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

1 CORPORATE NAME

C3170681

ABSOLUTE SECURITY INTERNATIONAL, INC.

861 South Oak Park Road

Covina, CA 91724

2. CALIFORNIA CORPORATE NUMBER

C3170681

This Space for Filing Use Only

No Change Statement (Not applicable if agent address of record is a P O Box address. See instructions.)

3 If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety.

If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 17

Complete Addresses for the Following (Do not abbreviate the name of the city. Items 4 and 5 cannot be P O Boxes.)

4 STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE	CITY	STATE	ZIP CODE
861 South Oak Park Road	Covina	CA	91724
5 STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
861 South Oak Park Road	Covina	CA	91724
6 MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 4	CITY	STATE	ZIP CODE
861 South Oak Park Road	Covina	CA	91724

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

7 CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
Lucy J. Lin	861 South Oak Park Road	Covina	CA	91724
8 SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
Lucy J. Lin	861 South Oak Park Road	Covina	CA	91724
9 CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
Lucy J. Lin	861 South Oak Park Road	Covina	CA	91724

Names and Complete Addresses of All Directors, Including Directors Who are Also Officers (The corporation must have at least one director. Attach additional pages, if necessary.)

10 NAME	ADDRESS	CITY	STATE	ZIP CODE
Lucy J. Lin	861 South Oak Park Road	Covina	CA	91724
11 NAME	ADDRESS	CITY	STATE	ZIP CODE
Sean H. Liu	16351 Marvene Drive	Hacienda Heights	CA	91745
12 NAME	ADDRESS	CITY	STATE	ZIP CODE

13 NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY

Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank.

14 NAME OF AGENT FOR SERVICE OF PROCESS
Jerry Trueman

15 STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA IF AN INDIVIDUAL
861 South Oak Park Road
STATE CA ZIP CODE 91724

Type of Business

16 DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION
Security Guard Services

17. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT

02/10/2014
DATE

Lucy J. Lin
TYPE/PRINT NAME OF PERSON COMPLETING FORM

Secretary
TITLE

SIGNATURE

**MINUTES OF ANNUAL MEETING OF THE BOARD OF
DIRECTOR(S) OF ABSOLUTE SECURITY INTERNATIONAL, INC.**

(A California Corporation)

An Annual meeting of the board of director(s) of ABSOLUTE SECURITY INTERNATIONAL, INC. a California corporation, was held on at 11 a.m. December 30, 2013 at 861 S. Oak Park Road, Covina, CA 91724.

The following people was present at the meeting:

Lucy J. Lin

Sean H. Liu

The chairman called the meeting to order and announced that the meeting, which, pursuant to the by-law, did not require notice, and was held immediately after the special meeting of the shareholders.

It was then moved, seconded, and resolved to dispense with the reading of the minutes of the last meeting.

The chairman of the board stated that the election of new officers was in order. The board then proceeded to elect new officers of the corporation. Upon motion duly made, seconded and carried, the following person was duly elected to corporate officers next to their name as set forth below:

<u>Name:</u>	<u>Office:</u>
Lucy J. Lin	Chief Executive Officer
Lucy J. Lin	President
Lucy J. Lin	Secretary
Lucy J. Lin	Chief Financial Officer
Jerry Trueman	Vice President in Operations

LICENSES AND PERMITS

RESOLVED, the corporation has already changed and updated the corporate information with the State of California and local government, if any, for licenses and permits;

RESOLVED, that the corporation has already filed a new corporate Statement of Information to Secretary of State to update corporate director(s) and officers' information.

RESOLVED, that the corporation has decided to have only one authorized signatory for all documents relating to any matters regarding to this corporation.

There being no further business to come before the meeting, on motion duly made, seconded, and adopted, the meeting was adjourned.

DATED: December 30, 2013

A handwritten signature in black ink, appearing to read 'Lucy J. Lin', written over a horizontal line.

Lucy J. Lin, President

RESOLUTION NO. 16-7476

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2015-2016 PROPOSITION A FUND BUDGET TO REFLECT AN APPROPRIATION OF \$14,356 FROM AVAILABLE PROPOSITION A FUND BALANCE TO PROPOSITION A FUND EXPENDITURE ACCOUNT FOR SECURITY SERVICES AT COVINA METROLINK STATION AND PARKING COMPLEX (ACCOUNT NO. 2400-TO11-52310)

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 of the City of Covina for fiscal year commencing July 1, 2015 and ending June 30, 2016 was approved on June 23, 2015; 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 and amendments (increases/decreases) to the adopted budget shall be by approval and Resolution of the City Council; and

WHEREAS, on October 20, 2015, the City Council adopted Resolution No. 15-7404 amending the fiscal year 2015-2016 Proposition A Fund budget to reflect an appropriation of \$30,324 from available Proposition A Fund balance to the Proposition A Fund expenditure account for Security Services at Covina Metrolink Station and Parking Complex (2400-TO11-52310); and

WHEREAS, the City of Covina wishes to allocate funds for the contract extension period between May 4, 2016 to June 30, 2016 for Security Services at Covina Metrolink Station and Parking Complex.

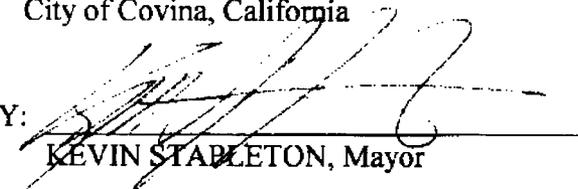
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Amend the fiscal year 2015-2016 Proposition A Fund budget as follows: Appropriate \$14,356 from available Proposition A Fund balance (account no. 2400-0000-33000) to Proposition A Fund expenditure account for Security Services at Covina Metrolink Station and Parking Complex (account no. 2400-TO11-52310).

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

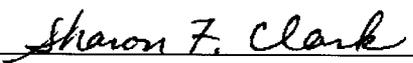
APPROVED and PASSED this 19th day of April, 2016.

City of Covina, California

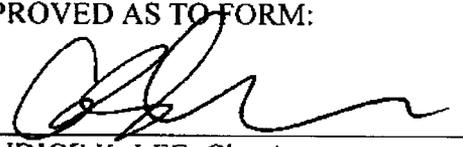
BY: 

KEVIN STAPLETON, Mayor

ATTEST:


SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

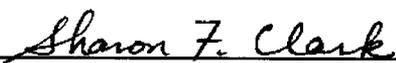

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7476 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 19th day of April, 2016, by the following vote:

AYES: COUNCIL MEMBERS: ALLEN, DELACH, KING, MARQUEZ, STAPLETON
NOES: COUNCIL MEMBERS: NONE
ABSTAIN: COUNCIL MEMBERS: NONE
ABSENT: COUNCIL MEMBERS: NONE

Dated: April 20, 2016


SHARON F. CLARK, Chief Deputy City Clerk

**FOURTH AMENDMENT TO AGREEMENT BETWEEN THE CITY OF COVINA AND
ABSOLUTE SECURITY INTERNATIONAL, INC., A CALIFORNIA CORPORATION
SECURITY SERVICES AT COVINA METROLINK STATION AND PARKING
COMPLEX**

THIS FOURTH AMENDMENT is made and entered into as of July 19, 2016 by and between the City of Covina, a California municipal corporation (hereinafter referred to as “City”), and Absolute Security International, Inc, a California corporation (hereinafter referred to as “Consultant”). The City and Consultant are referred to collectively as “the Parties”. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Fourth Amendment is made with the respect to the following facts and purposes:

a. On May 3, 2011, the Parties entered into that certain Professional Services Agreement entitled “City of Covina Professional Services Agreement With Absolute Security International, Incorporated for Security Services at the Covina Metrolink Station and Parking Complex” for security services for a three year period between May 3, 2011 and May 3, 2014 in an amount not to exceed \$405,000 (“Agreement”).

b. On August 18, 2015, the Parties entered into a First Amendment to the Agreement to extend the term of the Agreement by eight months to May 3, 2016.

c. On October 20, 2015, the Parties entered into a Second Amendment to the Agreement to add scope of work to include park restroom locking services and to increase the payment in the amount of \$315,606 from \$405,000 to \$720,606 and extending the scope of services to include park restroom locking services.

d. On April 19, 2016, the Parties entered into a Third Amendment to the Agreement to extend the term of the Agreement to July 31, 2016, increase the compensation amount by \$24,580 for a new total agreement amount not to exceed \$745,186.

e. The Parties now desire to extend the term of the Agreement to September 30, 2016, increase the compensation amount by \$16,868 for a new total agreement amount not to exceed \$762,054, and to amend the Agreement as set forth in this Amendment.

2. Section 10 of the Agreement entitled “**TERM**” is hereby amended to read as follows:

“The term of this Agreement shall be from the Effective Date through September 30, 2016, unless sooner terminated as provided in Section 15 of this Agreement.”

3. Paragraph A of Section 11 of the Agreement entitled “**COMPENSATION**” is hereby amended to read as follows:

A. As full compensation for Consultant’s services provided under this Agreement, City shall pay Consultant the total flat sum of Seven

Hundred Sixty-Two Thousand Fifty-Four Dollars (\$762,054) (the "maximum compensation").

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

The Parties, through their duly authorized representatives, are signing this Third Amendment on the date stated in the introductory clause.

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

Consultant:

Absolute Security International, Inc.,
a California corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

(Two signatures of corporate officers required for corporations under Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)

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CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 6

MEETING DATE: July 19, 2016

TITLE: Establishment of 2016-2017 Article XIII B Appropriation Limit for the City of Covina

PRESENTED BY: Dennis Swink, Interim Finance Director

RECOMMENDATION: Adopt **Resolution No. 16-7502** establishing the 2016-2017 Article XIII B Appropriation Limit for the City of Covina

BACKGROUND:

The Gann Initiative, or appropriation limit calculation, was originally approved in 1979; this resulted in Article XIII B of the California Constitution which requires that each agency annually establish an appropriation limit for the following fiscal year. The appropriation limit calculations were modified in fiscal year 1990 as a result of the passage of Proposition III (which also increased the State Gas Tax).

The measure provides several factors for the calculation of the appropriation limit. The basic factors are growth in population and inflation. The City can select the larger of the percentage population growth of the City or County for growth.

DISCUSSION:

The City of Covina's appropriation limit for Fiscal Year 2016-2017 is \$94,807,985. The proceeds from taxes are \$26,824,840 and are below the appropriation limit. There is no excess of taxes over the appropriation limit as defined by Article XIII B.

Any challenge to the 2016-2017 appropriation limit calculation must be done within forty-five days of the adopted resolution effective date.

FISCAL IMPACT:

This action will set the appropriation limit to \$94,807,985.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

Respectfully submitted,

Dennis Swink
Interim Finance Director

ATTACHMENTS:

Attachment A: Resolution **No. 16-7502** of the City Council of the City of Covina, Establishing the 2016-2017 Appropriation Limit

Attachment B: Appropriation Limit Calculation

Attachment C: Proceeds and Non-Proceeds From Taxes

RESOLUTION NO. 16-7502

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, ESTABLISHING THE 2016-2017 APPROPRIATION
LIMIT FOR THE CITY OF COVINA**

WHEREAS, Title 1, Division 9, Section 7910 of the Government Code requires that each local government establish its appropriation limit by resolution each fiscal year at a regularly scheduled City Council meeting or a noticed special meeting; and

WHEREAS, any challenge to the 2016-2017 fiscal year appropriation limit must be brought within forty-five days of the resolution effective date.

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

SECTION 1. The City Council does hereby determine that the annual adjustment factors to be selected in modifying the prior-year appropriation limit are the change in California's per capita income and the increase in the County's population.

SECTION 2. The City Council does hereby determine and declare that the City of Covina's appropriation limit for Fiscal Year 2016-2107 is \$94,807,985 per attached Exhibits B and C.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 19th day of July, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

**CITY OF COVINA, CALIFORNIA
 APPROPRIATION LIMIT CALCULATION
 Based on 2016-2017 Budget**

Appropriation Limit Calculation		\$ 89,217,908
Appropriation limit for the 2015-2016 fiscal year		
Per Capita Cost of Living Change	1.0537	
Percent Growth in County Population	1.0085	
Total Adjustment	1.0622	
2016-2017 Appropriation Limit		94,807,985
 Appropriation Subject to Limitation		
2016-2017 Appropriation Limit		94,807,985
Less: Proceeds from Taxes		(26,824,840)
Add: Users Fees in Excess of Costs		-
Total Appropriations Under Limitation		\$ 67,983,145

CITY OF COVINA, CALIFORNIA
SCHEDULE OF ESTIMATED REVENUES
PROCEEDS AND NON-PROCEEDS FROM TAXES
Based on 2016-2017 Budget

	Proceeds From Taxes	Non-Proceeds From Taxes	Total Proceeds/ Non-Proceeds
General Fund			
Taxes			
Property Taxes – Current Year Secured	\$ 6,995,127		\$ 6,995,127
Sales and Use Taxes	9,156,000		9,156,000
Franchises		\$ 1,540,000	1,540,000
Utility Users Tax	5,200,000		5,200,000
Other Taxes	914,150		914,150
License and Permits		849,000	849,000
Fines and Forfeitures		1,050,000	1,050,000
Intergovernmental		644,000	644,000
Property Tax in Lieu of MVL	4,444,703		4,444,703
Other Inter-Agency Revenue	114,860		114,860
Charges for Current Services – User Fees		2,543,985	2,543,985
Miscellaneous Revenue		428,260	428,260
Net – Transfers		283,425	283,425
Total	\$26,824,840	\$7,338,670	\$34,163,510

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CITY OF COVINA/ COVINA HOUSING AUTHORITY/

AGENDA REPORT

ITEM NO. CC 7

MEETING DATE: July 19, 2016

TITLE: Approval of exception to the Covina Home Rehabilitation Loan/Grant Program Policy to allow expenditure of additional funds for necessary work for a qualifying household.

PRESENTED BY: Brian K. Lee, Director of Community Development

RECOMMENDATION: **STAFF RECOMMENDATION**
Approve the exemption to the funding cap for the Home Rehabilitation Loan/Grant Program (GPR).

BACKGROUND:

The Covina Home Rehabilitation Loan/Grant Program through the Community Development Block Grant program provides for a combination of loans and grants up to \$30,000 for rehabilitation of owner-occupied homes belonging to income-qualified households, where household income does not exceed 80% of County Median Income, adjusted for family size. The grant limit for owner-occupied mobile homes is \$8,000.

A family of six living in a Covina mobile home qualified for assistance to repair water-related damage in the bathroom. During the demolition in April, a large infestation of black mold was discovered and the job was temporarily halted. The mold affected the dining area, the bathroom, the water heater closet, and an adjoining bedroom. Bids were obtained for mold remediation and the mold was removed, along with the drywall and flooring. Bids were obtained to replace the water heater and restore the home to a healthy condition.



←
After removal
of mold

After
restoration
of walls
→



The cost of the unexpected work, completed in Fiscal Year 15-16, which includes the mold removal, rental of an on-site storage unit, a new water heater, and restoration of affected walls and flooring in the affected areas was paid by Housing Authority funds, in the amount of \$17,811.48. This amount is a grant in addition to the CDBG grant of \$8,000, for a total grant of \$25,811.48. See Table 1 below for the breakdown of costs.

Table 1: Costs Related to Rehabilitation and Mold Removal

Description of Work	Vendor	Price	CDBG Grant	Housing Authority Grant	Total
Original Bathroom bid	Lamas Construction	7,570.24	7,570.24		
Additional work required because of mold		1728.00	429.76	\$1,298.24	
Change out window		200.00		200.00	
	ServPro				
Mold remediation	Azusa/Covina	6185.24		6,185.24	
Clearance Testing	Global Environmental	555.00		555.00	
Replace water heater	Courtesy Plumbing	2196.00		2,196.00	
Rebuild mold areas	Lamas Construction	7140.00		7,140.00	
Replace flooring					
Storage unit rental	Storage Valet	<u>237.00</u>		<u>237.00</u>	
Total		\$25,811.48	8,000	17,811.48	25,811.48

In addition to the amount above, the homeowner paid \$536.76 for work not covered under the program.

The Covina CDBG Residential Rehabilitation Grant/Loan Program Handbook, the Program Policy Manual, in Section 1 G, discusses the maximum grant and loan amounts, which is an \$8,000 grant for a mobile home, and states “this amount may be increased based on the extent of rehabilitation necessary to achieve the desire Housing Quality Standards if approved by Finance Director.” The FY 15-16 CDBG Housing Rehabilitation program did not have additional funds available to fund the required mold remediation and restoration; therefore it was necessary to fund the work using Housing Authority funds.

FISCAL IMPACT:

The CDBG grant amount is budgeted in account 21004850. The Housing Authority grant was paid from Account 20204700. Sufficient funds are available for this expenditure.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Staff has determined that the Agreement is categorically exempt from further California Environmental Quality Act (“CEQA”) review pursuant to State CEQA Guidelines Section 15378(b)(4) because it is a government funding mechanism.

Respectfully submitted,



Brian K. Lee
Director of Community Development

ATTACHMENTS:

None

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CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 8

MEETING DATE: July 19, 2016

TITLE: Proposed First Amendment to Professional Services Agreement with RKA Consulting Group for City Engineering Services

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Authorize the Interim City Manager to execute the First Amendment to the Professional Services Agreement with RKA Consulting Group for City Engineering Services to increase compensation in an amount not-to-exceed \$1,200,000.

BACKGROUND:

On October 7, 2014, the City Council authorized a contract with JMD Engineering, Inc. for the provision of part-time engineering services for the period of October 8, 2014 to October 7, 2019 with the total compensation not-to-exceed \$120,000 in any fiscal year during the term of the agreement. These contract services of approximately 20 hours/week were intended to augment in-house technical staff. Pursuant to Section 3.4.1 of the Professional Services Agreement (PSA) with JMD Engineering, Inc., the City was able to terminate the whole or any part of the Agreement at any time and without cause. The City terminated the agreement on September 7, 2015.

Due to the July 2015 layoffs of remaining in-house technical staff providing engineering support services, consisting of one Assistant Engineer and one Construction Inspector, the Department of Public Works needed to expand the scope of contract engineering services to meet internal and external needs. As a result, on July 14, 2015, the City issued a Request for Proposals (RFP) to Provide City Engineering Services. The RFP contained an expanded, comprehensive Scope of Services covering general and project management, development review, traffic engineering, construction inspection, testing, and administration of federally funded projects.

The RFP encouraged firms experienced with the provision of comprehensive municipal engineering services to submit proposals and convey how the firm would provide these services in the most efficient, cost-effective manner. Innovative staffing plans were encouraged based on best management practices and/or methods successfully utilized by the firms in other municipalities.

On July 14, 2015, the Department of Public Works issued the RFP to eighteen professional engineering firms via electronic and regular mail, including the incumbent service provider, and posted the RFP on the City's website. By 4:00 p.m. on July 30, 2015, eleven firms submitted proposals to the City of Covina City Clerk's Office to provide City Engineering Services.

A review committee consisting of Siobhan Foster, Director of Public Works, Vivian Castro, Environmental Services Manager, Kristen Weger, Management Analyst, and Craig Gott, P.E., Vice President, Field Operations of Suburban Water Systems, evaluated the eleven proposals received by the City and associated reference checks and license statuses. The review committee rated the proposals based on the criteria outlined in the RFP. The following table summarizes the rankings of the proposals.

Table 1 – Summary of Proposal Ratings

Firm	Org. (40 pts)	Staff (80 pts)	Exp (100 pts)	Specific Mgmt Approach (120 pts)	Familiarity w/ Locality (20 pts)	Prof Standing (40 pts)	Total (400 pts)	Ave	Rank
Civilsource	27	49	70	65	9	32	252	63.00	9
Hartzog & Crabill	24	56	71	54	7	40	252	63.00	9
Interwest	34	70	93	97	15	36	345	86.25	2
JMD	24	50	54	51	15	40	234	58.50	10
Kimley-Horn	31	60	69	55	20	40	275	68.75	6
Onward	31	59	66	63	13	36	268	67.00	7
Pacifica	31	53	72	85	19	40	300	75.00	4
RKA	32	77	87	102	19	40	357	89.25	1
Southstar	28	58	67	69	5	32	259	64.75	8
TKE	29	62	70	70	9	40	280	70.00	5
Transtech	32	71	85	90	15	36	329	82.25	3

Following the proposal evaluation, City staff interviewed the three top rated firms. The purpose of the interviews was to meet the key personnel from each firm and gain a better understanding of how each of the firms would work and fit with City personnel and the Covina community. The interviews were not scored and ultimately reaffirmed the proposal ratings outlined above. The Department of Public Works subsequently opened the cost proposal submitted by RKA Consulting Group and entered negotiations with the firm, and working with the City Attorney, prepared a PSA reflecting the outcome of the successful negotiations between the City and RKA Consulting Group.

On September 1, 2015, the City Council authorized the City Manager to execute a PSA with RKA Consulting Group for City Engineering Services for the period of September 1, 2015 through June 30, 2017 in an amount not-to-exceed \$300,000 per year for a total compensation amount of \$600,000, without the express written approval of the City Manager. Extra work may be authorized at the rates and manner set forth in the Agreement. There is an option of three one-year extensions.

As of September 1, 2015, the projected fiscal year 2015-16 costs associated with the contract were estimated to be approximately \$160,000 for day-to-day engineering services that would be funded by the General Fund plus capital project-related expenses detailed later in this report. This estimate was based on the following time allocations: 12 hours/week for the City Engineer/Traffic Engineer, 20 hours/week for an Engineering Technician to work the Public Works counter (with the other 20 hours/week staffed by the department's Engineering Intern), and 87 hours of as-needed support from a Project Engineer for administration of federally and state funded projects. The estimated expenditures for fiscal year 2015-16 total approximately \$168,000 with the overage attributable to extra Engineering Technician counter hours provided in March, April, and May 2016 at the City's request following the departure of the department's Engineering Intern in March 2016 and prior to the hiring of a replacement in early May 2016.

Additionally, on September 1, 2015, the Department of Public Works conveyed to the City Council that the \$140,000 estimated cost of capital project management, contract administration, construction inspection services, and related services provided by RKA would be funded by non-

General Fund, capital project funds related to specific projects. In fiscal year 2015-16, consideration of such expenditures by the City Council was sought at the time of construction contract award or other appropriate time. In fiscal year 2015-16, the following project management, contract administration, construction inspection, and related services provided by RKA were approved by the City Council. The City Manager approved the expenditure of funds on the preparation of traffic control plans for the Holiday Parade in October 2015.

Table 2 – Authorized Project Management, Contract Administration, Construction Inspection, and Related Services

Council Approval	Item	Amount	Funding Source
September 1, 2015 April 5, 2016	Workman/Hollenbeck Intersection Improvements and CCOs for additional paving (approved by City Council on May 3, 2016 and June 7, 2016)	\$22,621 \$14,109	Proposition C Measure R
October 13, 2015	Traffic Control Plans for Holiday Parade (approved by City Manager)	\$5,259	Liability Funds
October 20, 2015 April 5, 2016	Resurfacing of Streets at Hollenbeck Avenue, Cypress Street, et al.	\$11,036	Measure R
November 3, 2015	Glendora and Cienega Traffic Signal Installation	\$12,590	Measure R
January 5, 2016	CalRecycle Rubberized Pavement Grant Application	\$4,920	State Gas Tax
January 5, 2016	Pavement Management System Update	\$28,280	Proposition C
January 5, 2016	Pedestrian and Metrolink Improvements Project	\$27,757	Measure R
March 22, 2016	Emergency Drainage Improvements at Wingate Park	\$12,351	FEMA and Parks & Recreation CIP Fund
Total		\$138,923	

At the time of agreement preparation, the Department of Public Works failed to include in the cost of RKA Consulting Group provided inspection services for encroachment permits in the agreement compensation amount. Higher than usual activity occurred in 2015-16 and is expected to continue in 2016-17, largely attributable to Edison’s ongoing pole replacement project. These inspection services will total approximately \$28,600 in 2015-16 and are offset by Engineering permit revenue. Engineering permit revenue, which includes more than encroachment permit revenue, totals approximately \$90,160 in 2015-16.

In summary, the estimated fiscal year 2015-16 expenses associated with the PSA with RKA will be approximately \$335,523 and exceed the not-to-exceed amount of \$300,000 per year for the reasons outlined above. Sufficient funding for the expenditure level is available in the 2015-16 Department of Public Works budget.

Table 3 – Year 1 (2015-16) Summary

Description	Amount
General Engineering Services	\$168,000
Encroachment Permit Inspections	\$28,600
Capital Projects (non-General Fund)	\$138,923
Total	\$335,523

DISCUSSION:

At the start of fiscal year 2016-17, it is necessary to seek City Council consideration of the First Amendment to the PSA with RKA Consulting Group to increase compensation from a not-to-exceed amount of \$300,000 per year and \$600,000 over the term of the agreement, to a not-to-exceed amount of \$1,200,000 over the term of the Agreement. This is necessary for reasons outlined below.

General day-to-day engineering services will cost approximately \$199,400 in fiscal year 2016-17. This maintains the current level of engineering services of 12 hours/week for the City Engineer/Traffic Engineer, 20 hours/week for the Engineering Technician, and 120 hours of as-needed support from a Project Engineer for administration of federally and state funded projects.

Additionally, the compensation amount of the contract needs to be adjusted to reflect the cost associated with providing inspection services for encroachment permits. Based on the current activity level and a recent meeting with Edison representatives, the number of encroachment permit inspections in 2016-17 is expected to remain steady. An appropriation request of \$24,000 for these services is included in the proposed 2016-17 Department of Public Works budget and needs to be reflected in the compensation amount of the agreement.

Most significantly, the compensation amount of the agreement needs to be adjusted to reflect the estimated \$589,000 in non-General Fund costs associated with the preparation of plans, specifications, and estimates (PS&E) and construction management and inspection services provided by RKA Consulting Group for the capital projects contained in the City’s proposed 2016-17 Capital Improvement Program (CIP). The estimated costs for these services associated with Transportation and Water projects total approximately \$589,000 and are funded by a variety of non-General Fund sources, such as State Gas Tax, Measure R, Proposition A, Proposition C, Surface Transportation Program, Water Utility, and grant funds. Projects contained in these components of the CIP include the Grand Avenue Rehabilitation project, Pavement Preservation Program, Chaparro Water System Upgrade, and Casad Water System Upgrade. The attached 2016-17 CIP Engineering Services Cost Breakdown details this information on a project level (Attachment B).

Additional project related engineering costs may be incurred in support of park projects, such as the Renovation of Pools and Deck at Covina Park. These projects are funded by non-General Fund sources, including Proposition A Maintenance Funds and Successor Agency Bond Proceeds. Engineering related costs will be determined as the projects progress.

In summary, the estimated fiscal year 2016-17 expenses associated with the PSA with RKA Consulting Group will be approximately \$812,400, comprised of \$223,400 in general engineering services funded by the General Fund and approximately \$589,000 funded by project funds. Sufficient funding for this expenditure level is contained in the proposed 2016-17 Department of Public Works operating and CIP budgets.

Table 4 – Year 2 (2016-17) Summary

Description	Amount
General Engineering Services	\$199,400
Encroachment Permit Inspections	\$24,000
Capital Projects (non-General Fund)*	\$589,000
Total	\$812,400

Note – does not include PS&E preparation that may be required for park projects, such as Renovation of Pools and Deck – Covina Park and Covina Park Improvements.

The combined cost of Year 1 and estimated Year 2 expenses for engineering services provided by RKA Consulting Group total approximately \$1,147,923, and as result, through the proposed First Amendment to the PSA, the Department of Public Works is seeking approval of an increase in the agreement’s compensation amount from \$600,000 to \$1,200,000 over the term of the agreement, September 1, 2015 to June 30, 2017. This compensation level would allow for limited compensation authority for the park projects mentioned above and/or other necessary, unanticipated engineering-related services during fiscal year 2016-17.

Table 5 – Compensation Summary (Estimated)

Description	Amount
Year 1	\$335,523
Year 2	\$812,400
Subtotal	\$1,147,923
Year 2 contingency <i>(if needed for capital projects)</i>	\$52,077
Total	\$1,200,000

Although the anticipated capital project-related engineering costs outlined above are contained in the proposed 2016-17 budget and CIP, as a continuation of the current process, the Department of Public Works will continue to bring forward for City Council review and approval, proposals from RKA Consulting Group for project-related engineering services at the appropriate project milestone(s). With respect to the Grand Avenue Rehabilitation Project, for example, the pertinent time for City Council consideration of the RKA Consulting Group project-related engineering proposal (Proposal to Provide Professional Design and Engineering Support Services for Federal Funding Compliance – Grand Avenue Street Rehabilitation Project) would be in conjunction with consideration of the Grand Avenue Rehabilitation Project Proposed City of Covina – County of Los Angeles Cooperative Agreement.

The term of the PSA with RKA Consulting Group expires on June 30, 2017. The agreement has the option of three, one-year extensions. Should the City elect to pursue the first one year option, the Department of Public Works would seek City Council approval of a subsequent contract amendment prior to June 30, 2017.

FISCAL IMPACT:

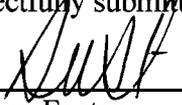
The fiscal impact associated with the proposed First Amendment to the PSA with RKA Consulting Group is \$900,000, comprised of \$35,523 in fiscal year 2015-16 (Year 1) expense and estimated expenditures of \$864,477 in fiscal year 2016-17 (Year 2). Sufficient funding is available in various Department of Public Works accounts for the 2015-16 expense.

Of the \$864,477 estimated cost in fiscal year 2016-17, sufficient funding for general engineering services in the amount of \$223,400 is contained in the proposed 2016-17 Department of Public Works budget (General Fund account no. 1010-2100-51530). Sufficient funding for the estimated \$812,400 in capital project-related engineering costs are contained in the respective project budgets, as reflected in the proposed budget and CIP, and are funded by non-General Fund revenue sources, such as State Gas Tax, Measure R, Proposition A, Proposition C, Surface Transportation Program, Water Capital Improvement, and grant funds. Additionally, the contingency amount of \$52,077, if needed, would also be funded capital project funds.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Respectfully submitted,



 Siobhan Foster
 Director of Public Works

ATTACHMENTS:

Attachment A: Professional Services Agreement, September 1, 2015

Attachment B: First Amendment to Professional Services Agreement

Attachment C: 2016-17 CIP Engineering Services Cost Breakdown

Attachment D: Proposed FY 2017 Capital Improvement Program Budget Summary Report

Attachment E: Item CC 6, Approved by City Council on September 1, 2015 (w/o attachments)

Attachment F: Item CC 6, Approved by City Council on October 20, 2015

Attachment G: Item CC 9, Approved by City Council on November 3, 2015

Attachment H: Item CC 7, Approved by City Council on January 5, 2016

Attachment I: Item CC 8, Approved by City Council on January 5, 2016

Attachment J: Item CC 10, Approved by City Council on January 5, 2016

Attachment K: Item CC 7, Approved by City Council on March 22, 2016 (w/o attachments)

Attachment L: Item NB 3, Approved by City Council on April 5, 2016

**CITY OF COVINA
PROFESSIONAL SERVICES AGREEMENT**

1. PARTIES AND DATE.

This Agreement is made and entered into this FIRST day of, SEPTEMBER 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 RKA, CONSULTING GROUP, a PRIVATELY HELD CORPORATION, with its principal place of business at 398 LEMON CREEK DRIVE, SUITE E, WALNUT, CA 91789-2649 (“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 CITY ENGINEERING 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 CITY ENGINEERING SERVICES 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 City Engineer 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 SEPTEMBER 1, 2015 to JUNE 30, 2017, WITH THE OPTION OF THREE ONE (1) YEAR EXTENSIONS, 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: DAVID G. GILBERTSON, P.E., T.E., P.L.S. AND DOMINIC MILANO, P.E..

3.2.5 City's Representative. The City hereby designates the City Manager, 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 DAVID G. GILBERTSON, 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 \$2,000,000 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 Claremont, 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 HUNDRED THOUSAND DOLLARS (\$300,000.00) PER YEAR without the express written approval of the 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. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if 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, if 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:

RKA CONSULTING GROUP
398 LEMON CREEK DRIVE, SUITE E
WALNUT, CALIFORNIA 91789-2649
ATTN: DAVID G. GILBERTSON, VICE PRESIDENT

City:

CITY OF COVINA
125 E. COLLEGE ST.
COVINA, CA 91723
ATTN: SIOBHAN FOSTER, DIRECTOR OF PUBLIC WORKS

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.

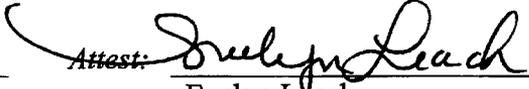
[SIGNATURES ON NEXT PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF COVINA
AND RKA CONSULTING GROUP**

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

CITY OF COVINA

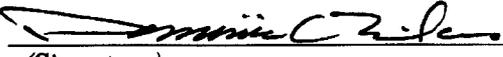
By: 
Andrea Miller
City Manager

Attest: 
Evelyn Leach
City Clerk

APPROVED AS TO FORM


By: City Attorney

**RKA CONSULTING GROUP, a
PRIVATELY HELD CORPORATION**

By: 
(Signature)
DOMINIC C. MILANO
Name (Print)
PRESIDENT
Title (Print)

By: 
(Signature)
DAVID G. GILBERSON
Name (Print)
VICE PRESIDENT
Title (Print)

EXHIBIT "A"
SCOPE OF SERVICES

Consultant shall:

1. General and Project Management

- A. Serve as City Engineer; designated City Engineer must be a registered civil engineer in the State of California;
- B. Manage and provide all aspects of civil engineering, traffic engineering, front counter services, plan checking, development conditioning, capital project management, construction inspection, and assistance in obtaining federal, state and other funding for transportation and other infrastructure projects;
- C. Review all matters pertaining to engineering to ensure that initiatives proposed and implemented by the City and others are done in a manner that protects the City's interests, and are consistent with local, state and federal laws;
- D. Assist in planning, coordinating, supervising and evaluating infrastructure, programs, plans, and services;
- E. Evaluate the City's needs and formulate short- and long-term plans to meet needs in all areas of public works improvements, including streets, sewers, storm drains, water distribution system, street lights, traffic signals, bridges, median islands, municipal facilities and all other improvements within the public right-of-way;
- F. Provide engineering and design services and manage construction of public works projects, including construction inspection;
- G. Be available to public and private developers to handle matters dealing with the engineering functions of city government;
- H. Maintain, at City Hall, municipal engineering records and maps required to ensure accurate information is available to the public and City staff;
- I. Prepare reports, investigations, studies and evaluations as may be required by the Director of Public Works;
- J. Advise the City as to engineering and construction funding available from other government agencies, and when so directed, prepare and initiate applications for funding;
- K. Serve as Resident Engineer when required pursuant to Caltrans/federal requirements;
- L. Design of capital improvement projects, improvement plans, specifications, bid documents, and public improvement project management and inspection;
- M. Solicit proposals for capital improvement project design work, construction management, and inspection, as needed;
- N. Review and evaluate bid submittals;
- O. Provide construction observation, management, and inspection during the construction of City projects; act as Resident Engineer; assist with cost estimating, approval of payments, and change orders, filing of notices, and other tasks;

- P. Coordinate activities with other departments and outside agencies to obtain various approvals and agreements such as environmental clearances, permits, land acquisition, and rights-of-way for engineering projects;
- Q. Negotiate land acquisitions, dispositions, easements, agreements, leases, and other associated property rights as it relates to engineering projects;
- R. Assist with the development and implementation of a multi-year Capital Improvement Program for the City;
- S. Attend City Council and other meetings as requested; and
- T. Provide such other related engineering services as requested by the City Manager.

2. Development Review

- A. Review proposed improvements and land developments and provide recommendation as to engineering matters to ensure conformance with City ordinances and state law;
- B. Perform statutory functions of City Engineer pertaining to the review and checking of lot line adjustments, parcel and tract maps, including tentative, final and vesting maps. Ensure map conformance with State Subdivision Map Act and City ordinances;
- C. Provide a “turn around” checking time for maps and improvement plans not to exceed ten calendar days for the first plan check once the application has been deemed complete and all subsequent plan checks necessary until plan is approved. The Engineer shall notify the applicant in writing of any final plan or final map deficiencies within thirty days, specifying those items needed to complete the application;
- D. Establish performance, labor and material bond amounts when required and ensure the posting of such bonds within the proper time sequence of such development control;
- E. Provide necessary and related functions as are the normal practice of the City Engineering in control of private development; and
- F. Provide front counter in-take and public information services; utilize City’s permit tracking software.

3. Traffic Engineering

- A. Provide support and expertise in the application of Traffic Engineering principles and practices to provide and enhance the safety and efficient movement of pedestrians, cyclists and vehicular traffic of people and goods within the City of Covina;
- B. Ensure City’s compliance with requirements of Section 627 of the California Vehicle Code and all other applicable federal, state, and local laws;
- B. Provide comprehensive analyses of existing and projected traffic conditions; intersection design, rail line or at-grade crossing impacts, speed humps, City parking lot design, and traffic/transportation data collection services;

- C. Provide electronic traffic control device studies and designs (signs, signals, pavement markings, school zone flashers and curve warning flashers);
- D. Review subdivision or new development projects involving traffic impact analyses, transportation modeling, area-wide transportation studies and road impact fee analyses;
- E. Investigate citizen requests for traffic calming measures and respond to citizens;
- F. Provide technical assistance for traffic signal design and day-to-day traffic operations including traffic signals;
- G. Provide technical input to City staff with signing and striping changes, issuing work orders to address citizen requests, signal equipment upgrades and parts, collision analysis, speed limits, traffic volume data and other work performed by City staff;
- H. Review traffic plans for capital improvement projects and advise City on potential issues;
- I. Assist City with preparation of Annual Traffic Safety Report;
- J. Review development plans, including environmental impact reports and impact studies for potential traffic issues and advise City on possible solutions;
- K. Review precise grading and public improvement plans for potential traffic issues and advise City on possible solutions;
- L. Review traffic control plans for construction projects and advise City on potential issues; and
- M. Maintain traffic collision database and advise City on traffic issues involved.

4. Construction Inspection

- A. Coordinate and attend pre-construction meetings;
- B. Review shop drawing and submittals from contractor;
- C. Provide field inspections of work in progress to ensure compliance with plans and specifications;
- D. Follow federal requirements and procedures and filing system for federally funded projects;
- E. Take digital photos of each construction phase throughout duration of project;
- F. Serve as inspector of record (create redline on as-built drawings) for work inspected;
- G. Prepare and distribute written daily inspection reports via e-mail and hard copy;
- H. Coordinate inspections with utility companies as necessary;
- I. Coordinate special testing and inspection work as required;
- J. Report instances of apparent non-compliance with contract plans, specifications to Director of Public Works for resolution;
- K. Verify prevailing wages and payroll information; and
- L. Verify progress payments.

5. Testing

The City will arrange with one testing company and/or a certified testing lab to ensure construction method and material compliance with project documents. Consultant shall oversee the testing and review the testing reports. Testing will include, but not be limited to:

- A. Soil compacting testing;
- B. Asphalt concrete testing; and
- C. Concrete slump and strength testing.

6. Federally Funded Projects

- A. Secure all necessary permits, including CEQA and NEPA compliance, surveying, testing, preparation of plans and specifications, description of construction phasing plan, estimate of probable construction costs, preparation of bid documents, review of construction contract bids, recommendation for award, construction inspection, and construction administration;
- B. Provide all services in accordance with Caltrans standards, FHWA standards, and City standards;
- C. Comply with California Government Code Section 8355 in matters relating to the provision of a drug-free workplace;
- D. Comply with the Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. Seq., that govern allowable elements of cost;
- E. Comply with the administrative requirements set forth in 49 CFR Part 18, Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments; and
- F. Comply with CFR Title 49, Part 29, Debarment and Suspension of Certificate, refer to Exhibit 12-E “Debarment and Suspension Certificate” in Chapter 12 of the Caltrans Local Assistance Manual.

EXHIBIT "B"
SCHEDULE OF SERVICES

Consultant shall perform tasks as assigned by the City within specified timelines and in accordance with timelines specified. In addition to timely completion of tasks contained in the Scope of Services, the Consultant shall:

- Place the highest emphasis on customer service;
- Be reachable and available to respond to emergencies within the City at all times. Consultant must provide City with emergency contact numbers for key personnel to facilitate the immediate respond by Consultant to emergencies prior to effective date of contract and update contact list every six months ;
- Communicate effectively with citizens before, during, and after construction projects;
- Consultant shall provide written comments for initial and subsequent review to the City no later than ten (10) calendar days from date of receipt of the plans. Consultant shall provide comments for expedited plan reviews within 3 working days of receipt of the plans at the cost specified in Exhibit C;
- Consultant will meet every two weeks with Director of Public Works and other designated staff to provide comprehensive update on all pending assignments; and
- Consultant will make initial contact in response to staff and developer inquiries and citizen concerns within 24 hours of receipt by City and update reporting party and Director of Public Works regularly throughout investigation and resolution period.

EXHIBIT "C"
COMPENSATION

COMPENSATION/PAYMENT SCHEDULE



2015 HOURLY RATE SCHEDULE

RKA proposes to provide the requested City Engineer and necessary related engineering services on a "time and materials" basis per the Hourly Rate Schedule shown below.

City Engineer/ Project Principal	\$	160.00
Deputy City Engineer/Project Manager	\$	145.00
Registered Engineer/Assistant Project Manager	\$	130.00
Project Engineer	\$	115.00
Plan Check Engineer	\$	115.00
Engineering Technician	\$	75.00
Public Works Inspector	\$	85.00
Public Works Inspector (Prevailing Wage)	\$	105.00
Administrative/Clerical	\$	55.00

- RKA's minimum unit of time for billing purposes is 15 minutes.
- All charges for subcontracted services will be in the same amounts as actually invoiced to and paid by RKA Consulting Group, plus a 15% markup.
- All charges for reimbursable expenses; such as reproductions, will be billed at direct cost, plus a 15% markup.
- Mileage reimbursement will be charged at the current I.R.S. guideline rate. Mileage expenses will not be charged during the course of City Engineer office hours, but only as required for field work for C.I.P. projects.



City of Covina, California
City Engineering Services

**FIRST AMENDMENT TO AGREEMENT BETWEEN THE CITY OF COVINA AND
RKA, CONSULTING GROUP**

This First Amendment is made and entered into as of 21st day of July 2016 by and between the City of Covina, a California municipal corporation (hereinafter referred to as "City"), and RKA, Consulting Group, a privately held corporation (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This First Amendment is made with the respect to the following facts and purposes:

a. On September 1, 2015 the City and Consultant entered into that certain Professional Services Agreement for City Engineering Services for a not to exceed amount of three hundred thousand dollars (\$300,000.00) per year for a total not to exceed amount of six hundred thousand dollars (\$600,000.00) for the term of the agreement, September 1, 2015 to June 30, 2017.

b. The parties now desire to increase the compensation amount to a new total agreement amount of not to exceed one million two hundred thousand dollars (\$1,200,000.00) for the term of the agreement, September 1, 2015 to June 30, 2017, and to amend the Agreement as set forth in this Amendment.

2. Section 3.3.1 of the Agreement entitled "**COMPENSATION**" is hereby amended to read as follows:

A. Compensation. Consultant shall receive compensation, including authorized reimbursements for all Services rendered under this Agreement at the rates set forth shall not exceed One Million Two Hundred Thousand Dollars (\$1,200,000.00) for the term of the agreement, September 1, 2015 to June 30, 2017, without the express written approval of the City Council. 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. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

The parties, through their duly authorized representatives, are signing this First Amendment on the date stated in the introductory clause.

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

Consultant:

RKA Consulting Group,
a Privately Held Corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

*(Two signatures of corporate officers required
for corporations under Corporations Code
Section 313, unless corporate documents
authorize only one person to sign this
Agreement on behalf of the corporation.)*

2016-17 CIP ENGINEERING SERVICES COST BREAKDOWN

July 6, 2016

Project	Construction Cost	PS&E Preparation	%	Construction & Management & Inspection	%	Total Project Cost
Transportation						
Grand Avenue Rehabilitation	\$2,705,500	\$175,000	6.5	\$195,000 ***	7.0	\$3,075,500
Pavement Preservation Program	\$559,562	\$25,000	4.5	\$50,000	9.0	\$634,562
Citywide Concrete Repair	\$130,000	\$10,000	7.0	\$10,000	7.0	\$150,000
Traffic Signal Modifications	\$269,500	\$0	0.0	\$2,500	1.0	\$272,000
Covina Bikeways Improvement Program	\$989,026	\$30,000 (By Others) *		\$30,000	3.0	\$1,049,026
Regulatory Sign Replacement Program	\$140,000	\$65,000 (By Others) **		\$10,000	1.5	\$215,000
Reflective Street Name Sign Replacement Program	\$137,500	\$2,500	2.0	\$10,000	7.0	\$150,000
Sub-total	\$4,931,088	\$212,500 (RKA) \$95,000 (Others)	4.3 2.0	\$307,500	6.2	\$5,546,088
Water System						
Grand Avenue Rehabilitation	\$75,000	\$0	0.0	\$0	0.0	\$75,000
Chaparro Water System Upgrade	\$436,000	\$32,000	\$8	\$32,000	\$8	\$500,000
Casad Water System Upgrade	\$1,200,000	\$100,000	\$8	\$100,000	\$8	\$1,500,000
Sub-total	\$1,711,000	\$132,000	8.0	\$132,000	8.0	\$2,075,000
TOTAL	\$6,642,088	\$344,500 (RKA) \$95,000 (Others)	5.2 1.4	\$439,500	6.6	\$7,621,088

Notes:

* The PS&E Preparation for the Covina Bikeways Project revisions is being prepared by Advantec.

** The PS&E Preparation for the Regulatory Sign Replacement Project (Retroreflectivity Analysis) is being prepared by an outside consultant. There will be a minor cost to prepare the bis specifications but I included that cost into the CM cost.

*** The CM cost will be in FY 2017/18.

Proposed FY 2017 Capital Improvement Program Budget Summary Report

Community Development

Priority	Project Number	Project Description	Total Estimated Cost	Appropriated Through FY 2016	Proposed FY 2017	Funding Detail
1		Town Center Specific Plan Update	457,000	0	441,000	342,000 MTA Grant 84,000 Proposition C 15,000 General Fund
Total		Community Development Appropriations:	457,000	0	441,000	

Equipment

1		Police Department Vehicles	1,784,143	172,687	338,896	338,896 Central Equipment Operations
3		Emergency Operations Center	103,000		30,000	30,000 General Fund
Total		Equipment Appropriations:	1,887,143	172,687	368,896	

Municipal Buildings

2		ADA Transition Plan - Update	36,000	0	36,000	36,000 Special Grant Fund (Rule 20A Swap)
3		Library Carpet Replacement	16,875	0	16,875	16,875 Special Grant Fund (Rule 20A Swap)
4		Cougar Park Improvements	40,000	0	40,000	40,000 Safe Drinking Water, Coastal Protection Fund of 2006
5		Yard Gate Automation	37,868	0	37,868	28,401 Water Utility 9,467 Sewer Utility
6		Transitional House Maintenance	105,000	0	25,000	25,000 Low Mod Housing Asset Fund
Total		Municipal Buildings Appropriations:	235,743	0	155,743	

Parking

1		Covina Metrolink Stations Camera System	135,000	0	135,000	135,000 Proposition A
Total		Parking Appropriations:	135,000	0	135,000	

Parks

2	Renovation of Polls and Deck- Covina Park	562,102	0	562,102	120,000	Successor Agency Bond Proceeds
3	Covina Parks Improvements	287,400	0	287,400	442,102	Proposition A Maintenance Funds
4	Banna Park	1,280,000	0	30,000	287,400	Successor Agency Bond Proceeds
				30,000	30,000	Quimby Fees
Total	Parks Appropriations:	2,129,502	0	879,502		

Sewer and Storm Drain

1	Miscellaneous Sewer Repairs	100,000	0	25,000	25,000	Sewer Utility
2	Sewer Line Camera System	83,000	0	83,000	83,000	Sewer Utility
3	Catch Basin Debris Screens	96,000	0	50,000	50,000	Environmental Waste Management
4	Coor. Integrated Monitoring Program	265,796	85,179	57,688	57,688	Environmental Waste Management
5	Kahler Russel Park EWMF Project	16,549,500	0	181,000	181,000	Environmental Waste Management
Total	Sewer and Storm Drain Appropriations:	17,094,296	85,179	396,688		

Technology

1	Water SCADA Systems	33,000	0	33,000	33,000	Water Utility Admin
2	Library Community Room Audio Visual System	5,300	0	5,300	5,300	Public Education in Government
3	Police Department Technology Projects	1,095,410	0	17,000	17,000	General Fund
Total	Technology Appropriations:	1,133,710	0	55,300		

Transportation

1	Grand Avenue Rehabilitation	3,075,500	0	3,075,500	975,000	STPL - Los Angeles County
					630,000	STPL - Covina
					42,550	CalRecycle Rubberized Pavement Program
					331,060	Measure R
					1,096,890	Proposition C
2	Pavement Preservation Program	37,738,797	0	634,562	634,562	Gas Tax
3	Transit Vehicles	180,000	0	60,000	60,000	Proposition C
4	Concrete Repair Program	450,000	0	150,000	150,000	Measure R
5	Traffic Signal Modifications	1,072,000	0	272,000	272,000	Gas Tax
6	Covina Bikeways Improvement Program	1,049,026	0	1,049,026	210,000	Proposition C
					839,026	ATP Construction Fund
7	Regulatory Sign Replacement Program	215,000	0	215,000	215,000	Measure R
8	Reflective Street Name Sign Replacement	150,000	0	150,000	150,000	Gas Tax
Total	Transportation Total Appropriations:	43,930,323	0	5,606,088		



<input checked="" type="checkbox"/>	Approved by vote	4-0 Stapleton Absent
<input type="checkbox"/>	Not approved/Denied by vote	_____
<input type="checkbox"/>	Continued to	_____
<input checked="" type="checkbox"/>	Adopted Resolution No.	15-7386
<input type="checkbox"/>	Introduced/Adopted Ordinance No.	_____

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE September 1, 2015

ITEM NO. CC 6

STAFF SOURCE **Siobhan Foster, Director of Public Works**
Vivian Castro, Environmental Services Manager
Kristen Weger, Management Analyst

ITEM TITLE **Authorization to Execute Professional Services Agreement with RKA Consulting Group for City Engineering Services and Adoption of Resolution No. 15-7386 Appropriating \$22,621 in Available Proposition C Fund Balance to the Fiscal Year 2015-16 Budget and Allocating the Funds to the Intersection of Workman Street and Hollenbeck Avenue – Project T-1407 for Contract Administration and Inspection Services**

STAFF RECOMMENDATION

- 1) Authorize the City Manager to execute a Professional Services Agreement (PSA) with RKA Consulting Group for City Engineering Services for the period of September 1, 2015 through June 30, 2016 in an amount not to exceed \$300,000 with the option of three one-year extensions; and
- 2) Adopt **Resolution No. 15-7386** appropriating \$22,621 in available Proposition C Fund balance (account no. 2405-0000-33000) to the fiscal year 2015-16 budget and allocating the funds to the Intersection of Workman Street and Hollenbeck Avenue – Project T-1407 for contract administration and construction inspection services (account no. 4300-4350-55200-T-1407).

FISCAL IMPACT

The fiscal impact of the proposed contract with RKA Consulting Group for City Engineering Services for the remainder of fiscal year 2015-16 is a not-to-exceed amount of \$300,000. Of this amount, approximately \$160,000 is for day-to-day engineering services that would be funded by the General Fund. The remaining cumulative amount of \$140,000 is for anticipated construction inspection, contract administration, and project management services that would be funded by capital project funds related to specific projects. Sufficient funding for the General Fund requirement of \$160,000 is available in the approved fiscal year 2015-16 Department of Public Works budget (account no. 1010-2100-51530 and identified budget savings in various accounts). Approval of the estimated funding of \$140,000 annually for project-related expenses will be sought from the City Council at the time of contract award of each project.

The approval of a \$22,621 appropriation in available Proposition C Fund balance (account no. 2405-0000-33000) to the fiscal year 2015-16 budget and allocation of the funds to the Intersection of Workman Street and Hollenbeck Avenue – Project T-1407 (account no. 4300-4350-55200-T-1407) is necessary at this time for RKA Consulting Group to provide contract administration and construction inspection services for the upcoming project. There is no General Fund impact associated with the adoption of **Resolution No. 15-~~7390~~**
7386

BACKGROUND

On October 7, 2014, the City Council authorized a contract with JMD Engineering, Inc. for the provision of part-time engineering services for the period of October 8, 2014 to October 7, 2019 with the total compensation not-to-exceed \$120,000 in any fiscal year during the term of the agreement. These contract services were intended to augment in-house engineering staff. Pursuant to Section 3.4.1 of the PSA with JMD Engineering, Inc., the City may terminate the whole or any part of the Agreement at any time and without cause.

Due to the July 2015 layoffs of remaining in-house technical staff providing engineering support services, the Department of Public Works needs to expand the scope of contract engineering services to meet internal and external needs. As a result, on July 14, 2015, the City issued the attached Request for Proposals (RFP) to Provide City Engineering Services. The RFP contains an expanded, comprehensive Scope of Services covering general and project management, development review, traffic engineering, construction inspection, testing, and administration of federally funded projects.

The RFP encouraged firms experienced with the provision of comprehensive municipal engineering services to submit proposals and convey how the firm would provide these services in the most efficient, cost-effective manner. Innovative staffing plans were encouraged based on best management practices and/or methods successfully utilized by the firms in other municipalities.

On July 14, 2015, the Department of Public Works issued the RFP to eighteen professional engineering firms via electronic and regular mail, including the incumbent service provider, and posted the RFP on the City's website. By 4:00 p.m. on July 30, 2015, the City of Covina City Clerk's Office had received responses from eleven firms.

A review committee consisting of Siobhan Foster, Director of Public Works, Vivian Castro, Environmental Services Manager, Kristen Weger, Management Analyst, and Craig Gott, P.E., Vice President, Field Operations of Suburban Water Systems, evaluated the eleven proposals received by the City and associated reference checks and license statuses. Proposal review focused on the following criteria, as outlined in the RFP:

- A. Organization (10 points). Does the firm offer the breadth and quality of services required for the services listed in the Scope of Services? Does the firm's organizational structure show sufficient depth/capacity for its present and additional workload?

- B. Staff (20 points). Do the qualifications of key personnel to be assigned to the contract coincide with the tasks listed in the Scope of Services? Do assigned personnel have requisite education, professional qualifications, and experience, especially in comparable municipal engineering environments?
- C. Experience (25 points). Has the firm demonstrated the ability to successfully provide services for municipalities of a similar complexity and nature described herein?
- D. Specific management approach (30 points). Has the firm described its ability to achieve budget and service delivery goals for comprehensive municipal engineering services of a similar nature as described in the Scope of Services?
- E. Professional standing (10 points). Are the firm's references from past clients and associates favorable? Are deliverables submitted on time and within budget?

The review committee rated the proposals based on the above criteria. The following table summarizes the rankings of the proposals.

Table 1 – Summary of Proposal Ratings

Firm	Org. (40 pts)	Staff (80 pts)	Exp (100 pts)	Specific Mgmt Approach (120 pts)	Familiarity w/ Locality (20 pts)	Prof Standing (10 pts)	Total (400 pts)	Ave	Rank
Civilsource	27	49	70	65	9	32	252	63.00	9
Hartzog & Crabill	24	56	71	54	7	40	252	63.00	9
Interwest	34	70	93	97	15	36	345	86.25	2
JMD	24	50	54	51	15	40	234	58.50	10
Kimley-Horn	31	60	69	55	20	40	275	68.75	6
Onward	31	59	66	63	13	36	268	67.00	7
Pacifica	31	53	72	85	19	40	300	75.00	4
RKA	32	77	87	102	19	40	357	89.25	1
Southstar	28	58	67	69	5	32	259	64.75	8
TKE	29	62	70	70	9	40	280	70.00	5
Transtech	32	71	85	90	15	36	329	82.25	3

Following the proposal evaluation, City staff interviewed the three top rated firms. The purpose of the interviews was to meet the key personnel from each firm and gain a better understanding of how each of the firms would work and fit with City personnel and the Covina community. The interviews were not scored and ultimately reaffirmed the proposal ratings outlined above.

The Department of Public Works subsequently opened the cost proposal submitted by RKA Consulting Group and entered negotiations with the firm. The attached PSA reflects the outcome of the successful negotiations between the City and RKA Consulting Group. RKA Consulting Group is prepared to begin providing services to the City upon contract approval by the City Council and subsequent contract execution. On August 27, 2015, the City notified JMD Engineering, Inc. of the termination of their PSA with the City for the provision of part-time engineering services, effective September 7, 2015.

RKA Consulting Group is uniquely qualified to provide the requested comprehensive engineering services to Covina. RKA Consulting Group has been based in nearby Walnut for thirty-four years and has provided the City of Walnut with full-service contract engineering services since 1981. The firm also provides similar city and/or municipal engineering services to the nearby cities of Duarte (1999 to present), La Verne (1988 to present), Monrovia (2015 to present), and San Dimas (2006 to present). Based on this experience, RKA Consulting Group is extremely familiar with the demographics of the San Gabriel Valley region, issues relative to doing work in this area, and has developed strong relationships with regional partners and regulatory agencies, which will enable RKA Consulting Group to fulfill the City's comprehensive engineering and capital project delivery needs.

Under the proposal, David Gilbertson, P.E., T.E., and P.L.S. would be assigned as City Engineer and Traffic Engineer. Mr. Gilbertson possesses more than twenty-six years of experience in providing city engineering and full-range municipal engineering services. Currently, Mr. Gilbertson is City/Deputy City Engineer for communities of Bradbury, Chino, La Verne, Norco, San Dimas, and Walnut. Mr. Gilbertson is knowledgeable in local government procedures and city engineering functions, successfully managing numerous capital improvement projects, while maintaining a cost-conscious approach to maximizing the value of city resources.

RKA Consulting Group has also designated Dominic Milano, an experienced city engineer, as Covina's Deputy City Engineer to provide any necessary support to Mr. Gilbertson. As current City Engineer for the Cities of Bradbury, Duarte, Glendora, La Verne, Norco, San Dimas, and Signal Hill, Mr. Milano is one of the most qualified and experienced engineers in the field, offering an abundance of knowledge in city engineering, municipal administration, and development review. Mr. Milano's experience and direction will be invaluable to providing superior engineering services to the City of Covina.

Proposed Appropriation for Contract Administration and Construction Inspection Services

On July 7, 2015, the City Council awarded the bid for the Improvements at the Intersection of Workman Street and Hollenbeck Avenue, Project No. T-1407, to Palp, Incorporated dba Excel Paving Company in the amount of \$226,214. Project T-1407 consists of modifications to the traffic signal at the intersection of Workman Street and Hollenbeck Avenue, traffic striping and paving of:

- Hollenbeck Avenue and Workman intersection;
- Hollenbeck Avenue from 200 feet north of Workman Street to 300 feet south of Workman Avenue; and
- Workman Street from 150 east of Hollenbeck Avenue to 150 feet west of Hollenbeck Avenue.

When presenting this item to the City Council for consideration, the Department of Public Works contemplated providing contract administration and construction inspection services with in-house engineering personnel at an estimated cost of \$22,621. At this juncture, due to the layoffs of the remaining in-house engineering staff, it is necessary to seek City Council approval of an appropriation of \$22,621 in Proposition C Fund balance to the project account via adoption of

Resolution No. 15-7390. This appropriation would fund the provision of contract administration and construction inspection services by RKA Consulting Group personnel.

ALTERNATIVES

At least one alternative is available to the City Council. The City Council may elect not to authorize the City Manager to execute a PSA with RKA Consulting Group for City Engineering Services, which would leave the Department of Public Works without adequate civil and traffic engineering services and temporarily unable to move ahead with the aggressive agenda of capital project delivery presented to the City Council during the Strategic Planning Workshop on August 12, 2015. The proposed addition of traffic engineering services through RKA Consulting Group will provide a critical resource to City departments that has been lacking.

EXHIBITS

- A. PSA with RKA Consulting Group for City Engineering Services
- B. Request for Proposals (RFP) to Provide City Engineering Services (including Addendum #1)
- C. Proposals Received in Response to Request for Proposals (RFP) to Provide City Engineering Services (on file in City of Covina City Clerk's Office)
- D. July 7, 2015 Agenda Item Commentary Item No. CC 10, Re: Workman Street and Hollenbeck Avenue, Project No. T-1407 (including Exhibit A only)
- E. Resolution No 15-7390

Respectfully submitted



Siobhan Foster/Director of Public Works
Public Works Department



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 6

<input checked="" type="checkbox"/>	Approved by vote	<u>5-0</u>
<input type="checkbox"/>	Not approved/Denied by vote	_____
<input type="checkbox"/>	Continued to	_____
<input checked="" type="checkbox"/>	Adopted Resolution No.	<u>15-7402</u>
<input type="checkbox"/>	Introduced/Adopted Ordinance No.	_____

MEETING DATE: October 20, 2015

TITLE: Approve Change Orders for Project No. T-0733, Glendora Avenue and Cienega Street Traffic Signal Installation and Adopt **Resolution No. 15-XXXX**, Appropriating \$45,508 in Available Measure R Fund Balance and Increasing the Fiscal Year 2015-16 Capital Projects Fund Budget in the Amount of \$45,508

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Approve Change Order Nos. 2 and 4 for Project No. T-0733, Glendora Avenue and Cienega Street Traffic Signal Installation, increasing the construction contract by a total of \$5,300;
- 2) Authorize the City Manager or her designee to execute the approved change orders; and
- 3) Adopt **Resolution No. 15-XXXX** appropriating \$45,508 in available Measure R Fund Balance (account no. 2410-0000-33000) and increasing the fiscal year 2015-2016 Capital Projects Fund budget (account no. 4010-2350-55340-T0733) in the amount of \$45,508.

BACKGROUND:

On July 15, 2014, the City Council awarded a \$196,000 construction contract to California Professional Engineering for the installation of a traffic signal at the intersection of Glendora Avenue and Cienega Street.

DISCUSSION:

As of September 30, 2015, the City Engineer has reviewed the following change orders for completeness and accuracy as to the materials and labor included:

- Change Order No. 2: Procurement of a Southern California Edison New Signal Permit. The change in contract cost due to Change Order No. 2 is an increase of \$1,582.06 to the contract cost.
- Change Order No. 4: Removal of the existing midblock crosswalk striping at Cienega Avenue and Arroway Avenue. The contractor performed the removal operations on October 8, 2015 concurrently with the energizing of the new traffic signal. The change in contract cost due to Change Order No. 4 is an increase of \$3,717.60.

The following is an update on pending Change Orders:

- **Change Order No. 3:** This proposed change order would have improved the existing midblock crosswalk by installing rectangular flashing beacon (RRFB) with wireless push button and solar panel, 200W HPS luminaire with 8' mast arm on existing wood pole, changes to signage and striping, curb ramps and Type II slurry seal. The Department of Public Works, in conjunction with the City Engineer and County of Los Angeles, reviewed the midblock crosswalk and determined it should be removed due to the close proximity to the signalized intersection per the Federal Highway Administration guidelines.

FISCAL IMPACT:

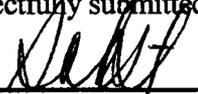
Approval of Change Order Nos. 2 and 4 will increase the construction contract for the Glendora Avenue and Cienega Street Traffic Signal Installation project by a total of \$5,300. The cumulative effect of Change Order No. 2 and 4 and Change Order No. 1 previously approved by the City Council on May 5, 2015, is to increase the value of the construction contract by \$49,508 to \$245,508 from the original contract total of \$196,000.

On July 15, 2014, the City Council awarded a \$196,000 construction contract to California Professional Engineering. The project (T-0733) was funded with \$200,000 of General Fund monies (account no. 4010-2350-55340-T0733) carried forward from fiscal year 2012-2013. On May 5, 2015, the City Council approved Change Order No. 1 in the amount of \$44,208 increasing the construction contract to \$240,208. At that time, the Department of Public Works failed to request the funding required to support the contract increase associated with Change Order No. 1, necessitating the request for an appropriation of \$45,508 from Measure R Fund Balance at this time to fund the previously-approved Change Order No. 1 in the amount of \$44,208 and the pending Change Order Nos. 2 and 4 in the amount of \$5,300.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This project has been determined to be categorically exempt under CEQA in accordance with Section 15301 Existing Facilities (Class 1). The project involves negligible or no expansion of an existing use.

Respectfully submitted,



 Siobhan Foster
 Director of Public Works

City Manager	City Attorney	Finance	City Clerk

ATTACHMENTS:

- Attachment A: Change Order Nos. 2 and 4
 Attachment B: Resolution No. 15-XXXX



CITY OF COVINA

125 East College Street • Covina, California 91723-2199
www.covinaca.gov

PUBLIC WORKS DEPARTMENT

Engineering

(626) 384-5490 FAX (626) 384-5479

CHANGE ORDER

Change Order No.2

DATE: August 19, 2015

PROJECT NO. T-0733

CONTRACT: Glendora Avenue and Cienega Street Traffic Signal Installation

CONTRACTOR: California Professional Engineering, Inc.

.....
.....

1. Procurement of a Southern California Edison Permit as authorized per proposal dated August 19, 2015

Total increase = \$1,582.06

2. Time Extension: None.

3. Change in contract cost: Increase of \$1,582.06

.....
Submitted by:  Date 10/8/15

Title: City Engineer

Accepted by:  Date 10/8/2015

Title: Contractor, California Professional Engineering, Inc.

Approved by: _____ Date _____

Title: City Manager

.....
California Professional Engineering, Inc.

Quality Beyond Expectations

Wednesday, August 19, 2015

City of Covina
125 East College Street
Covina, CA 91723-2199
Attn: Kristen Weger, P.M.

Reference: City of Covina – Glendora/Cienega Traffic Signal Project

Subject: CCO Request #2 – Payment to Southern California Edison

Dear Ms. Kristen Weger,

California Professional Engineering, Inc. is pleased to provide the following cost proposal in response to the City's request pertaining to the above project:

<i>Description</i>	<i>Costs</i>
SCE Invoice #214230, Document #7590010313	\$ 1,552.06
Overnight FedEx Delivery	\$ 30.00

CCO #2 Grand Total	\$ 1,582.06
---------------------------	--------------------

Please provide a change order or written directive to proceed.

Please feel free to contact me with any questions or concerns.

Sincerely,



Diem Chu
Project Manager
626-810-1338 x 102

Agency Acceptance: _____
Name & Title: _____
Date: _____



SOUTHERN CALIFORNIA
EDISON
 An EDISON INTERNATIONAL Company
 Southern California Edison Company

800 WEST CIENEGA
 SAN DIMAS CA 91773

DIEM, CHU

929 OTTERBEIN AVE UNIT E
 LA PUENTE CA 91748

Document #	7590011372
Invoice #	215304
Invoice Date:	08/18/2015
SCE Contact:	Casey Coleman O'Brien
Telephone:	(909)-592-3705
Install - Billing Option:	SCE INSTALL - DISCOUNT

Description	Amount
Service Request Number: 2022414 Project: TD1025049 NEW TCU LS2 SIGNAL PER R15. 1211 N GLENDORA AVE COVINA CA 91724	
Item # 230983 Product: 1025049 - LINE EXTENSION Design #: 719226	\$1,552.06
Previous Payment	\$0.00
<p>COMMENTS:</p> <ul style="list-style-type: none"> * Enclosed are two copies of your invoice. Please return one copy of the invoice with your payment to Accounts Receivable in the enclosed return-addressed envelope. The other copy of the invoice is for your records. * All prices are applicable for a period of 90 days from this date and are subject to change thereafter. * Please complete all applications and/or contracts and return to your planning office, using the enclosed return-addressed envelope. * For the Refundable and Discount Option appendices, choose only one option. Sign "Has Chosen" on the appropriate option and sign "Has Not Chosen" on the other option. Only sign each form once. Return both forms in the enclosed self-addressed envelope. * If a street light work order is associated with this project, contracts for that project will be enclosed. * Easement documents will be mailed directly to you from our Right of Way department. Please complete and return them as soon as possible, as we will not be able to proceed with the project without clearance. * Call the Edison company at 1-800-655-4555 to make application for electrical service. * An Edison Inspector must approve all underground systems. Please call your designated inspector 48 hours prior to construction to schedule an inspection. * Final electrical inspection from the local governmental building and safety department must be received before we can energize your service. 	
TOTAL PROJECT INVOICE AMOUNT:	
\$ 1,552.06	



**SOUTHERN CALIFORNIA
EDISON**

An EDISON INTERNATIONAL Company
Southern California Edison Company

800 WEST CIENEGA
SAN DIMAS CA 91773

DIEM, CHU

929 OTTERBEIN AVE UNIT E
LA PUENTE CA 91748

Document #	7590011372
Invoice #	215304
Invoice Date:	08/18/2015
SCE Contact:	Casey Coleman O'Brien
Telephone:	(909)-592-3705
Install - Billing Option:	SCE INSTALL - DISCOUNT

Description	Amount
Service Request Number: 2022414 Project: TD1025049 NEW TC1:LS2 SIGNAL PER R15. 1211 N GLENDORA AVE COVINA CA 91724	

ADDITIONAL PAYMENT INSTRUCTIONS:

If paying by check, please follow instructions on payment stub

Instructions for wire or ACH payments:

JP Morgan Chase Bank
New York, NY
ABA#: 021000021 - Acct#: 323-394434
SCE Taxpayer ID No. 95-1240335

SCE Contact: Casey Coleman
Document #: 7590011372

*** Failure to properly identify your document number and SCE contact may delay the application of funds and initiation of your project

Special Instructions for overnight delivery methods:



Please detach and return payment stub with payment

**Payment
Stub**

Invoice #: 215304

Document #: 7590011372

DIEM, CHU

929 OTTERBEIN AVE UNIT E
LA PUENTE CA 91748

Please pay total amount now due:

\$ 1,552.06

Thank you for paying promptly
Make check payable to Southern California
Edison

ATTN: Accounts Receivable
PO Box 800
Rosemead, CA 91771-001



CITY OF COVINA

125 East College Street • Covina, California 91723-2199
www.covinaca.gov

PUBLIC WORKS DEPARTMENT

Engineering

(626) 384-5490 FAX (626) 384-5479

CHANGE ORDER

Change Order No. 4

DATE: September 30, 2015
PROJECT NO. T-0733
CONTRACT: Glendora Avenue and Cienega Street Traffic Signal Installation
CONTRACTOR: California Professional Engineering, Inc.

.....
.....

1. Existing Midblock Crosswalk Removal as authorized per proposal dated September 30, 2015

Total increase = \$3,717.60

2. Time Extension: 30 days.

3. Change in contract cost: Increase of \$3,717.60

.....
Submitted by:  Date 10/8/15

Title: City Engineer

Accepted by:  Date 10/8/2015

Title: Contractor, California Professional Engineering, Inc.

Approved by: _____ Date _____
Title: City Manager

.....
California Professional Engineering, Inc.

Quality Beyond Expectations

Wednesday, September 30, 2015

City of Covina
125 East College Street
Covina, CA 91723-2199
Attn: Kristen Weger, P.M.

Reference: City of Covina – Glendora/Cienega Traffic Signal Project

Subject: CCO Request #4 – Existing Midblock Crosswalk Marking Removals REV

Dear Ms. Kristen Weger,

California Professional Engineering, Inc. is pleased to provide the following change order request in response to the City's revised plans received Sept. 14, 2015 and comments Sept. 30, 2015 pertaining to the above project:

<i>Description</i>	<i>Costs</i>
Grind Existing Midblock Crosswalk; Grind Slow School Xing Legends; Additional Mobilization by Superior Pavement Markings (Subcontractor)	\$ 3,098.00
Markup 20%	\$ 619.60
CCO #4 Grand Total	\$ 3,717.60

Please provide a change order or written directive to proceed.

Please feel free to contact me with any questions or concerns.
Sincerely,



Diem Chu
Project Manager
626-810-1338 x 102

last modified 10.15.15

RESOLUTION NO. 15-XXXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, TO AMEND THE FISCAL YEAR 2015-2016
PUBLIC WORKS DEPARTMENT BUDGET TO REFLECT AN
APPROPRIATION OF \$45,508 FROM MEASURE R FUND BALANCE FOR PROJECT
T-0733, AND INCREASING THE FISCAL YEAR 2015-2016 CAPITAL PROJECTS
FUND BUDGET (ACCOUNT NO. 4010-2350-55340-T0733) IN THE AMOUNT OF
\$45,508 FOR EXPENDITURE FOR PROJECT T-0733,
GLENORA AVENUE AND CIENEGA STREET TRAFFIC SIGNAL INSTALLATION**

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 of the City of Covina for fiscal year commencing July 1, 2012 and ending June 30, 2013 was amended on October 16, 2012 to include \$200,000 for the Glendora Avenue and Cienega Street Traffic Signal Installation project (account no. 4010-2350-55340); and

WHEREAS, the \$200,000 appropriation for the Glendora Avenue and Cienega Street Traffic Signal Installation project (account no. 4010-2350-55340) was carried forward into the 2013-14 budget and subsequently the 2014-15 budget; and

WHEREAS, on July 15, 2014, the City Council awarded a construction contract to California Professional Engineering in the amount of \$196,000 for the construction of Glendora Avenue and Cienega Street Traffic Signal Installation project; and

WHEREAS, on May 5, 2015 the City Council amended the construction contract with California Professional Engineering to reflect the approval of Change Order No. 1 in the amount of \$44,208, increasing the value of the construction contract from an initial amount of \$196,000 to \$240,208; and

WHEREAS, on May 5, 2015, the Department of Public Works failed to request funding in the amount of \$40,208 required to support the construction contract increase associated with Change Order No. 1; and

WHEREAS, on October 20, 2015, City Council approval of Change Order Nos. 2 and 4 in the total amount of \$5,300 is being requested by the Department of Public Works; and

WHEREAS, an appropriation of \$45,508 is needed at this time to fund the previously-approved Change Order No. 1 in the amount of \$44,208 and the pending Change Order Nos. 2 and 4 in the amount of \$5,300; 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 additional funds for the traffic signal at Glendora Avenue and Cienega Street.

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

SECTION 1. Amend the fiscal year 2015-2016 Public Works Department operating budget as follows: \$45,508 from Measure R Fund balance (account no. 2410-000-33000) to account no. 4010-2350-55340-T0733) for the Glendora Avenue and Cienega Street Traffic Signal Installation, Project No. T-0733.

SECTION 2. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 20th day of October 2015.

John C. King
Mayor

ATTEST:

Sharon F. Clark
Chief Deputy City Clerk

APPROVED AS TO FORM:

Candice K. Lee
City Attorney



CITY OF COVINA AGENDA REPORT

<input checked="" type="checkbox"/>	Approved by vote	<u>5-0</u>
<input type="checkbox"/>	Not approved/Denied by vote	_____
<input type="checkbox"/>	Continued to	_____
<input checked="" type="checkbox"/>	Adopted Resolution No.	<u>15-7413</u>
<input type="checkbox"/>	Introduced/Adopted Ordinance No.	_____

ITEM NO. CC 9

MEETING DATE: November 3, 2015

TITLE: Final Acceptance and Filing Notice of Completion of Public Works Project No. T-0733, Glendora Avenue and Cienega Street Traffic Signal Installation

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Accept the work performed by California Professional Engineering, Inc. for the amount of \$245,508;
- 2) Authorize the City Clerk to file a Notice of Completion for Public Works Project No. T-0733, Glendora Avenue and Cienega Street Traffic Signal Installation; and
- 3) Adopt **Resolution No. 15-7413** appropriating \$12,590 in available Measure R Fund Balance (account no. 2410-0000-33000) and increasing the fiscal year 2015-2016 Capital Projects Fund budget (account no. 4010-2350-55340-T-0733) in the amount of \$12,590.

BACKGROUND:

On February 5, 2013, the City Council approved the City-County Cooperative Agreement for the installation of a new traffic signal at the intersection of Glendora Avenue and Cienega Street, an intersection that is the joint responsibility of the City of Covina and Los Angeles County. The Agreement was adopted by the County of Los Angeles Board of Supervisors on April 2, 2013. Los Angeles County's 22% jurisdictional share of the project in the amount of \$63,000 was paid to the City on November 2013.

On July 15, 2014, the City Council awarded a \$196,000 construction contract to California Professional Engineering for the installation of the traffic signal at the intersection of Glendora Avenue and Cienega Street. The project included:

- Installation of a new traffic signal at the intersection of Glendora Avenue and Cienega Street;
- Signage and striping improvements on Glendora Avenue and Cienega Street; and
- Removal of the existing midblock crosswalk striping at Cienega Avenue and Arrowway Avenue.

The project required three change orders (Change Order Nos. 1, 2 and 4) in the net amount of \$49,508. The former Assistant City Engineer reviewed and approved Change Order No. 1 for completeness and accuracy on March 4, 2015 as to the materials and labor included. The City Council approved this change order on May 5, 2015. The current City Engineer reviewed and

approved Change Order Nos. 2 and 4 on September 30, 2015 as to the materials and labor included. The City Council approved these change orders on October 20, 2015.

- Change Order No. 1: Demolition, additional underground exploration, two additional ADA curb ramps, and changes to the materials ordered by the contractor to meet new design. Change Order No. 1 increased the contract amount by \$44,208.
- Change Order No. 2: Procurement of a Southern California Edison New Signal Permit. The change in contract cost due to Change Order No. 2 is an increase of \$1,582.06 to the contract cost.
- Change Order No. 4: Removal of the existing midblock crosswalk striping at Cienega Avenue and Arroway Avenue. The Contractor performed the removal operations on October 8, 2015 concurrently with the energizing of the new traffic signal. The change in contract cost due to Change Order No. 4 is an increase of \$3,717.60.

Pending Change Order No. 3 was not completed after review and in conjunction with the Department of Public Works, City Engineer, and County of Los Angeles.

- Change Order No. 3: This proposed change order would have improved the existing midblock crosswalk by installing rectangular rapid flashing beacon (RRFB) with wireless push button and solar panel, 200W HPS luminaire with 8' mast arm on existing wood pole, changes to signage and striping, curb ramps and Type II slurry seal. The Department of Public Works, in conjunction with the City Engineer and County of Los Angeles, reviewed the midblock crosswalk and determined it should be removed due to the close proximity to the signalized intersection per the Federal Highway Administration guidelines.

A supplemental appropriation of \$12,590 is also requested at this time to cover the cost of project management, contract administration, and inspection services provided by the City's former and current contract City Engineering firms. On September 1, 2015, the City Council approved a Professional Services Agreement with RKA Consulting Group for City Engineering Services for the period of September 1, 2015 through June 30, 2016. At that time, the Department of Public Works conveyed to the City Council that the costs of project management, contract administration, and construction inspection services would be funded by capital project funds related to specific projects. Since the change to fully contracted engineering and inspection services occurred after contract award for this project, the department needs to seek necessary funding at this time rather than at the preferred time of contract award.

FISCAL IMPACT:

On July 15, 2014, the City Council awarded a \$196,000 construction contract to California Professional Engineering Inc. The project (T-0733) was funded with \$200,000 of General Fund monies (account no. 4010-2350-55340-T-0733) carried forward from fiscal year 2012-2013. On May 5, 2015, the City Council approved Change Order No. 1 in the amount of \$44,208 increasing the construction contract to \$240,208. On October 20, 2015, the City Council approved Change Order No. 2 in the amount of \$1,582, Change Order No. 4 in the amount of \$3,718 and appropriated \$45,508 from Measure R Fund Balance for Change Order Nos. 1, 2 and 4. At this time, the Department of Public Works is requesting a supplemental appropriation of \$12,590 from Measure R Fund Balance to fund the cost of project management, contract administration, and inspection services.

The following table presents a summary of the sources of funds that were used:

General Fund (4010-2350-55340-T-0733)	\$200,000
Measure R Fund Balance (2410-0000-33000)	\$58,098
Total Sources	\$258,098

The \$200,000 of General Fund revenue consists of \$63,000 from Los Angeles County for its jurisdictional share and \$137,000 from the City's General Fund expenditures.

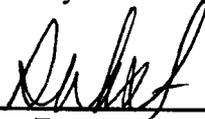
The following table contains the project summary:

Base Bid (California Professional Engineering)	\$196,000
Change Order No. 1 (California Professional Engineering)	\$44,208
Change Order No. 2 (Southern California Edison Permit)	\$1,582
Change Order No. 4 (California Professional Engineering)	\$3,718
Project Management/Contract Administration/Inspection	\$12,590
Total	\$258,098

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This project has been determined to be categorically exempt under CEQA in accordance with Section 15301 Existing Facilities (Class 1). The project involves negligible or no expansion of an existing use.

Respectfully submitted,



Siobhan Foster
Director of Public Works

City Manager	City Attorney	Finance	City Clerk
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ATTACHMENTS:

- Attachment A: Notice of Completion
- Attachment B: Resolution No. 15-7413
- Attachment C: Change Order Nos. 1, 2 and 4
- Attachment D: Check from Los Angeles County for \$63,000

**RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:**

NAME City of Covina
STREET ADDRESS 125 E. College Street
CITY Covina
STATE CA
ZIP CODE 91723

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is The City of Covina
3. The full address of the owner is 125 E. College Street Covina, CA 91723
4. The nature of the interest or estate of the owner is: In fee.

(If other than Fee, strike "in fee" and insert, for example, "purchaser under contract of purchase", or "Lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

6. The full names and full addresses of all the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on: October 15, 2015 . The work done was: Glendora Avenue and Cienega Street Traffic Signal Installation

8. The names of the contractor, if any, for such work improvement was:
California Professional Engineering, Inc.

July 14, 2014

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

9. The property on which said work of improvement was completed in the City of: Covina
County of Los Angeles , State of CA , and is described as follows: Installation of traffic signal System and appurtenant work at the intersection of Glendora Avenue and Cienega Street.

10. The street address of said property is None

(If no street address has been officially signed, insert "None".)

Dated October 26, 2015

(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

VERIFICATION

I, the undersigned, say: I am the City Engineer The declarant of the foregoing Notice of Completion;
(President of, Manager of, Partner of, Owner of)

I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 26 , 2015 at Covina , California


(Personal signature of the individual of the individual who is swearing that the contents of the Notice of Completion are true.)

RESOLUTION NO. 15-7413

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2015-2016 PUBLIC WORKS DEPARTMENT BUDGET TO REFLECT AN APPROPRIATION OF \$12,590 FROM MEASURE R FUND BALANCE FOR PROJECT T-0733, AND INCREASING THE FISCAL YEAR 2015-2016 CAPITAL PROJECTS FUND BUDGET (ACCOUNT NO. 4010-2350-55340-T0733) IN THE AMOUNT OF \$12,590 FOR EXPENDITURE FOR PROJECT T-0733, GLENDORA AVENUE AND CIENEGA STREET TRAFFIC SIGNAL INSTALLATION

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 of the City of Covina for fiscal year commencing July 1, 2012 and ending June 30, 2013 was amended on October 16, 2012 to include \$200,000 for the Glendora Avenue and Cienega Street Traffic Signal Installation project (account no. 4010-2350-55340); and

WHEREAS, the \$200,000 appropriation for the Glendora Avenue and Cienega Street Traffic Signal Installation project (account no. 4010-2350-55340) was carried forward into the 2013-14 budget and subsequently the 2014-15 budget; and

WHEREAS, on July 15, 2014, the City Council awarded a construction contract to California Professional Engineering in the amount of \$196,000 for the construction of Glendora Avenue and Cienega Street Traffic Signal Installation project; and

WHEREAS, on May 5, 2015 the City Council amended the construction contract with California Professional Engineering to reflect the approval of Change Order No. 1 in the amount of \$44,208, increasing the value of the construction contract from an initial amount of \$196,000 to \$240,208; and

WHEREAS, on May 5, 2015, the Department of Public Works failed to request funding in the amount of \$44,208 required to support the construction contract increase associated with Change Order No. 1; and

WHEREAS, on October 20, 2015, City Council approved Change Order Nos. 2 and 4 in the total amount of \$5,300, increasing the value of the construction contract to \$245,508; and

WHEREAS, on October 20, 2015, City Council approved an appropriation of \$45,508 to fund the previously-approved Change Order No. 1 in the amount of \$44,208 and Change Order Nos. 2 and 4 in the amount of \$5,300; and

WHEREAS, an appropriation of \$12,590 from Measure R Fund Balance is needed at this time to fund the project management, contract administration, and inspection services for the project provided by JMDiaz, Inc. and RKA Consulting Group in the amount of \$12,590; and

WHEREAS, the budget was approved 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 additional funds for the traffic signal at Glendora Avenue and Cienega Street.

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

SECTION 1. Amend the fiscal year 2015-2016 Public Works Department operating budget as follows: \$12,590 from Measure R Fund balance (account no. 2410-000-33000) to (account no. 4010-2350-55340-T0733) for the Glendora Avenue and Cienega Street Traffic Signal Installation, Project No. T-0733.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 3rd day of November 2015.

John C. King, Mayor

ATTEST:

Sharon F. Clark, Chief Deputy City Clerk

APPROVED AS TO FORM:

Candice K. Lee, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 15-7413 was adopted by the Covina City Council at a regular meeting thereof held on the 3rd day of November, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sharon F. Clark
Chief Deputy City Clerk



CITY OF COVINA

125 East College Street • Covina, California 91723-2199
www.covinaca.gov

PUBLIC WORKS DEPARTMENT

Engineering

(626) 384-5490 FAX (626) 384-5479

CHANGE ORDER

Change Order No.1

DATE: March 24, 2015

PROJECT NO. T-0733

CONTRACT: Glendora Avenue and Cienega Street Traffic Signal Installation

CONTRACTOR: California Professional Engineering, Inc.

.....
.....

- | | |
|--|------------------------------|
| 1. Demo of Culvert, including concrete. | Total increase = \$14,030.00 |
| 2. Additional ADA curb ramps, Qty 2. | Total increase = \$16,445.00 |
| 3. Additional Potholing & Exploration, 2 days. | Total increase = \$5,826.18 |
| 4. SV-2-T Framework Vehicle Signals & SP-2-T Framework w/pedestrian signals (Loc C) & PPB post instead of 15 TS pole (Loc D) (Per Revised Plan). | Total increase = \$1,898.40 |
| 5. 30' Arm instead 25' and rotate luminaire arm (Per Revised Plan) | Total increase = \$4,646.50 |
| 6. Thermoplastic instead of paint. | Total increase = \$1,362.75 |
| 7. Time Extension: 10 days | |
| 8. Change in contract cost: Increase of \$44,208.83 | |

.....
Submitted by [Signature] Date 3/24/15
Title: Assistant Civil Engineer

Accepted by: [Signature] Date 3/27/15
Title: Contractor

Approved by: [Signature] Date 5/12/15
Title: Interim Public Works Director

The City of Covina provides responsive municipal services and manages public resources to enhance the quality of life for our community.

ORIGINAL COST PROPOSAL
 CCO#1 (Per City's Request)

Demo of Culvert, Including Concrete. \$ 14,030.00

Additional Wheel Chair Ramps, Qty 2 \$ 16,445.00

**Additional Potholing & Explorations, 2 Days
 Performed 2/24/15 - 2/25/15** \$ 5,500.00

**SV-2-T Framework w/ Vehicle Signals & SP-2-T
 Framework w/ Pedestrian Signals (Loc C) & PPB
 Post Instead of 15TS Pole (Loc. D)
 (Per Revised Plan)** \$ 2,000.00

DETAILED COST BREAKDOWN (Per City's Request)
 Quote Mark Up Extended Total

\$ 12,200.00 15% \$ 14,030.00
 See attached.

\$ 14,300.00 15% \$ 16,445.00
 See attached.

3 LABORERS			
\$ 67.63	15%	\$	3,733.18
(PER HR)			
BACKHOF			
\$ 41.15	15%	\$	757.16
(PER HR)			
AIR COMP.			
\$ 36.56	15%	\$	672.70
(PER HR)			
WORK TRUCK			
\$ 36.04	15%	\$	663.14
(PER HR)			

\$ 1,582.00 20% \$ 1,898.40
 See attached.

30' Arm instead of 25' (Per Revised Plan)	\$ 3,460.00
--	-------------

Rotate Luminaire Arm (Per Revised Plan)	
--	--

CCO #1 Grand Total	\$ 41,435.00
--------------------	--------------

\$ 2,540.00	20%	\$ 3,048.00
See attached.		

\$ 1,390.00	15%	\$ 1,598.50
See attached invoice.		

CCO#1 GRAND TOTAL	\$ 42,846.08
-------------------	--------------

Please allow this breakdown and any revisions to supercede original cost proposal submitted 3/9/15.

CCO#2 Thermoplastic Instead of Paint

Thermoplastic Instead of Paint Change to Striping Request See attached.	\$ 1,362.75
---	-------------

CCO #2 Grand Total	\$ 1,362.75
--------------------	-------------



ALL AMERICAN ASPHALT

Engineering - Contractors - Asphalt Paving

CAL. STATE
LIC. #267073A

400 East Sixth St.
P.O. Box 2229

Corona, California 92878-2229

Telephone: (951) 736-7600 FAX: (951) 736-7646

Serving: Los Angeles, Orange, Riverside, and San Bernardino Counties

To: VAN NGUYEN

CALIFORNIA PROFESSIONAL ENG.

917 OTTERBEIN AVE., UNIT E

LA PUENTE, CA 91748

Phone 626-810-1338

Fax 626-810-1322

Date: 3/18/2015

From: Cody Gawryluk

Quote No. 693

We propose to furnish you labor and material in strict accordance with the plans and specifications as follows:

**T.S. INSTALLATION AT CIENEGA ST. & GLENDORA AVE.
CITY OF COVINA**

Item No.	Description	Quantity	U/M	Unit Price	Total Price
1	1 ABANDON BOX CULVERT & REMOVE AND REPLACE PCC SIDEWALK (6' X 30')	1.0	LS	12,200.000	12,200.00
					12,200.00
Total Proposal Price:					\$12,200.00

Special Conditions:

Quotation Note:
*****IMPROVEMENTS TO BE CONSTRUCTED PER ORIGINAL COST PROPOSAL CONDITIONS (QUOTE NO. 525) AND THE CITY OF COVINA STANDARD SPECIFICATIONS*****

Date: _____

Accepted by: _____



ALL AMERICAN ASPHALT

Engineering - Contractors - Asphalt Paving

CAL. STATE
LIC. #267073A

400 East Sixth St.

P.O. Box 2229

Corona, California 92878-2229

Telephone: (951) 736-7600 FAX: (951) 736-7646

Serving: Los Angeles, Orange, Riverside, and San Bernardino Counties

To: VAN NGUYEN

CALIFORNIA PROFESSIONAL ENG.

917 OTTERBEIN AVE., UNIT B

LA PUENTE, CA. 91748

Phone 626-810-1338

Fax 626-810-1322

Date: 3/6/2015

From: Cody Gawryluk

Quote No. 693

We propose to furnish you labor and material in strict accordance with the plans and specifications as follows:

T.S. INSTALLATION AT CIENEGA ST. & GLENDORA AVE.

CITY OF COVINA

Item No.	Description	Quantity	U/M	Unit Price	Total Price
1	1 REMOVE AND REPLACE PCC ACCESS RAMP PER CITY OF COVINA STD. PLANS	2.0	EA	7,150.000	14,300.00
					14,300.00
Total Proposal Price:					\$14,300.00

Special Conditions:

Quotation Note:

*****IMPROVEMENTS TO BE CONSTRUCTED PER ORIGINAL COST PROPOSAL CONDITIONS (QUOTE NO. 525) AND THE CITY OF COVINA STANDARD SPECIFICATIONS*****

Date: _____ Accepted by: _____



Attn: Diem Chu
California Professional Engr

Reg Change Order to
PO# 14-1725

QUOTATION

Quote #: SCC022715XO **Estimator:** Shellie Campbell
Agency: Covina City of (760)734-5031
Job Name: TS at Glendora Ave & Cienega St scampbell@mccain-inc.com
Bid Date: 2/27/15

Bid Item	Description	Price
	SV-2-T Framework with Vehicle Signals and SP-2-T Framework with Pedestrian Signals (Loc. C) and Post Top PPB Ass'y (Loc. D)	\$1,582.00

NO other material is included with this bid

Bid per receipt of Unapproved revised plans. Please review for accuracy. Any request for revision will result to a price change.

NO BID on Pole Package. Records show that CP Engr did NOT buy the material from McCain.

McCain Inc. is an international corporation with factories, vendors and suppliers located throughout the world. Unless specifically noted, we are not aware and/or may not comply with Buy America requirements particular to this project.

This quote valid for 30 days.

Reference Total **\$1,582.00**

Prices firm for 30 days. Freight included. Add sales tax.
Sale is subject to McCain's standard terms and conditions.

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or legally privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

If you received this in error, please contact the sender and delete the material from any computer.

Logan - Q.C. & Engineering
 P.O. Box 111 Valyermo, CA 93563-0111
 Cell: 661/609-8956, Phone/Fax: 661/944-5144, email: loganqce@gmail.com, www.loganqce.com

STATEMENT/INVOICE

March 19, 2015

INVOICE No. 12-078

Job/Project No.: 801/Covina

Terms: Payment at Work Site

To: California Professional Engineers, Inc.
 929 Otterbein Avenue, Unit E
 La Puente, CA 91748
 626/810-1338
 Attn: Ms. Diem Chu
 email: diem@cpengineeringinc.com

Quantity	Description	Amount
----------	-------------	--------

Work Location:
 C.P.E.I. Yard
 La Puente, CA 91748

- | | | |
|-------|---|--|
| 1 Job | Alter one (1) Type 19 Signal Standard as follows:
A.) Part/remove 1'-0" from upper (top) shaft, as directed.
A.1) Part/salvage/prepare Luminaire Mast Arm Connection assy.
B.) Fit-up and install by welding Luminaire Mast Arm Connection [A.1.) above] at perspective location on lower reconfigured pole system, positioned 90° counter-clockwise (in the plan view) to the Signal Mast Arm Connection, as directed.
C.) Paint welds (by brush), heat affected and 'exposed' metal surfaces w/2 coats of CalTrans approved Organic Zinc Rich Primer (Gray) ['KoldGalv' #920Z]. | |
|-------|---|--|

Amount Due: (per LQCE email 3-18-15).....\$1,390.00 Lot.

Paid Check No.: 33203 THANK YOU. *San Logan*

Notes: 1.) Certificate of Compliance furnished 2 business days-after completion of work.

Superior Pavement Markings

Superior Pavement Markings, Inc.
5312 Cypress St
Cypress, Ca 90630
Phone 714.995.9100
Fax 714.995.9400

License# 776306
Union Local 1184
darren@superiorpavementmarkings.com

Change Order #1 for Job 3768

Submit To:		Contact	Job Site
California Professional Engineering 929 Otterbein Ave, Unit E La Puente, Ca 91748		Van Office 626-810 -1338-Fax 626-810 -1322-van@cpengineeringinc.com	Glendora Avenue and Cienega Street Traffic Signal Installation Covina, CA TG: 140801
Date	Project Manager	Job#	
3/4/15	Andrew Lucas	3768	

#	Description	Qty	um	Price	Ext Price
-	Additional Cost To Install Thermoplastic In Lieu Of Paint	1	Ls	1,185.00	1,185.00

\$1,185.00

Description:

Field Memo reference:

Terms : Due and payable upon completion.	<i>Superior Pavement Markings,</i> by: _____ <small>Subject to office approval</small>	ADDITIONAL COST / CREDIT FOR THIS CHANGE ORDER	\$1,185.00
---	--	---	-------------------

Acceptance of Change Order: I/we accept the within change order. You are authorized to perform the work comprehended hereunder and I/we agree to pay the said amount in accordance with the terms set forth. By signing this change order below I/we agree to the attached Terms and Conditions.

Date: _____ Owner/Customer: _____ by: _____

PLEASE SIGN AND REMIT COPY TO ABOVE ADDRESS



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

www.covinaca.gov

PUBLIC WORKS DEPARTMENT

Engineering

(626) 384-5490 FAX (626) 384-5479

CHANGE ORDER

Change Order No.2

DATE: August 19, 2015

PROJECT NO. T-0733

CONTRACT: Glendora Avenue and Cienega Street Traffic Signal Installation

CONTRACTOR: California Professional Engineering, Inc.

.....
.....

1. Procurement of a Southern California Edison Permit as authorized per proposal dated August 19, 2015

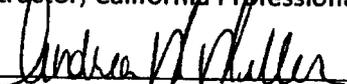
Total increase = \$1,582.06

2. Time Extension: None.

3. Change in contract cost: Increase of \$1,582.06

.....
 Submitted by:  Date 10/8/15
 Title: City Engineer

Accepted by:  Date 10/8/2015
 Title: Contractor, California Professional Engineering, Inc.

Approved by:  Date 10/22/15
 Title: City Manager

.....
California Professional Engineering, Inc.

Quality Beyond Expectations

Wednesday, August 19, 2015

City of Covina
125 East College Street
Covina, CA 91723-2199
Attn: Kristen Weger, P.M.

Reference: City of Covina – Glendora/Cienega Traffic Signal Project

Subject: CCO Request #2 – Payment to Southern California Edison

Dear Ms. Kristen Weger,

California Professional Engineering, Inc. is pleased to provide the following cost proposal in response to the City's request pertaining to the above project:

<i>Description</i>	<i>Costs</i>
SCE Invoice #214230, Document #7590010313	\$ 1,552.06
Overnight FedEx Delivery	\$ 30.00

CCO #2 Grand Total	\$ 1,582.06
---------------------------	--------------------

Please provide a change order or written directive to proceed.

Please feel free to contact me with any questions or concerns.
Sincerely,



Diem Chu
Project Manager
626-810-1338 x 102

Agency Acceptance: _____
Name & Title: _____
Date: _____



**SOUTHERN CALIFORNIA
EDISON**

An EDISON INTERNATIONAL Company
Southern California Edison Company

800 WEST CIENEGA
SAN DIMAS CA 91773

DIEM, CHU
929 OTTERBEIN AVE UNIT E
LA PUENTE CA 91748

Document #	7590011372
Invoice #	215304
Invoice Date:	08/18/2015
SCE Contact:	Cassey Coleman O'Brien
Telephone:	(909)-592-3705
Install - Billing Option:	SCE INSTALL - DISCOUNT

Description	Amount
Service Request Number: 2022414 Project: TD1025049 NEW TC1/LS2 SIGNAL PER R15. 1211 N GLENDORA AVE COVINA CA 91724	
Item # 230983 Product: 1025049 - LINE EXTENSION Design #: 719226	\$1,552.06
Previous Payment	\$0.00
COMMENTS:	
<ul style="list-style-type: none"> * Enclosed are two copies of your invoice. Please return one copy of the invoice with your payment to Accounts Receivable in the enclosed return-addressed envelope. The other copy of the invoice is for your records. * All prices are applicable for a period of 90 days from this date and are subject to change thereafter. * Please complete all applications and/or contracts and return to your planning office, using the enclosed return-addressed envelope. * For the Refundable and Discount Option appendices, choose only one option. Sign "Has Chosen" on the appropriate option and sign "Has Not Chosen" on the other option. Only sign each form once. Return both forms in the enclosed self-addressed envelope. * If a street light work order is associated with this project, contracts for that project will be enclosed. * Easement documents will be mailed directly to you from our Right of Way department. Please complete and return them as soon as possible, as we will not be able to proceed with the project without clearance. * Call the Edison company at 1-800-655-4555 to make application for electrical service. * An Edison Inspector must approve all underground systems. Please call your designated inspector 48 hours prior to construction to schedule an inspection. * Final electrical inspection from the local governmental building and safety department must be received before we can energize your service. 	
TOTAL PROJECT INVOICE AMOUNT:	\$ 1,552.06



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company
Southern California Edison Company

800 WEST CIENEGA
SAN DIMAS CA 91773

DIEM, CHU
929 OTTERBEIN AVE UNIT E
LA PUENTE CA 91748

Document #	7590011372
Invoice #	215304
Invoice Date:	08/18/2015
SCE Contact:	Casey Coleman O'Brien
Telephone:	(909)-592-3705
Install - Billing Option:	SCE INSTALL - DISCOUNT

Description	Amount
Service Request Number: 2022414 Project: TD1025049 NEW TC1/LS2 SIGNAL PER R15. 1211 N GLENDORA AVE COVINA CA 91724	
<p><u>ADDITIONAL PAYMENT INSTRUCTIONS:</u></p> <p style="text-align: center;">If paying by check, please follow instructions on payment stub</p> <p>Instructions for wire or ACH payments:</p> <p style="margin-left: 400px;">JP Morgan Chase Bank New York, NY ABA#: 021000021 - Acct#: 323-394434 SCE Taxpayer ID No. 95-1240335</p> <p style="margin-left: 400px;">SCE Contact: Casey Coleman Document #: 7590011372</p> <p>*** Failure to properly identify your document number and SCE contact may deny the application of funds and initiation of your project</p> <p>Special Instructions for overnight delivery methods:</p> <div style="border: 2px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: 20px auto;"> <p style="text-align: center;">Southern California Edison Attn: Accounts Receivable 8631 Rush Street G-53 Rosemead, CA 91770</p> </div>	

Please detach and return payment stub with payment

Payment Stub	Please pay total amount now due: \$ 1,552.06
Invoice #: 215304	Thank you for paying promptly
Document #: 7590011372	Make check payable to Southern California Edison
DIEM, CHU	ATTN: Accounts Receivable
929 OTTERBEIN AVE UNIT E	PO Box 800
LA PUENTE CA 91748	Rosemead, CA 91771-001



CITY OF COVINA

125 East College Street • Covina, California 91723-2199
www.covinaca.gov

PUBLIC WORKS DEPARTMENT

Engineering

(626) 384-5490 FAX (626) 384-5479

CHANGE ORDER

Change Order No. 4

DATE: September 30, 2015
PROJECT NO. T-0733
CONTRACT: Glendora Avenue and Cienega Street Traffic Signal Installation
CONTRACTOR: California Professional Engineering, Inc.

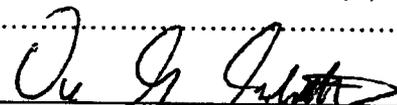
.....
.....

- Existing Midblock Crosswalk Removal as authorized per proposal dated September 30, 2015

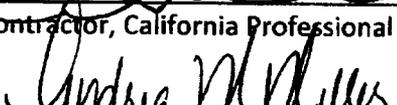
Total increase = \$3,717.60

- Time Extension: 30 days.
- Change in contract cost: Increase of \$3,717.60

.....

Submitted by:  Date 10/8/15
 Title: City Engineer

Accepted by:  Date 10/8/2015
 Title: Contractor, California Professional Engineering, Inc.

Approved by:  Date 10/22/15
 Title: City Manager

.....
California Professional Engineering, Inc.

Quality Beyond Expectations

Wednesday, September 30, 2015

City of Covina
125 East College Street
Covina, CA 91723-2199
Attn: Kristen Weger, P.M.

Reference: City of Covina – Glendora/Cienega Traffic Signal Project

Subject: CCO Request #4 – Existing Midblock Crosswalk Marking Removals REV

Dear Ms. Kristen Weger,

California Professional Engineering, Inc. is pleased to provide the following change order request in response to the City's revised plans received Sept. 14, 2015 and comments Sept. 30, 2015 pertaining to the above project:

<i>Description</i>	<i>Costs</i>
Grind Existing Midblock Crosswalk; Grind Slow School Xing Legends; Additional Mobilization by Superior Pavement Markings (Subcontractor)	\$ 3,098.00
Markup 20%	\$ 619.60
CCO #4 Grand Total	\$ 3,717.60

Please provide a change order or written directive to proceed.

Please feel free to contact me with any questions or concerns.
Sincerely,



Diem Chu
Project Manager
626-810-1338 x 102

last modified 10.15.15



COUNTY OF LOS ANGELES
 AUDITOR CONTROLLER'S GENERAL WARRANT
 WARRANT CLEARANCE FUND, LOS ANGELES, CALIFORNIA

TS 0018281859

THE TREASURER OF THE COUNTY OF LOS ANGELES
 500 W. TEMPLE ST. ROOM 502, LOS ANGELES, CA 90012

June 04, 2013

NOT PAYABLE AFTER TWO YEARS FROM DATE ISSUED

CONTROLLED DISBURSEMENT
 PAYABLE THROUGH BANK OF AMERICA
 NORTHBROOK, ILLINOIS

70-232
 0719

PAY TO THE ORDER OF:

505254 CITY OF COVINA
 01 125 E COLLEGE ST
 715 COVINA, CA 91723-2199

Amount
\$*****63,000.00

PAY: Sixty Three Thousand And 00/100 Dollars

APPROVED
 WENDY L. WATANABE, AUDITOR-CONTROLLER

⑈0018281859⑈ ⑆071923284⑆ 87659⑈ 15848⑈

↑ DETACH HERE ↑ ↑ DETACH HERE ↑ ↑ DETACH HERE ↑ ↑ DETACH HERE ↑

COUNTY OF LOS ANGELES REMITTANCE ADVICE

PAYEE NAME CITY OF COVINA		PAYEE NUMBER 505254		HANDLING CODE 1	
PAYMENT REFERENCE NUMBER GAX-PW-1300007212		DISB CAT 715	ISSUE DATE 06/04/2013	AMOUNT \$63,000.00	WARRANT NUMBER 0018281859

CD	DEPT	ID	INVOICE NUMBER	INV.DT	DESCRIPTION	AMOUNT
GAX	PW	1300007212	418	06/04/2013	77328-PROJECT # T-0733 CIENEGA AVE AT	63,000.00

NOT NEGOTIABLE

NOT NEGOTIABLE

NOT NEGOTIABLE

4010-2350-55340
 Project T0733
 Cienega / Glendon
 New Traffic Signs 1

For more information about this payment, please contact
 THE DEPARTMENT OF PUBLIC WORKS AT (626) 458-6590.

NOT NEGOTIABLE

NOT NEGOTIABLE

NOT NEGOTIABLE

Received by *Falick Smith*



CITY OF COVINA AGENDA REPORT

<input checked="" type="checkbox"/>	Approved by vote	<u>5/0</u>
<input type="checkbox"/>	Not approved/Denied by vote	_____
<input type="checkbox"/>	Continued to	_____
<input checked="" type="checkbox"/>	Adopted Resolution No.	<u>16-7440 & 16-7441</u>
<input type="checkbox"/>	Introduced/Adopted Ordinance No.	_____

ITEM NO. CC 7

MEETING DATE: January 5, 2016

TITLE: **Resolution No. 16-7440** Authorizing the City Manager to Submit Application(s) to the State of California Department of Resources Recycling and Recovery (CalRecycle) for Period of Five Years and **Resolution No. 16-7441** Appropriating \$4,920 in Available State Gas Tax Fund Balance and Increasing the Fiscal Year 2015-16 Transportation Fund Budget in the Amount of \$4,920

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Adopt **Resolution No. 16-7440** authorizing the City Manager to submit application(s) to the State of California Department of Resources Recycling and Recovery (CalRecycle) for all CalRecycle Grants for which the City of Covina is eligible for a period of five years from the date of the adoption of this resolution; and
- 2) Adopt **Resolution No. 16-7441** appropriating \$4,920 in available State Gas Tax Fund Balance (account no. 2300-2200-58220) and increasing the fiscal year 2015-2016 Transportation Fund budget (account no. 4300-2200-55310-P1502) in the amount of \$4,920.

BACKGROUND:

On November 15, 2011, the City Council adopted Resolution No. 11-7024, approving the implementation of an Environmentally Preferable Purchasing (EPP) Policy for City employees and departments. The EPP provides guidance on the procurement of environmentally sustainable products and services with the intent of achieving the following, among other outcomes:

- Conserving natural resources;
- Minimizing environmental impacts, such as pollutants and use of water and energy;
- Supporting strong recycling markets;
- Reducing materials that are landfilled; and
- Creating a model for successfully purchasing environmentally preferable products that encourage environmentally friendly practices that encourage other purchasers in our community to adopt similar goals.

DISCUSSION:

Submittal of an application for the 6th Cycle (TRP6) – Fiscal Year 2015-16 State of California Department of Resources Recycling and Recovery (CalRecycle) Rubberized Pavement Grant Program and applications for future CalRecycle Grant opportunities furthers the City's commitment to the EPP Policy. The purpose of the Rubberized Pavement Grant Program is to promote markets for Rubberized Asphalt Concrete (RAC) products with crumb rubber derived from only California-generated waste tires. The program is designed to encourage first-time or limited users of rubberized pavement in two project types—RAC Hot-Mix and Rubberized Chip Seal.

The Rubberized Pavement Grant Program may result in approximately \$42,550 of additional funding for street resurfacing in Covina. On December 10, 2015, the City submitted a grant application for the Resurfacing of Grand Avenue Project between Arrow Highway and San Bernardino Road, the City's highest priority paving project. As this project would use RAC Hot-Mix, the project is eligible for \$42,550 in grant funding based on a base rate of \$10 per ton of RAC Hot-Mix. The number of previous CalRecycle RAC/Pavement grants received is also a determining factor in grant funding.

The Resurfacing of Grand Avenue Project is a joint project between the City of Covina and Los Angeles County with each agency funding its jurisdictional share. As the City is the lead agency for the project, the City Engineer is in the process of developing a project estimate and preliminary design. When this information is available, the agencies will identify funding, enter into a cooperative agreement, and move the project forward to final design and construction. Construction is anticipated to occur in fiscal year 2016-17.

According to the Clemson University Department of Civil Engineering Asphalt Rubber Technology Service, the benefits associated with the use of RAC products include:

- Reduces maintenance costs – generally roads paved with conventional asphalt require maintenance every few years. Because of the resistance to cracking and aging exhibited by rubber-modified asphalt, roads paved with rubber-modified asphalt applications generally experience longer service lives before maintenance is required.
- Improves resistance to cracking in new pavements – pavements made from rubber-modified hot mix asphalt resist cracking better than pavements made from conventional hot mix asphalt.
- Improves resistance to rutting in new pavements – rubber-modified asphalt binder is stiffer than conventional asphalt binder. Pavements made with modified binders resist rutting better than pavements made with conventional binders.
- Increases pavement life – after years of exposure to the elements, asphalt may lose some elasticity or resiliency through oxidation. During this process, the pavement materials are also subjected to repeated stresses from expansion and contraction due to temperature changes, and cracks begin to appear. Rubberized hot mix asphalt generally resists the formation of these cracks better than conventional hot mix asphalt. Not only does

rubber-modified asphalt exhibit more elasticity than unmodified asphalt, it also shows a greater resistance to aging. This anti-aging effect is the result of anti-oxidants contained in the scrap tires, which are processed into the crumb rubber modifier used in rubber-modified asphalt.

- Improves skid resistance.
- Decreases noise levels – rubberized hot mix asphalt has been proven to reduce noise levels by up to 5 decibels.
- Beneficially uses 500-2,000 scrap tires per lane mile – depending on the application selected, between 500 and 2,000 scrap tires can be used in each lane mile of pavement. This means that for a one-mile section of a four-lane highway, anywhere between 2,000 and 8,000 tires can be used in creating a safer, quieter, longer-lasting road.

To maintain the eligibility of the City’s grant application for the Resurfacing of Grand Avenue Project, the attached resolution authorizing the City Manager to submit the application to CalRecycle must be adopted by the City Council on or before January 28, 2016. Resolution No. 16-7440 also authorizes the City Manager to submit future applications to CalRecycle for CalRecycle grants for which Covina is eligible for a period of five years from the date of adoption of this resolution.

A supplemental appropriation of \$4,920 is also requested at this time to cover the cost of having the contract City Engineering firm prepare the CalRecycle Rubberized Pavement Grant Program application. On September 1, 2015, the City Council approved a Professional Services Agreement with RKA Consulting Group for City Engineering Services for the period of September 1, 2015 through June 30, 2016 with a not-to-exceed total compensation amount of \$300,000 per year. At that time, the Department of Public Works conveyed to the City Council that the costs of project management, contract administration, and construction inspection services would be funded by capital project funds related to specific projects. Since the department was aware that it had to request City Council adoption of Resolution No. 16-7440 on or before January 28, 2016, the department elected to seek the necessary supplemental appropriation at this time rather than in a separate City Council action.

FISCAL IMPACT:

There is no fiscal impact associated with adoption of Resolution No. 16-7440. The Department of Public Works will return to City Council for appropriation of Rubberized Pavement Grant Program funds, estimated to be approximately \$42,550, if approved by CalRecycle.

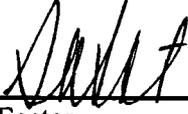
At this time, the Department of Public Works is requesting a supplemental appropriation of \$4,920 from available State Gas Tax Fund Balance to fund the \$4,920 cost of preparing the CalRecycle Rubberized Pavement Grant Program application.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule

that CEQA applies to projects that have the potential for causing a significant effect on the environment. The adoption of Resolution No. 16-7440 and Resolution No. 16-7441 will not result in any significant effect on the environment.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENTS:

Attachment A: Resolution No. 11-7024, City of Covina Environmentally Preferable Purchasing (EPP) Policy

Attachment B: Resolution No. 16-7440

Attachment C: Resolution No. 16-7441

RESOLUTION NO. 11-7024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING THE IMPLEMENTATION OF AN ENVIRONMENTALLY PREFERABLE PURCHASING POLICY FOR ALL CITY EMPLOYEES AND DEPARTMENTS

WHEREAS, in 2010 the City of Covina's Strategic Plan three-year goal included becoming an environmentally sustainable community; and

WHEREAS, the Environmentally Preferable Purchasing program will have a beneficial effect on the citizens of the City; and

WHEREAS, the combined governments of the United States spending exceeds more than a trillion dollars' worth of goods and services each year; and

WHEREAS, the City's leadership role in helping protect the environment with an EPP program will serve as a model for local businesses and private industry; and

WHEREAS, each year 33,000 tons of discarded materials and products are currently sent to disposal from the City of Covina at a cost of \$2.7 million a year to residents and businesses; and

WHEREAS, the cost of collecting, recycling, and disposing of hazardous products easily exceeds \$500 million a year in California; and

WHEREAS, in 1989 AB939 was implemented with the adoption of a Source Reduction and Recycling Element and Household Hazardous Waste Element in 1992 to reduce land-filled waste by 50 percent by the year 2000 and establish markets for recyclable materials; and

WHEREAS the City of Covina employs in excess of 150 employees in six (6) locations – City Hall, Parks and Recreation, Library, Joslyn Center, Public Works Yard, and Police Station; and

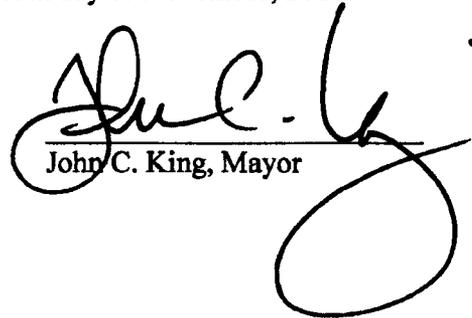
WHEREAS, the individual departments within each City location are responsible for purchasing products and services without guidelines for environmentally preferred products; and

WHEREAS, the Environmentally Preferred Purchasing (EPP) Policy would ensure procurement of products and service with recycled content or recyclable, conserve natural resources, materials, and energy, and reduce landfill waste.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Covina that by adoption of this resolution the City of Covina will direct all City departments and employees to follow the policy's guidelines and recommendations, attached hereto and incorporated herein as "Exhibit A" to said resolution, for purchasing environmentally preferred products.

BE IT FURTHER RESOLVED, the Environmental Services Section will have overall responsibility to coordinate this program in cooperation with the Department of Finance.

PASSED, APPROVED AND ADOPTED this 15th day of November, 2011.



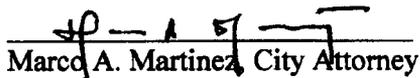
John C. King, Mayor

ATTEST:



Kay Manning, City Clerk

APPROVED AS TO FORM:



Marc A. Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 11-7024 was introduced and adopted by the Covina City Council at a regular meeting thereof held on the 15th day of November, 2011, by the following vote of the City Council:

AYES: ALLEN, DELACH, KING, LOW, STAPLETON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 15th day of November, 2011.


Catherine M. LaCroix, Deputy City Clerk

Exhibit A to Resolution No. 11-7024
CITY OF COVINA
ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

1.0 STATEMENT OF POLICY

1.01 It is the policy of the City of Covina to:

- Institute practices that reduce waste by increasing product efficiency and effectiveness;
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- Purchase products that reduce greenhouse gas emissions in their production, shipping, use and discard; and
- Purchase products that include recycled content, are durable and long-lasting, and conserve energy and water.

2.0 PURPOSE

2.0.1 This Policy is adopted in order to:

- Conserve natural resources,
- Minimize environmental impacts such as pollution and use of water and energy,
- Eliminate or reduce toxics that create hazards to workers and our community,
- Support strong recycling markets,
- Reduce materials that are landfilled,
- Increase the use and availability of environmentally preferable products that protect the environment,
- Identify environmentally preferable products and distribution systems,
- Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and
- Create a model for successfully purchasing environmentally preferable products that encourages environmentally friendly practices and that encourages other purchasers in our community to adopt similar goals.

3.0 STRATEGIES FOR IMPLEMENTATION

3.1 SOURCE REDUCTION AND MATERIAL CONSERVATION

3.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.

3.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts, when practicable.

3.1.3 Consider short-term and long-term costs in comparing product alternatives. This includes

evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance and replacement parts, disposal costs and expected lifetime compared to other alternatives.

3.1.4 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.

3.1.5 Request vendors eliminate packaging or use the minimum amount necessary for product protection.

3.1.6 Encourage vendors to take back and reuse pallets and other packaging and shipping materials.

3.1.7 Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when Covina discards or replaces such equipment, whenever possible.

3.1.8 Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when the City discards or replaces such equipment, whenever possible. Request that suppliers state their take back, reuse or recycling programs during the bidding process.

3.1.9 Print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex (where applicable).

3.2 RECYCLED CONTENT PRODUCTS

3.2.1 Purchase products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, that contain the highest post-consumer content available, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines, when practicable.

3.2.2 Purchase copiers and printers compatible with the use of recycled content and remanufactured products.

3.2.3 In accordance with California Public Contract Code, Sec. 10409, purchase re-refined lubricating and industrial oil for use in vehicles and other equipment, when appropriate.

3.2.4 When practicable, when specifying asphalt, concrete, aggregate base or portland cement concrete for road construction projects, use recycled, reusable or reground materials.

3.2.5 Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades, when practicable.

3.3 ENERGY EFFICIENT AND WATER SAVING PRODUCTS

3.3.1 Purchase energy-efficient equipment with the most up-to-date energy efficiency functions to conserve electrical power, reduce peak power consumption, and lower energy costs when practicable.

3.3.2 Replace inefficient interior lighting with energy-efficient equipment when funding is available.

3.3.3 When practicable, replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

3.3.4 Purchase U. S. EPA Energy Star certified products when available and practicable. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

3.3.5 Purchase water-saving products, when practicable. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

3.4 GREEN BUILDING PRODUCTS AND PRACTICES

3.4.1 Adhere to the 2010 California Green Building Standards Code, as adopted by the Covina City Council on November 16, 2010, which promoted increased water and energy savings through a combination of more efficient appliances, use of efficient landscapes and a more efficient building design and operation. The code also encourages the use of recycled materials in carpets and building materials, and identifies various site improvements including parking for hybrid vehicles and better storm water plans.

3.5 LANDSCAPING PRODUCTS AND PRACTICES

3.5.1 Employ Native-Friendly Landscaping or sustainable landscape management techniques for all landscape renovations, construction and maintenance performed by Covina, including workers and contractors providing landscaping services for Covina, including, but not limited to, integrated pest management, grasscycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food scrap programs.

3.5.2 Select plants to minimize where appropriate. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

3.5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

3.6 TOXICS AND POLLUTION PREVENTION PRODUCTS AND PRACTICES

3.6.1 Manage pest problems through prevention and physical, mechanical and biological controls when Covina and its contractors maintain buildings and landscapes. The City should employ an Integrated Pest Management (IPM) policy and practices using the least toxic pest control.

3.6.2 Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.

3.6.3 Encourage janitorial contractors to supply industrial and institutional cleaning products that meet Green Seal or EcoLogo™ certification standards for environmental preferability and performance.

3.6.4 Encourage the purchase of paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.

3.6.5 Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, Covina should give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, Covina will dispose of those products in the most environmentally safe manner possible. Ammunition purchased by the Police Department is exempt from the lead content requirements. All fluorescent lamps and batteries will be recycled.

3.6.6 Specify that desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria, designated as "required," as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

3.6.7 When replacing vehicles, consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available and as funding permits.

3.7 FOREST CONSERVATION PRODUCTS

3.7.1 To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

3.7.2 Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable.

3.8 CONSERVATION AND WASTE REDUCTION

3.8.1 Covina staff are responsible to institute practices that reduce waste and result in the purchase of fewer products without reducing safety or workplace quality. The following practices shall be followed, at minimum:

- Using electronic communication instead of printed unless whenever possible,
- Using double-sided photocopying and printing,
- Using washable and reusable dishes and utensils,
- Using rechargeable batteries,
- Streamlining and computerizing forms,
- Using “on-demand” printing of documents and reports as they are needed,
- Choosing durable products rather than disposable,
- Buying in bulk, when storage and operations exist to support it,
- Re-using products such as, but not limited to, file folders, storage boxes, office supplies, and furnishings. A “supply exchange” page will be posted on the City intranet with supplies, furniture and materials that are available to City departments for free to facilities reuse and reduce disposal of unwanted items.

4.0 RESPONSIBILITIES

4.0.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, Covina recognizes its duty to act in a fiscally responsible, as well as, a timely manner.

4.0.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time.

4.0.3 Nothing contained in this policy shall be construed as requiring Covina, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

4.0.4 Utilize grant funds to support and implement the Environmentally Preferable Practices Policy to the extent allowable and eligible.

5.0 IMPLEMENTATION

5.0.1 The Directors of City Departments shall implement this policy in coordination with other appropriate City personnel.

5.0.2 Vendors, contractors, and grantees are to be encouraged to comply with applicable sections of this policy for products and services provided to Covina.

6.0 PROGRAM REVIEW

6.0.1 The Director of Public Works and Director of Finance shall review this policy periodically and present any recommended changes or updates as needed.

7.0 DEFINITIONS

7.0.1 “American Society for Testing and Materials” means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

7.0.2 “Native-Friendly Landscaping” means working with the natural ecosystems of the inland Southern California area to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources.

7.0.3 “Bio-Based Products” means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

7.0.4 “Biodegradable plastic” means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.

7.0.5 “Biodegradable Products Institute” (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

7.0.6 “Buyer” means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions.

7.0.7 “The Carpet and Rug Institute” (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the “Green Label” indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The “Green Label Plus” testing program incorporates additional requirements to meet California’s Collaborative for High Performance Schools low-emitting materials criteria.

7.0.8 “Compostable plastic” means plastic that is biodegradable during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues.

7.0.9 “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with Covina or serves in a subcontracting capacity with an entity having a contract with Covina for the provision of services and products.

7.0.10 “Degradable plastic” means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.

7.0.11 “EcoLogo™” is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988. The Program compares products / services with others in the

same category, develops rigorous and scientifically relevant criteria, and awards the EcoLogo to those that are environmentally preferable throughout their entire lifecycle.

7.0.12 “Electronic Product Environmental Assessment Tool” (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.

7.0.13 “Energy Star” means the U.S. EPA’s energy efficiency product labeling program.

7.0.14 “Energy-Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

7.0.15 “Federal Energy Management Program” is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.

7.0.16 “Forest Stewardship Council” is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

7.0.17 “Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

7.0.18 “Integrated Pest Management” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

7.0.19 “LEEDTM Rating System” means the most recent version of the Leadership in Energy and Environmental Design (LEEDTM) Commercial Green Building Rating System, or other related LEEDTM Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and residential buildings.

7.0.20 “Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Foods (CCOF).

7.0.21 “Post-consumer Material” means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

7.0.22 “Pre-consumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

7.0.23 “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.

7.0.24 “Recycled Content” means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.

7.0.25 “Recycled Content Standard” means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as “recycled products.”

7.0.26 “Recycled Product” means a product that meets [the Organization’s] recycled content policy objectives for post-consumer and recovered material.

7.0.27 “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

7.0.28 “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

7.0.29 “Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

7.0.30 “U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

7.0.31 “Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

8.0 EFFECTIVE DATES

8.0.1 This policy shall take effect on November 15, 2011.

RESOLUTION NO. 16-7440

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATION(S) TO THE
STATE OF CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND
RECOVERY (CALRECYCLE) FOR ALL CALRECYCLE GRANTS FOR WHICH
THE CITY OF COVINA IS ELIGIBLE**

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, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (State) efforts to reduce, recycle, and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

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

SECTION 1. The City Council authorizes the submittal of application(s) to CalRecycle for all grants for which the City of Covina is eligible.

SECTION 2. The City Manager, or his/her designee is hereby authorized and empowered to execute in the name of the City of Covina all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

SECTION 3. The City Council authorizes that these authorizations are effective for five (5) years from the date of adoption of this resolution.

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

PASSED, APPROVED AND ADOPTED this 5th day of January 2016.

John C. King, Mayor

ATTEST:

Sharon F. Clark, Chief Deputy City Clerk

APPROVED AS TO FORM:

Candice K. Lee, City Attorney

RESOLUTION NO. 16-7441

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2015-2016 PUBLIC WORKS DEPARTMENT BUDGET TO REFLECT AN APPROPRIATION OF \$4,920 FROM STATE GAS TAX FUND BALANCE FOR PROJECT NO. P-1502, RESURFACING OF GRAND AVENUE AND INCREASING THE FISCAL YEAR 2015-16 TRANSPORTATION FUND BUDGET (ACCOUNT NO. 4300-2200-55310-P1502) IN THE AMOUNT OF \$4,920 FOR THE PREPARATION OF STATE OF CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE) RUBBERIZED PAVEMENT GRANT PROGRAM APPLICATION FOR RESURFACING OF GRAND AVENUE, PROJECT NO. P-1502

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, on November 15, 2011, the City Council adopted Resolution No. 11-7024, approving the implementation of an Environmentally Preferable Purchasing (EPP) Policy for City employees and departments; and

WHEREAS, the EPP policy provides guidance on the procurement of environmentally sustainable products and services, with emphasis on the conservation of natural resources, reducing materials that are landfilled, and supporting strong recycling markets; and

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2015 and ending June 30, 2016 was approved on June 23, 2015; 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 submission of an application for the 6th Cycle (TRP6) – Fiscal Year 2015-16 State of California Department of Resources Recycling and Recovery (CalRecycle) Rubberized Pavement Grant Program on December 10, 2015, furthers the City’s commitment to the EPP Policy, as the purpose of the grant program is to promote markets for Rubberized Asphalt Concrete (RAC) products with crumb rubber derived from only California-generated waste tires; and

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

WHEREAS, the City of Covina wishes to allocate funds for the preparation of a CalRecycle Rubberized Pavement Grant Program Application for Resurfacing of Grand Avenue, Project P-1502.

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

SECTION 1. Amend the fiscal year 2015-2016 Public Works Department operating budget as follows: \$4,920 from State Gas Tax Fund balance (account no. 2300-2200-58220) to Transportation – Streets – Street Infrastructure – Resurfacing of Grand Avenue – Project P-150 (account no. 4300-2200-55310-P1502) for the preparation of the CalRecycle Rubberized Pavement Grant Program Application for Resurfacing of Grand Avenue, Project No. P-1502.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 5th day of January 2016.

John C. King, Mayor

ATTEST:

Sharon F. Clark, Chief Deputy City Clerk

APPROVED AS TO FORM:

Candice K. Lee, City Attorney



CITY OF COVINA AGENDA REPORT

<input checked="" type="checkbox"/>	Approved by vote	5/6
<input type="checkbox"/>	Not approved/Denied by vote	
<input type="checkbox"/>	Continued to	
<input checked="" type="checkbox"/>	Adopted Resolution No.	16-7442
<input type="checkbox"/>	Introduced/Adopted Ordinance No.	

ITEM NO. CC 8

MEETING DATE: January 5, 2016

TITLE: Resolution No. 16-7442 Appropriating \$28,280 in Available Proposition C Fund Balance and Increasing the Fiscal Year 2015-16 Proposition C Fund Budget in the Amount of \$28,280 for the Comprehensive Update of the City’s Pavement Management System

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Adopt Resolution No. 16-7442 appropriating \$28,280 in available Proposition C Fund Balance (account no. 4302-0000-33000) and increasing the fiscal year 2015-2016 Proposition C Fund budget (account no. 4302-2200-55310-P1503) in the amount of \$28,280.

BACKGROUND:
Section 2108.1 of the California Streets and Highways Code requires jurisdictions by July 1, 1990 to develop and adopt a pavement management program to be utilized on local streets and highways that receive funding under the state transportation improvement program. Further, jurisdictions are required to certify that they have conducted and maintain Pavement Management Systems when proposing “Street Repair and Maintenance” or “Bikeway” projects using Proposition A and/or Proposition C Local Return Funds consistent with California Streets and Highways Code Section 2108.1.

DISCUSSION:
The City developed and maintains an in-house Pavement Management System, which was updated in 2014 to reflect the survey of pavement conditions. As the City embarks on the strategic goal to develop and finance a five-year Pavement Preservation Program, a comprehensive update of the Pavement Management System is necessary at this time.

Pursuant to Exhibit A (Scope of Services), Section 1 (General and Project Management), Subsection T (Provide such other related engineering services as requested by City Manager) of the Professional Services Agreement between the City of Covina and RKA Consulting Group approved by the City Council on September 1, 2015, the City authorized RKA to proceed with the Pavement Management System Update on December 9, 2015 in the amount of \$28,280. The schedule for the proposed services is contained in the attached November 25, 2015 proposal submitted by RKA to the City and has a March 15, 2016 completion date.

The Pavement Management System Update is a three-phase initiative:

Phase 1

- Review, clarify, and verify the City's existing Pavement Management System database; and
- Modify existing database to include additional information such as pavement areas (lengths and widths) and unit costs for various pavement "fixes".

Phase 2

- Perform field review of entire City to determine specific pavement "fixes" (slurry seal, minor grind and overlay, major grind and overlay, full rehabilitation, etc.) for each street.

Phase 3

- Incorporate field review data into expanded Pavement Management System database and develop cost breakdowns for each zone and city-wide;
- Identify and prioritize the recommended pavement repairs using parameters such as location, cost, and severity into a 5-year CIP program (Pavement Preservation Program); and
- Meet with City personnel to discuss results.

While the Pavement Management System Update can be completed within the approved total compensation amount of the contract with RKA Consulting Group, which is a not-to-exceed amount of \$300,000 per year, a supplemental appropriation of \$28,280 is needed at this time. On September 1, 2015, when the City Council approved the contract with RKA for City Engineering Services, the Department of Public Works conveyed to the City Council that the costs of project management, contract administration, and construction inspection services would be funded by capital project funds related to specific projects. This is the first City Council meeting wherein the supplemental appropriation request can be considered following the issuance of the notice to proceed.

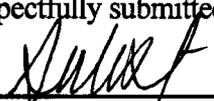
FISCAL IMPACT:

The fiscal impact associated with the Pavement Management System Update is \$28,280. Sufficient funding for the project is available in Proposition C Fund Balance (account no. 4302-0000-33000). There is no General Fund impact.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. The adoption of **Resolution No. 16-7442** will not result in any significant effect on the environment.

Respectfully submitted,



Siobhan Foster

Director of Public Works

ATTACHMENTS:

Attachment A: Resolution No. 16-7442

Attachment B: December 9, 2015 Notice to Proceed with November 25, 2015 Proposal –
Pavement Management System Update

RESOLUTION NO. 16-7442

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, TO AMEND THE FISCAL YEAR 2015-2016
PUBLIC WORKS DEPARTMENT BUDGET TO REFLECT AN
APPROPRIATION OF \$28,280 FROM PROPOSITION C FUND BALANCE FOR
PROJECT P-1503 AND INCREASING THE FISCAL YEAR 2015-2016 PROPOSITION
C FUND BUDGET (ACCOUNT NO. 4302-2200-55310-P1503) IN THE AMOUNT OF
\$28,280 FOR EXPENDITURE FOR PROJECT P-1503,
PAVEMENT MANAGEMENT SYSTEM UPDATE**

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, 2015 and ending June 30, 2016 was approved on June 23, 2015; 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 California Streets and Highways Code Section 2108.1 requires jurisdictions by July 1, 1990 to develop and adopt a pavement management program to be utilized on local streets of highways that receive funding under the state transportation improvement program; and

WHEREAS, jurisdictions are required to certify that they have conducted and maintain Pavement Management Systems when proposing “Street Repair and Maintenance” or “Bikeway” projects using Proposition A and Proposition C Local Return Funds consistent with the California Streets and Highways Code Section 2108.1; and

WHEREAS, the City of Covina updated the City’s Pavement Management System in 2014 by updating pavement conditions; and

WHEREAS, the City of Covina wishes to allocate funds for the comprehensive update of the City’s Pavement Management System.

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

SECTION 1. Amend the fiscal year 2015-2016 Public Works Department operating budget as follows: \$28,280 from Proposition C Fund balance (account no. 4302-0000-33000) to (account no. 4302-2200-55310-P1503) for the City's Pavement Management System Update.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 5th day of January, 2016.

John C. King
Mayor

ATTEST:

Sharon F. Clark
Chief Deputy City Clerk

APPROVED AS TO FORM:

Candice K. Lee
City Attorney



December 9, 2015

David G. Gilbertson
398 Lemon Creek Drive, Suite E
Walnut, California 91789

Dear Mr. Gilbertson:

Pursuant to Exhibit A (Scope of Services), Section 1 (General and Project Management), Subsection T (Provide such other related engineering services as requested by City Manager) of the Professional Services Agreement between the City of Covina and RKA Consulting Group, dated September 1, 2015, please proceed with the Pavement Management System Update in the amount of \$28,280. The scope of services for this work is based upon your November 25, 2015 proposal submitted to the City of Covina (attached).

This correspondence serves as your formal Notice to Proceed. The schedule for the proposed services is contained in your proposal and has a March 15, 2016 completion date.

Should you have any questions, please contact Siobhan Foster, Director of Public Works at (626) 384-5217 or via e-mail at sfoster@covinaca.gov.

Sincerely,

CITY OF COVINA

Andrea M. Miller
City Manager

Attachment:

Proposal—Pavement Management System Update, November 25, 2015



November 25, 2015

Siobhan Foster
Director of Public Works
City of Covina
125 E. College Street
Covina, CA 91723

RE: PROPOSAL – PAVEMENT MANAGEMENT SYSTEM UPDATE

Dear Siobhan:

RKA Consulting Group is pleased to submit this proposal to provide professional engineering services for the preparation of an update to the City's Pavement Management Program (PMS). We are proposing to provide the following services:

Phase 1:

- Review, clarify, and verify the City's existing PMS street database.
- Modify the existing PMS street database to include additional information such as pavement areas (lengths and widths) and unit costs for various pavement "fixes".

Phase 2:

- Perform a field review of the entire City in order to determine specific pavement "fixes" (slurry seal, minor grind and overlay, major grind and overlay, full rehabilitation, etc.) for each street.

Phase 3:

- Incorporate the field review data into the expanded PMS street database and develop cost breakdowns for each zone and city-wide.
- Identify and prioritize the recommended pavement repairs using parameters such as location, cost, and severity into a 5-year CIP program.
- Meetings with City personnel to discuss the results.

FEE PROPOSAL

RKA Consulting Group proposes to provide the above described services on a time and materials basis not-to-exceed a cost of \$28,280.00. A breakdown of the costs is attached.

Sincerely,

A handwritten signature in black ink, appearing to read 'David G. Gilbertson', written in a cursive style.

David G. Gilbertson
Vice President



**City of Covina
Engineering Services
Pavement Management System (PMS)**

	Project Principal \$160/hr	Project Manager \$145/hr	Project Engineer \$115/hr	Public Works Inspector \$85/hr	Engineering Technician \$75/hr			Total Fee
Phase 1 - Street Database								
Task 1 - Review Street Database	8	8	0	0	0			0
Task 2 - Build Street Database Cost Analysis	8	8	0	0	60			0
Phase 1 Subtotal Hours	16	16	0	0	60			0
Phase 2 - Field Review								
Task 3 - Field Survey	40	0	0	40	0			0
Phase 2 Subtotal	40	0	0	40	0			0
Phase 3 - PMS Update								
Task 4 - PMS Report Update	8	8	0	0	20			0
Task 5 - 5-Year Prioritization	8	8	0	0	20			0
Task 6 - Meetings	4	4	0	0	0			0
Phase 3 Subtotal	20	20	0	0	40			0
Phase 1 Subtotal Fee	\$3,200	\$2,900	\$0	\$0	\$5,000			\$9,100
Total Labor Hours	76	36	0	40	100			Total Fee \$28,280.00

CITY OF COVINA

CITY-WIDE PAVEMENT MANAGEMENT SYSTEM UPDATE

ID	Project Name	Days	Start	End	30-Nov	7-Dec	14-Dec	21-Dec	28-Dec	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb	15-Feb	22-Feb	7-Mar	14-Mar	21-Mar	28-Mar	
		102	20-Nov	11-Mar																		
Phase 1	Confirm Existing Database	28	30-Nov	28-Dec																		
	Modify PMIS Database	48	14-Dec	29-Jan																		
Phase 2	Field Review	66	20-Nov	28-Feb																		
Phase 3	Incorporate Data Into Database	32	11-Jan	12-Feb																		
	Develop 5-Year CAP Program	27	13-Feb	11-Mar																		
	Meetings	1	14-Mar	15-Mar																		



CITY OF COVINA

AGENDA REPORT

<input checked="" type="checkbox"/> Approved by vote <u>5/0</u>
<input type="checkbox"/> Not approved/Denied by vote _____
<input type="checkbox"/> Continued to _____
<input checked="" type="checkbox"/> Adopted Resolution No. <u>16-7451</u>
<input type="checkbox"/> Introduced/Adopted Ordinance No. _____

ITEM NO. CC 10

MEETING DATE: January 5, 2016

TITLE: Adopt **Resolution No. 16-7451** Appropriating \$28,689 in Available Measure R Fund Balance, Appropriating \$5,234 in available Proposition A Fund Balance, and Increasing the Fiscal Year 2015-2016 Capital Projects Fund Budget in the Amount of \$33,923, Approve Change Order for Project T-0814B, Pedestrian and Metrolink Station Improvements Project, and Final Acceptance and Filing Notice of Completion of Project No. T-0814B, Pedestrian and Metrolink Station Improvements Project

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Approve Change Order No. 37 for Project No. T-0814B, Pedestrian and Metrolink Station Improvements Project with Hillcrest Contracting, Inc., increasing the construction contract by a total of \$932;
- 2) Adopt **Resolution No. 16-7451** appropriating \$28,689 in available Measure R Fund Balance (account no. 2410-0000-33000), appropriating \$5,234 in available Proposition A Fund Balance (account no. 2400-0000-33000) and increasing the fiscal year 2015-2016 Capital Projects Fund budget (account no. 4010-4350-55200-T-0814B) in the amount of \$33,923;
- 3) Authorize the City Manager or her designee to execute the approved change order;
- 4) Accept the work performed by Hillcrest Contracting, Inc. for the amount of \$1,517,010; and
- 5) Authorize the City Clerk to file a Notice of Completion for Project No. T-0814B, Pedestrian and Metrolink Station Improvements Project

BACKGROUND:

On October 7, 2014, the City Council awarded a \$1,422,991 construction contract to Hillcrest Contracting for Project No. T-0814B, Pedestrian and Metrolink Station Improvements. At the time of contract award, the Department of Public Works did not request approval of a project contingency, necessitating City Council consideration of the appropriation outlined above and one project change order request at this time. Contract change orders previously approved by the City Council on May 5, 2015, June 2, 2015, July 7, 2015, September 15, 2015, and October 20, 2015, increased the contract total by \$93,087 to \$1,516,078 from the original contract total of \$1,422,991.

On March 20, 2012, the City Council awarded a \$232,000 design contract to JMD Engineering, Inc. (JMD) for the development of final designs and construction documents for construction of safe access to streets for bicyclists and pedestrians including crosswalks, sidewalks, and traffic calming measures in the vicinity of the Covina Metrolink Station, City Project No. T-0814B, Federal Project No. HPLUL-5118(016). The total compensation for the contract is a not-to-exceed amount of two-hundred thirty two thousand dollars (\$232,000) without written approval of the City. On December 28, 2015, JMD provided the City with the final deliverable as-built plans, which are being reviewed by the City Engineer for completeness and concurrence with the Contractor's documented changes to the plans.

JMD has been compensated \$211,403 to date for this project. A supplemental appropriation of \$5,234 from Proposition A Fund balance (account no. 2400-0000-33000) to Capital Projects Fund budget (account no. 4010-4350-55200-T-0814B) is necessary at this time to cover the cost of the final deliverable as-built plans. Contract expenditures will total \$216,637, which is within the authorized contract amount. Since an appropriation for design services was not included in the City's fiscal year 2015-16 budget, a supplemental appropriation of \$5,234 is required at this time.

On September 1, 2015, when the City Council approved the contract with RKA Consulting Group (RKA) for City Engineering Services, the Department of Public Works conveyed to the City Council that the costs of project management, contract administration, and construction inspection services would be funded by capital project funds related to specific projects. RKA assumed responsibility for these functions for the project effective September 1, 2015 and is providing project closeout services in accordance with the California Department of Transportation (Caltrans) requirements per the Caltrans Local Assistance Procedure Manual. At this juncture, it is necessary to seek City Council approval of an appropriation of \$27,757 in Proposition C Fund balance to the project account via adoption of Resolution No. 16-7451.

DISCUSSION:

As of November 25, 2015, the City Engineer has reviewed the following change orders for completeness and accuracy as to the materials and labor included:

- Change Order No. 37: Wire from service to irrigation controller, install switch and remove existing banners from light poles on a time and materials cost basis. The change in contract cost due to Change Order No. 37 is an increase of \$932 to the contract cost.

During construction the Contractor was directed by the former contract City Engineer to install additional wiring and equipment to service the irrigation controller located on Front Street which was not compatible with the new irrigation drip system and therefore required additional components to be installed. The City also directed the Contractor to remove existing banner flags from the newly installed parking lot light poles because banners are not needed at this location and therefore would become an unnecessary, ongoing maintenance item.

As design inaccuracies/deficiencies may have contributed to some of the aforementioned Change Orders, the Department of Public Works is consulting with the City Attorney as to appropriate next steps, if any.

The Metrolink Parking Lot re-opened on September 28, 2015. The rededication of the Covina Metrolink Station occurred on December 1, 2015, signaling completion of the project.

FISCAL IMPACT:

Approval of Change Order No. 37 will increase the construction contract for the Pedestrian and Metrolink Station Improvements Project by a total of \$932. The cumulative effect of Change Order No. 37 and those previously approved by the City Council on May 5, 2015, June 2, 2015, July 7, 2015, September 15, 2015 and October 20, 2015, is to increase the value of the construction contract by \$94,019 to \$1,517,010 from the original contract total of \$1,422,991.

The approved fiscal year 2014-15 Capital Projects Fund budget (account no. 4300-4350-55200-T-0814B) included \$1,300,900 in funding for this project. On July 7, 2015; September 15, 2015; and October 20, 2015 the City Council approved additional appropriations of \$130,744, \$55,129 and \$29,306, respectively, in available Measure R Fund Balance (account no. 2410-0000-33000) to the fiscal year 2015-16 Capital Projects Fund budget (account no. 4300-4350-55200-T-0814B) increasing the total to \$1,516,078.

To cover the additional cost of \$932 for Change Order No. 37, plus the design services totaling \$5,234 and \$27,757 for project management, contract administration and inspection services, an appropriation of \$28,689 in available Measure R Fund balance (account no. 2410-0000-33000) and \$5,234 in available Proposition A Fund balance (account no. 2400-0000-33000) to the fiscal year 2015-16 Capital Projects Fund budget (account no. 4300-4350-55200-T-0814B) increasing the total budget by \$33,923 is necessary at this time to fully fund and facilitate project closeout.

The following table presents a summary of the sources of funds that were used for the project:

Proposition A Transportation Fund (account no. 2400-0000-33000)	\$527,713
Proposition C Transportation Fund (account no. 2405-0000-33000)	\$300,000
Measure R Fund (account no. 2400-0000-33000)	\$573,731
Federal SAFTEA-LU (account no. 4300-4350-55200)	\$359,960
Total Sources	\$1,761,404

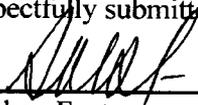
The following table represents a project summary:

Base Bid (Hillcrest Contracting)	\$1,422,991
Change Order No.'s 1-14, 16, 19-21, 25-28, 30-32, and 34-37 (Hillcrest Contracting)	\$94,019
Professional Services for Design (JMD)	\$216,637
Professional Services for CM/Inspection (RKA)	\$27,757
Total Sources	\$1,761,404

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This project has been determined to be categorically exempt under CEQA in accordance with Section 15301 Existing Facilities (Class 1). The project involves negligible or no expansion of an existing use.

Respectfully submitted,



Siobhan Foster

Director of Public Works

ATTACHMENTS:

Attachment A: Change Order No. 37

Attachment B: Resolution No. 16-7451

Attachment C: Notice of Completion



CITY OF COVINA

125 East College Street • Covina, California 91723-2199
www.covinaca.gov

PUBLIC WORKS DEPARTMENT
Engineering

(626) 384-5490 FAX (626) 384-5479

CHANGE ORDER

Change Order No. 37

DATE: November 23, 2015
PROJECT NO. T-0814B Federal Project No. HPLUL-5118(016)
CONTRACT: Pedestrian and Metrolink Improvements Project
CONTRACTOR: Hillcrest Contracting, Incorporated.

.....
.....
Wire from Service to Controller, Install Switch and Remove Existing Banners from Light Poles per Time and Materials.

- 1. Wire from Service to Controller, Install Switch Total increase = \$514.82
- 2. Remove Banners from Existing Light Poles Total increase = \$416.64
- 3. Time Extension: 0 days.
- 4. Change in contract cost: Increase of \$931.46

.....
Submitted by *Don G. Gilbert* Date 12/22/15
Title: City Engineer

Accepted by: *James J. [Signature]* Date 12/22/15
Title: Contractor, Hillcrest Contracting, Inc.

Approved by: _____ Date _____
Title: City Manager

HILLCREST CONTRACTING, INC.

License No. 471864

September 24, 2015

City of Covina
125 East College St.
Covina, CA 91723
PH: 626-384-5483

ATTN: Kamran Sabar

REF: Pedestrian & Metrolink Station Improvements
Project No. T-0814B

COR#037 - Wire from Service to Controller, Install Switch and Remove Existing
RE: Banners from Light Poles - T&M

Dear Kamran,

We are requesting a change order for the additional work as follows:

Item	DATE PERFORMED	DESCRIPTION	QTY	U/M	UNIT PRICE	AMOUNT
1	07/31/15	Wire from Service to Controller, Install Switch	1	LS	\$ 514.82	\$ 514.82
2	08/19/15	Remove Banners from Existing Light Poles	1	LS	\$ 416.64	\$ 416.64
TOTAL THIS REQUEST:						\$ 931.46

If you have any questions, please contact me at (951) 273 9600 Ext. 120

Sincerely,


Jason G. Jones
Hillcrest Contracting, Inc.
JOB: 2618

EOM/EOM

4300 S La Palms Ave
 Anaheim, CA 92807
 LICENSE NO. 822409
 (714) 693-4837
 (714) 693-4838 fax



T&M # [REDACTED]

DATE: Friday, July 31, 2015

JOB: Pedestrian Metrolink Station MSL JOB # 2241 PHASE # 500
 CLIENT: Hillcrest Contracting CLIENT JOB # 2618 COST CODE # 4000-1/5000-2
 COO # _____

LABOR

1	244	AVILA	TBB-Jray	2.00	1.00								
													\$264.99
2													
3													
4													
5													
6													
7													
8													
TOTALS				2.00	1.00								
											SUB-TOTAL	\$264.99	
											Mark-up	20%	
											TOTAL LABOR	\$317.51	

EQUIPMENT / RENTALS / SUBCONTRACTORS / OTHER (anything other than labor & material)

1	17	2008 FORD F-450 FLATBED	TRUCK	T & TT	20-38	2.00	\$35.00	1.00	\$31.40	HR		
2										HR		
3										HR		
4										HR		
5										HR		
6										HR		
7										HR		
8										HR		
TOTALS						2.00		1.00				
											SUB-TOTAL	\$102.76
											Mark-up	15%
											TOTAL EQUIP	\$118.17

MATERIAL

1	20A TOGGLE SWITCH	HOME DEPOT INVOICE No. 1845-147034	1	\$3.28	EA	\$3.28
2	15A DUPLEX GFCI OUTLET	HOME DEPOT INVOICE No. 1845-147034	1	\$12.97	EA	\$12.97
3	1/2" STRAIN RELIEF CONNECTOR	HOME DEPOT INVOICE No. 1845-147034	2	\$1.98	EA	\$3.96
4	1" LB CONDUIT BODY W/COVER & GASKET	HOME DEPOT INVOICE No. 1845-147034	1	\$7.19	EA	\$7.19
5	1" MALE ADAPTER	HOME DEPOT INVOICE No. 1845-147034	1	\$0.53	EA	\$0.53
6	2 GANG BOX WITH 1/2" HOLES	HOME DEPOT INVOICE No. 1845-147034	1	\$8.67	EA	\$8.67
7	2 GANG COVER	HOME DEPOT INVOICE No. 1845-147034	1	\$6.87	EA	\$6.87
8	1" LOCK NUT	HOME DEPOT INVOICE No. 1845-147034	2	\$0.75	EA	\$1.50
9	1" CLOSED RIDGID NIPPLE	HOME DEPOT INVOICE No. 1845-147034	1	\$1.94	EA	\$1.94
10	#10 BLACK WIRE	KARISH INVOICE No. 18295	10	\$0.15	FT	\$1.52
11	#10 WHITE WIRE	KARISH INVOICE No. 18295	10	\$0.15	FT	\$1.52
12	#12 GREEN WIRE	KARISH INVOICE No. 18295	10	\$0.10	FT	\$0.99
SUB-TOTAL						\$64.15
LABOR						\$317.51
EQUIPMENT						\$118.17
MATERIAL						\$64.15
GRAND TOTAL						\$499.83

Los Angeles County TAX **9.30%** \$4.84
 Mark-up **15%** \$8.97
TOTAL MATERIAL \$64.15

WORK DESCRIPTION: INSTALLED LB INTO SERVICE CABINET, PULLED WIRE FROM SERVICE TO IRRIGATION CONTROLLER.
INSTALLED TOGGLE SWITCH & RECEPTACLE IN IRRIGATION CONTROLLER & POWERED UP.

AUTHORIZED WRITTEN NAME: Ron Jadae CONTRACTOR'S WRITTEN NAME: Robert Avila
 DATE: 08/05/15 DATE: 07/31/15



SPECIAL SERVICES CUSTOMER INVOICE

Notice of Cancellation (see Exhibit A) may be sent to this address:

HOME DEPOT U.S.A., INC.
Store 1845 COVINA
863 W BADILLO STREET
COVINA, CA 91722

Phone: (626) 967-0204
Salesperson: MR00GK
Reviewer:

Page 1 of 2 **No. 1845-147034**

VALIDATION AREA

This is only a QUOTE for the merchandise and services printed below. This becomes an Agreement upon payment and an endorsement by a Home Depot register validation.

Name MSLELECTRIC BRIAN		Home Phone (714) 944-8499	
Address 4580 E EISENHOWER CIR		Work Phone (714) 863-8258	
Company Name			
City ANAHEIM		Job Description 2241	
State CA	Zip 92807	County ORANGE	

QUOTE is valid for this date: 07/31/2015

CARRY OUT MERCHANDISE

MERCHANDISE AND SERVICE SUMMARY

We reserve the right to limit the quantities of merchandise sold to customers

REF # W10 SKU # 0000-815-004 The items listed in this section will be carried out of the store by the customer at time of sale.

STOCK MERCHANDISE CARRIED OUT:								PI	TAX	PRICE EACH	EXTENSION
REF #	SKU	QTY	UM	DESCRIPTION							
R01	0000-698-699	1.00	EA	20A WHT TOGGLE SWITCH PREFERRED /	A	Y	\$3.28	\$3.28			
R02	0000-582-415	1.00	EA	15A WHT DUPLEX GFCI OUTLET /	A	Y	\$12.97	\$12.97			
R03	0000-475-002	2.00	EA	STRAIN RELIEF CONN NM 1/2" EA /	A	Y	\$1.98	\$3.96			
R04	0000-842-479	1.00	EA	1 1/4" LB CONDUIT BODY W/COVER&GASKET /	A	Y	\$7.19	\$7.19			
R05	0000-180-180	1.00	EA	MALE TERMINAL ADAPTER 1" /	A	Y	\$0.83	\$0.83			
R06	0000-438-410	1.00	EA	BOX 2-GANG 3 HOLE 1/2" SILVER /	A	Y	\$8.87	\$8.87			
R07	0000-327-982	1.00	EA	MULTI-APP COVER 2GANG GRAY /	A	Y	\$8.87	\$8.87			
R08	0000-302-144	1.00	EA	1" CONDUIT LOCKNUT 2/PAG /	A	Y	\$0.75	\$0.75			
R09	0000-734-579	1.00	EA	1 1/4" X CLOSE RIGID CONDUIT NIPPLE /	A	Y	\$1.94	\$1.94			
									MERCHANDISE TOTAL	\$46.16	
END OF CARRY OUT MERCHANDISE - REF #W10											

Check your current order status online at
www.homedepot.com/orderstatus



(0801) 0100248071

Page 1 of 2 **No. 1845-147034**

Customer Copy



2294-B NORTH BATAVIA
ORANGE, CA 92866

Voice: 714-516-1852
Fax: 714-516-1853

INVOICE

Invoice Number: 18295
Invoice Date: May 19, 2015
Page: 1

Sales Order No: 11521

Bill To:
MSL Electric
4938 East La Palma Ave
Anaheim, CA 92807
USA

Ship to:
MSL Electric
4938 East La Palma Ave
Anaheim, CA 92807
USA

Customer ID	Customer PO	Payment Terms	
MSL Electric	4300-16063	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
HORSJ	Best Way	5/19/15	6/18/15

Quantity	Item	Description	Backorder Qty	Unit Price	Amount
650.00	4 Str THW Black	4 Str THW Black - 1x650		0.6250	406.25
650.00	4 Str THW Red	4 Str THW Red - 1x650		0.6250	406.25
650.00	4 Str THW Green	4 Str THW Green - 1x650		0.6250	406.25
1,700.00	8 Solid Bare Copper	8 Solid Bare Copper - 1x1700		0.1990	338.30
1,200.00	10 Sol THW Black	10 Sol THW Black - 1200' Reels		0.1520	182.40
1,200.00	10 Sol THW White	10 Sol THW White - 1200' Reels		0.1520	182.40
850.00	12 Sol THW Black	12 Sol THW Black - 850' Reels		0.0980	84.15
850.00	12 Sol THW White	12 Sol THW White - 850' Reels		0.0980	84.15
850.00	12 Sol THW Green	12 Sol THW Green - 850' Reels		0.0980	84.15

PO/Subk# 15063
Job # 4300 Ph. 324
GL Acct # 5001 Sub #
Cust Code # 4000 type
Entered by: [Signature]
Hold [] Review [] Approved []
Reviewed by: [Signature]
~~AD pricing in PO~~

ENTERED
MAY 22 2015
BY [Signature]

MAY 22 2015

Subtotal	2,174.30
Sales Tax	173.94
Freight	
Total Invoice Amount	2,348.24
Payment/Credit Applied	
TOTAL	2,348.24

Check/Credit Memo No:

Increase time and efficiency - inquire about our invoice e-mail delivery.

THANK YOU FOR YOUR CONTINUED BUSINESS.

EOM/EOM

4000 E La Palma Ave
 Anaheim, CA 92807
 LICENSE NO. 623450
 (714) 695-4837
 (714) 695-4830 fax



T&M # [REDACTED]

DATE: Wednesday, August 19, 2015

JOB: Pedestrian Metrolink Station

MSL JOB # 2241

PHASE # 500

CLIENT: Hillcrest Contracting

CLIENT JOB # 2618

COST CODE # 5000

CCO # _____

LABOR

LINE	QTY	DESCRIPTION	UNIT	RATE	TOTAL	MARK-UP	TOTAL	
1	264	MARGISON LBR	LBR	3.00	\$60.85		\$162.55	
2								
3								
4								
5								
6								
7								
8								
TOTALS				3.00				
							SUB-TOTAL	\$162.55
							Mark-up 20%	\$36.51
							TOTAL LABOR	\$219.06

EQUIPMENT / RENTALS / SUBCONTRACTORS / OTHER (anything other than labor & material)

LINE	QTY	DESCRIPTION	UNIT	RATE	TOTAL	MARK-UP	TOTAL	
1	122	2008 FORD F-550 BUCKET TRUCK	HR	\$83.75	\$83.75		\$161.25	
2								
3								
4								
5								
6								
7								
8								
TOTALS				3.00				
							SUB-TOTAL	\$161.25
							Mark-up 15%	\$24.19
							TOTAL EQUIP	\$185.44

MATERIAL

LINE	QTY	DESCRIPTION	UNIT	RATE	TOTAL	MARK-UP	TOTAL	
1							EA	
2							EA	
3							EA	
4							EA	
5							EA	
6							EA	
7							EA	
8							EA	
9							EA	
10							EA	
							SUB-TOTAL	
							Los Angeles County TAX 9.50%	
							Mark-up 15%	
							TOTAL MATERIAL	

LABOR \$219.06
 EQUIPMENT \$185.44
 MATERIAL
GRAND TOTAL \$404.50

WORK DESCRIPTION: REMOVED EXISTING BANNERS FROM PARKING LOT LIGHT POLES.

AUTHORIZED WRITTEN NAME: Ron Jedine CONTRACTOR'S WRITTEN NAME: Robert Avila
 DATE: 08/19/15 DATE: 08/19/15

RESOLUTION NO. 16-7451

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2015-2016 CAPITAL PROJECTS FUND BUDGET TO REFLECT AN APPROPRIATION OF \$28,689 FROM AVAILABLE MEASURE R FUND BALANCE AND AN APPROPRIATION OF \$5,234 FROM AVAILABLE PROPOSITION A FUND BALANCE FOR PROJECT NO. T-0814B, AND INCREASING THE FISCAL YEAR 2015-2016 CAPITAL PROJECTS FUND BUDGET (ACCOUNT NO. 4300-4350-55200-T-0814B) IN THE AMOUNT OF \$33,923 FOR EXPENDITURE FOR PROJECT T-0814B, PEDESTRIAN AND METROLINK STATION IMPROVEMENTS.

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, on July 7, 2015 the budget for the City of Covina for fiscal year commencing July 1, 2014 and ending June 30, 2015 was amended to increase account no. 4300-4350-55200-T-0814B to \$1,431,644; and

WHEREAS, on September 15, 2015 the budget for the City of Covina for fiscal year commencing July 1, 2014 and ending June 30, 2015 was amended to increase account no. 4300-4350-55200-T-0814B to \$1,486,722; and

WHEREAS, on October 20, 2015 the budget for the City of Covina for fiscal year commencing July 1, 2014 and ending June 30, 2015 was amended to increase account no. 4300-4350-55200-T-0814B to \$1,516,028; 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 additional funds for the Pedestrian and Metrolink Station Improvements.

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

SECTION 1. Amend the fiscal year 2015-2016 Capital Projects Fund budget as follows:

1. Appropriate \$932 in available Measure R Fund balance (account no. 2410-0000-33000) to Capital Projects Fund (2410-4350-55200-T-0814B) for Pedestrian and Metrolink Station Improvements for Change Order No. 37; and
2. Appropriate \$27,757 in available Measure R Fund balance (account no. 2410-0000-33000) to Capital Projects Fund (2410-4350-55200-T-0814B) for Pedestrian and Metrolink Station Improvements project management, contract administration, and construction inspection services; and
3. Appropriate \$5,234 in available Proposition A Fund balance (account no. 2400-0000-33000) to Capital Projects Fund (2410-4350-55200-T-0814B) for Pedestrian and Metrolink Station Improvements design services.

SECTION 2. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 5th day of January 2016.

ATTEST:

John King, Mayor

Sharon F. Clark, Chief Deputy City Clerk

APPROVED AS TO FORM:

Candice K. Lee, City Attorney

**RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:**

NAME City of Covina
STREET ADDRESS 125 E College Street
CITY Covina
STATE CA
ZIP CODE 91723

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is The City of Covina
3. The full address of the owner is 125 E College Street, Covina, CA 91723
4. The nature of the interest or estate of the owner is: In fee.

(If other than Fee, strike "in fee" and insert, for example, "purchaser under contract of purchase", or "Lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

6. The full names and full addresses of all the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on: November 10, 2015 The work done was: Pedestrian and Metrolink Station Improvements Project, Project No. T-0814B, Federal Project No. HPLUL-5188 (018)

8. The names of the contractor, if any, for such work improvement was:
Hillcrest Contracting, Inc.

October 7, 2014

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

9. The property on which said work of improvement was completed in the City of: Covina
County of Los Angeles, State of CA, and is described as follows: Pavement rehabilitation, landscaping and landscaped median island installation, drainage system improvements, catch basins, PCC sidewalk and ADA access ramps, and Metrolink Station and parking structure area signing and striping

10. The street address of said property is 600 N. Citrus Avenue, Covina, CA 91723

(If no street address has been officially signed, insert "None".)

Dated _____

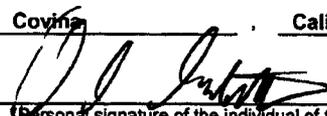
(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

VERIFICATION

I, the undersigned, say: I am the City Engineer The declarant of the foregoing Notice of Completion;
(President of, Manager of, Partner of, Owner of)

I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on December 22, 2015 at Covina, California


(Personal signature of the individual of the individual who is swearing that the contents of the Notice of Completion are true.)



CITY OF COVINA

AGENDA REPORT

<input checked="" type="checkbox"/>	Approved by vote	<u>5/0</u>
<input type="checkbox"/>	Not approved/Denied by vote	_____
<input type="checkbox"/>	Continued to	_____
<input type="checkbox"/>	Adopted Resolution No.	_____
<input type="checkbox"/>	Introduced/Adopted Ordinance No.	_____

MEETING DATE: March 22, 2016

TITLE: Emergency Drainage Improvements at Wingate Park, Project No. D-1203, Federal Emergency Management Agency (FEMA) PW #309(1) – Award of Contract to FS Contractors Incorporated for an Amount Not to Exceed \$62,260.00

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Award the contract for the Emergency Drainage Improvements at Wingate Park, Project No. D-1203, FEMA PW #309(1), to FS Contractors Incorporated as the lowest responsive and responsible bidder in an amount not to exceed \$62,260.00 and authorize the City Manager to execute the contract; and
- 2) Adopt Resolution No. 16-7466 appropriating \$22,912.25 in available Parks and Recreation CIP Fund balance to the fiscal year 2015-16 budget and allocating the funds to the Emergency Drainage Improvements at Wingate Park, Project (account no. 4600-PF06-55320-D1203) and increasing Parks and Recreation CIP Fund revenue by \$22,912.25 (account no. 4600-PF06-42070-D1203).

BACKGROUND:

On April 28, 2010, the City of Covina was awarded funding by FEMA for repairs to the Wingate Wash Drainage System at Kahler Russell Park as a result of storm damage that occurred during the incident period of January 17 to February 6, 2010. The City hired Land Development Design Corporation to complete the design and manage the project. Funding of \$305,134.21 was approved for the proposed scope of work (SOW), which consisted of replacing approximately 5,300 cubic yards (CY) of engineered backfill, 28 square yards (SY) of gabion baskets, 4 SY of riprap, and repairs to two culverts.

In January 2015, the City requested a change in the SOW based on restrictions imposed by the Los Angeles Regional Water Quality Control Board. The Regional Board would not permit the replacement of engineered fill, repairing the gabion baskets, and placement of riprap in this environmentally sensitive area. The revised SOW consists of reconstructing two drain outlets. Each structure is 6-feet wide and 20-feet long and consists of concrete walls and soffits to direct flows into the creek. The ends of the outlets will each have a riprap pad to disperse flows entering the creek and prevent erosion of the creek banks.

On July 24, 2015, FEMA approved the change in the SOW and granted a time extension (TE) for the project to December 31, 2015. The revised total estimated funding for this project is now \$56,699.00.

The contract City Engineer in the Department of Public Works assumed responsibility for project delivery in September 2015 and following review of the SOW, recommended the City seek a further TE for the project. On September 22, 2015, the City subsequently requested a six-month TE through June 30, 2016, based on the following:

1. The City could advertise the project for bid in October 2015, which would result in the project being constructed during the official rainy season that runs October to April annually. The prudence of constructing drainage improvements during this time period is questionable at best, especially given the heavy rainfall forecasted for this year;
2. The City desires to wait until after the rainy season to perform construction due to the forecasted heavy rainfall and the likelihood that the improvements could be washed away before completion and final acceptance; and
3. Bidders (contractors) would more than likely inflate their construction bids due to the potential of flood damage during construction.

On November 23, 2015, FEMA granted the requested TE to June 30, 2016 based on circumstances beyond the control of the City. Specifically, FEMA concurred with the facts that without the new TE, the majority of the project construction would be during the official rainy season, which may result in repairs being washed away and/or contractor inflating their bids due to the potential of flood damage during construction.

On January 5, 2016, the City Council adopted Resolution No. 16-7438 amending the fiscal year 2015-16 Capital Improvement Program budget by \$56,699.00 for Emergency Drainage Improvements at Wingate Park, Project No. D-1203, FEMA PW #309(1) funded by FEMA.

DISCUSSION:

The Department of Public Works prepared plans and specifications for the project and in accordance with Covina Municipal Code Section 2.20.100 (Notice Inviting Bids), bids were requested and received. The project was advertised in the *San Gabriel Valley Tribune* on Friday, January 8 and 15, 2016. In addition, the Notice Inviting Bids was sent to Ciplist, Reed Construction Data, BidAmerica, McGraw Hill Construction/ FW Dodge Company, Construction Bidboard, Inc., iSqFt, BidNet, and Builders Notebook.

Following advertising, bids received in the City Clerk’s Office on January 27, 2016 are as follows:

	Bidder	Contractor’s License	Amount
1.	FS Contractors Inc., Sylmar	1005940	\$56,600
2.	Gentry Brothers Inc., Irwindale	397682	\$58,950
3.	ABNY General Engineering Inc., Glendora	979357	\$62,200
4.	Mike Prlich & Sons Inc., Baldwin Park	760474	\$75,000
5.	Palp Inc. dba Excel Paving Company, Long Beach	688659	\$96,749

The lowest bid received is 9.9% higher than the Engineer’s Estimate of \$51,500.

The Department of Public Works recommends that FS Contractors Incorporated be awarded the contract for this project as they are the lowest responsive and responsible bidder. FS Contractors Incorporated has completed similar work for a variety of public agencies including the cities of Santa Clarita, Duarte, and La Cañada Flintridge. Representatives of these agencies confirmed that FS Contractors Incorporated had successfully completed the projects listed with their respective agencies and that the agencies were satisfied with the contractor's performance.

The contract for this project will be set as follows:

Base Bid	\$56,600
Contingency Allowance	\$5,660
Contract "Not to Exceed" Amount	\$62,260

Prior to advertising the project for bid, the design consultant, Land Development Design Corporation, had advised the City that all jurisdictional permits required to commence construction had been eminently secured. The City Engineer subsequently contacted the jurisdictional agencies and learned that all permits had not been secured and on February 24, 2016, contacted FS Contractors Incorporated to request and secure an extension for their proposal guaranty to allow the City the time necessary to obtain the jurisdictional permits required to commence construction. The status for each jurisdictional permit is shown below.

Agency	Permit Name	Permit No.	Expiration	Status
California Department of Fish and Wildlife	Streambed Permit	1600-2013-0193-R5	March 2021	Construction allowed to commence
California Regional Water Quality Control Board	Section 401 of Clean Water Act Water Quality Certification	File 13111	Pending	Certification to allow construction to commence pending; anticipate certification at end of March
US Army Corps of Engineers	Section 10 of River and Harbor Act; Section 404 of Clean Water Act	SPL-2013-00583-BEM	N/A	Preliminary Jurisdictional Determination (PJD) states no permit required

Construction Management and Inspection Services

Pursuant to Exhibit A (Scope of Services), Section 1 (General and Project Management), Section 4 (Construction Inspection), and Section 6 (Federally Funded Projects) of the Professional Services Agreement between the City of Covina and RKA Consulting Group approved by the City Council on September 1, 2015, the City is using RKA to provide Professional Construction Management and Inspection Services for the Emergency Drainage Improvements at Wingate Park in the amount of \$12,351.25, as outlined in the attached proposal.

While the Construction Management and Inspection Services can be completed within the approved total compensation amount of the contract with RKA Consulting Group, which is a not-to-exceed amount of \$300,000 per year, a supplemental appropriation of \$12,351.25 is needed at this time. On September 1, 2015, when the City Council approved the contract with RKA for City Engineering Services, the Department of Public Works conveyed to the City Council that the costs of project management, contract administration, and construction inspection services would be funded by capital project funds related to specific projects.

FISCAL IMPACT:

The cost of this contract is \$62,260.00 and the total cost of this action is \$79,611.25. Funding in the amount of \$56,699.00 is available in the fiscal year 2015-16 Capital Improvement Program budget for Emergency Drainage Improvements at Wingate Park (account no. 4600-PF06-55320-D1203). The approval of a \$22,912.25 appropriation from available Parks and Recreation CIP Fund balance to the fiscal year 2015-16 budget and allocating the funds to the Emergency Drainage Improvements at Wingate Park (account no. 4600-PF06-55320-D1203) is necessary at this time. The following table presents a summary of the sources that will be used:

FEMA Funding	\$56,699.00
Parks and Recreation CIP Fund	\$22,912.25
Total Sources	\$79,611.25

The City will apply for additional FEMA funding for the project and if successful, replenish the Parks and Recreation CIP Fund contribution to the project. The Governor’s Office of Emergency Services (Cal OES) indicates that it will support the City’s request for reimbursement for increased project funding from FEMA since the project costs are necessary to perform the approved SOW. The approval of a \$22,912.25 increase in Parks and Recreation CIP Fund fiscal year 2015-16 revenue is necessary at this time to reflect the anticipated supplemental FEMA reimbursement.

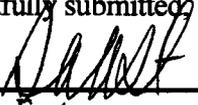
The following table represents the project summary:

Base Bid (FS Contractors Incorporated)	\$56,600.00
Contingency Allowance	\$5,660.00
Construction Management and Inspection Services (RKA Consulting Group)	\$12,351.25
Plan Preparation & Review Fees – Outstanding Balance (Land Development Design Corporation)	\$5,000.00
Total Fiscal Impact	\$79,611.25

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

On August 15, 2013, Notice of Exemption was filed. The project is exempt per section 15302.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENTS:

- Attachment A: Resolution 16-7466
- Attachment B: Location Map
- Attachment C: Bid Summary
- Attachment D: Extension Request for Proposal Guaranty
- Attachment E: RKA Proposal for Construction Management and Inspection Services for Emergency Drainage Improvements at Wingate Park
- Attachment F: Agreement between City of Covina and FS Contractors Inc. for Construction of Emergency Drainage Improvement at Wingate Park



CITY OF COVINA

AGENDA REPORT

<input checked="" type="checkbox"/>	Approved by vote	<u>5-0</u>
<input type="checkbox"/>	Not approved/Denied by vote	_____
<input type="checkbox"/>	Continued to	_____
<input type="checkbox"/>	Adopted Resolution No.	_____
<input type="checkbox"/>	Introduced/Adopted Ordinance No.	_____

MEETING DATE: April 5, 2016

TITLE: 2015-16 Adopted Budget Mid-Year Review.

PRESENTED BY: Dennis Swink, Interim Finance Director

RECOMMENDATION: Approve the Revenue and Expenditure adjustments listed on Attachment C of this Report.

BACKGROUND:

The City Council adopted the FY 2015-16 budget on June 23, 2015. The total budget was \$68,818,207 with a General Fund budget of \$33,198,207. During the first eight months of this fiscal year, the Council has approved various staff recommendations for budget modifications to both revenues and expenditures. This report reviews the current status of General Fund and other budget issues. The report also summarizes additional revisions to the FY 2015-16 budget.

DISCUSSION:

Last Fiscal Year Estimate. Although the Comprehensive Annual Financial Report from last fiscal year won't be completed until mid-April, there is enough information to make a pretty reasonable estimate of how the General Fund fared last year. An unaudited statement of Revenues, Expenditures and Changes in Fund Balances for the General Fund is presented as Attachment A. This was prepared based on all the adjustments we know of at this time. It is likely these numbers will change somewhat when the final audit adjustments are posted but the final numbers should be pretty close to this. The schedule shows last year's General Fund revenues were \$35,481,151 and expenditures were \$32,740,267. There were other financing sources of 28,425 for a projected increase in fund balance of \$2,769,309. There are several reasons for the projected increase. Higher revenues, including one-time increases in miscellaneous and donations and a one-time adjustment to sales tax due to a reallocation of taxes from another entity. Lower expenditures, due to reductions in general government, community development and capital outlay. There are also some significant costs related to labor force reductions that were expected to hit last fiscal year but due to the final timing of those actions, were not incurred until this fiscal year.

Current Budget, year to date. The 2015-16 Adopted General Fund budget included overall revenues of \$33.3 million, expenditures of \$33.2 million and a projected surplus of \$95,700. Total revenue and expenditure adjustments as of March 9, 2016 included \$1,582,000 of increased revenues and \$2,346,000 in higher expenditures resulting in a deficit of about

\$668,000. The expenditure adjustments included the one-time purchase of the Banna Park property which used \$1,641,864 from the General fund. These changes are summarized on Attachment B.

Mid-Year Adjustments. Staff conducted a review of general fund revenues and expenditures for the first half of the fiscal year and are recommending a number of budget adjustments for City Council consideration. These include an additional \$500,000 in one time sales tax revenue. There are also \$1.3 million in General Fund appropriations for a net increase of just under \$803,000 in spending. The revenue increase is due to the one-time bump in sales tax payments caused by the unwinding of the State's triple flip mechanism that is being eliminated because of the early repayment of bonds approved under Proposition 57 in 2004.

Expenditure increases were the result of several factors. Costs associated with the elimination of 22 positions include one-time leave and severance payouts of \$434,000, unbudgeted personnel costs of \$44,500 due to delayed layoffs of some positions and unemployment claims of \$97,000 this fiscal year. Because the layoff process took longer than originally anticipated, these costs were not incurred last year as originally anticipated. There is also a \$353,907 adjustment to the annual Fire contract with Los Angeles County. A number of legal and consulting increases totaling \$325,703 were the result of various work related to personnel issues, conditional use permit actions and document preservation activities. New programs including establishment of a 5 year tree trimming cycle, staffing the new central reception desk, locking park restrooms at night, training for the Munis Finance system, additional legal notices & training amount to \$48,665. There are also a number of non-general fund appropriations recommended on the schedule including \$77,000 in IT purchases, \$41,622 in Measure R Transportation funds for various street projects, \$887 in Volunteen Web Berger Grant Fund and \$553 in the Grandmothers Club Fund.

FISCAL IMPACT:

If these changes are approved as recommended, the General Fund Balance will be reduced by \$802,775 and the 2015-16 Budget will more closely match with anticipated revenues and expenditures for this fiscal year. An additional \$77,000 will be appropriated from the IT Fund, \$41,622 from Measure R, \$887 from Volunteen Web Berger Grant and \$553 from the Grandmothers club Fund. The proposed adjustments are detailed on Attachment C.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None.

Respectfully submitted,



Dennis Swink
Interim Finance Director

ATTACHMENTS:

Attachment A – Unaudited Statement of Revenues, Expenditures and Changes in Fund Balances

Attachment B – 2015-16 General Fund Balance detail Adopted & March 9, 2016

Attachment C – 2015-16 Mid-Year Adjustments

Attachment D – 2015-16 General Fund Balance detail Adopted, March 9 & Mid-Year

Attachment A

CITY OF COVINA, CALIFORNIA
 Statement of Revenues, Expenditures, and Changes in Fund Balances
 Governmental Funds
 For the fiscal year ended June 30, 2015
 UNAUDITED

	General Fund
Revenues:	
Property taxes	\$ 12,812,809
Sales taxes, intergovernmental	6,569,382
Transient occupancy taxes	348,146
Property transfer taxes	159,795
Business license taxes	525,219
Utility user taxes	5,038,078
Franchise taxes	1,549,731
Licenses and permits	965,527
Intergovernmental	839,182
Charges for services	2,427,359
Fines and forfeits	559,409
Special assessments	
Investment earnings	128,262
Miscellaneous and donations	3,758,250
Total revenues	35,481,151
Expenditures:	
Current:	
General government	233,912
Public safety	25,030,125
Public works	2,073,284
Culture and recreation	4,570,191
Community development	832,755
Transit	-
Redevelopment and housing	-
Capital outlay	
Debt service:	
Principal	
Interest and fiscal charges	
Total expenditures	32,740,267
Excess (deficiency) of revenues over expenditures	2,740,884
Other financing sources (uses):	
Gain on sale of property	
Transfers out	(350,336)
Transfers in	378,761
Total other financing sources (uses)	28,425
Net change in fund balances	2,769,309
Fund balances at beginning of fiscal year	9,167,076
Prior period adjustments	(385,231)
Fund balances at beginning of fiscal year restated	8,781,845
Fund balances at end of fiscal year	\$ 11,551,154

See accompanying notes to the financial statements

Attachment B

Adopted

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,293,855.00	33,198,207.00	5,299,847.00	95,648.00
1060 Special General Fund (20A Swap)	0.00	0.00	0.00	0.00	0.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	33,293,855.00	33,198,207.00	11,646,802.00	95,648.00

As of March 9, 2016

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,376,050.00	34,419,503.07	4,160,745.93	-1,043,453.07
1060 Special General Fund (20A Swap)	0.00	1,500,000.00	1,125,000.00	375,000.00	375,000.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	34,876,050.00	35,544,503.07	10,882,700.93	-668,453.07

Total changes as of 3/9/16

1,582,195.00 -2,346,296.07

Change Detail

Rule 20A swap with La Verne	1,500,000.00
Other Revenues	82,195.00
Banna Park Purchase	(1,641,864.00)
Funds for senior center	(500,000.00)
Itec Kmart	(75,000.00)
Other Expenditures	(129,432.07)
	<u>1,582,195.00</u>
	<u>(2,346,296.07)</u>

Mid-Year Adjustments

Fund	Department	Amount	Desc
GF	Sales Tax	(500,000)	Increase sales tax revenue due to one time windfall from triple flip unwind
GF	Various	434,000	Vacation \$307,305; Sick \$104,256; Severance \$23,102
GF	Fire	353,907	annual contract adjustments
GF	Human Resources	150,000	Legal
GF	CDPlanning	98,000	Consulting fees related to CUP issues
GF	Human Resources	97,000	Unemployment Compensation causing the significant increase
GF	CDCommunity Development	60,000	Over budget in legal due to CUP revocation
GF	Finance Duplicating Services	44,500	No budget for empl. wages/bene but laid off not eff until Aug
GF	Public Works	20,000	5 year Tree Trimming cycle started since taking this over from Parks & Rec
GF	City Clerk	16,703	Consulting fees - document preservation work by former clerk
GF	City Clerk	1,686	Election training for Admin Technician
GF	City Manager	12,455	Central Reception Area ongoing personnel
GF	Public Works	8,000	\$10,000 Locking park restrooms to end of fiscal year 8 months Absorb \$2,000 per Foster
GF	Finance	5,000	Munis Training
GF	ACity Clerk	1,500	1010 0700 53540 legal notices & publications
	General Fund Total	1,302,751	
IT	Information Technology	30,000	Baracudda back-up appliance
IT	HR	20,000	Neogov online application program
IT	Police	12,000	Online parking Machine 17k total
IT	Police	10,000	Livescan Hardware upgrade and back payments
IT	Police	5,000	Online Access to Overnight parking machine 17k total
	IT Fund	77,000	
2967	Parks & Recreation	887	2967 3100 54350special supplies
	Volunteen Web Berger Grant	887	
2969	Parks & Recreation	503	2969 3500 54410 food supplies & meals
2969	Parks & Recreation	50	2969 3500 51600recreation program fees
	Grandmothers Club	553	
2410	Public Works	18,858.50	Glendora/Cienega
2410	Public Works	5,849.25	Hollenbeck/Cypress
2410	Public Works	16,914.00	Workman/Hollenbeck
	Measure R	41,622	

Adopted

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,293,855.00	33,198,207.00	5,299,847.00	95,648.00
1060 Special General Fund (20A Swap)	0.00	0.00	0.00	0.00	0.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	33,293,855.00	33,198,207.00	11,646,802.00	95,648.00

As of March 9, 2016

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,376,050.00	34,419,503.07	4,160,745.93	-1,043,453.07
1060 Special General Fund (20A Swap)	0.00	1,500,000.00	1,125,000.00	375,000.00	375,000.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	34,876,050.00	35,544,503.07	10,882,700.93	-668,453.07

Total changes as of 3/9/16

1,582,195.00

-2,346,296.07

Change Detail

Rule 20A swap with La Verne	
Other Revenues	1,500,000.00
Banna Park Purchase	82,195.00
Funds for senior center	(1,641,864.00)
Itec Kimart	(500,000.00)
Other Expenditures	(75,000.00)
	(129,432.07)
	<u>1,582,195.00</u>
	(2,346,296.07)

Mid Year Adjustments

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Change
1010 General Fund	5,204,199.00	33,876,050.00	35,722,254.07	3,357,994.93	-1,846,204.07
1060 Special General Fund (20A Swap)	0.00	1,500,000.00	1,125,000.00	375,000.00	375,000.00
1095 Emergency Reserve	6,345,730.00	0.00	0.00	6,345,730.00	0.00
Donations	1,225.00	0.00	0.00	1,225.00	0.00
Total General Fund	11,551,154.00	35,376,050.00	36,847,254.07	10,079,949.93	-1,471,204.07
Additional Changes		500,000.00	1,302,751.00		-802,751.00



CITY OF COVINA AGENDA REPORT

ITEM NO. CC 9

MEETING DATE: July 19, 2016

TITLE: Revised Third Amendment to Contract for Park Landscape Maintenance Services with Landcare USA, LLC

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Authorize the Interim City Manager to execute the attached revised Third Amendment to the Contract for Park Landscape Maintenance with Landcare USA, LLC.

BACKGROUND:

On June 21, 2016, the City Council authorized the Interim City Manager to execute the Third Amendment to the Contract for Park Landscape Maintenance with TruGreen Landcare for the period of July 1, 2016 through December 31, 2016, for a not-to-exceed amount of \$59,400. Subsequent to City Council authorization, the City learned that the Contractor, TruGreen Landcare, LLC changed its name to Landcare USA, LLC, effective July 14, 2015. The Contractor failed to notify the City of its legal name change and for that reason the City was unable to fully execute the approved agreement authorized by the City Council on the June 21, 2016.

DISCUSSION:

At this juncture, the Department of Public Works is seeking City Council authorization for the Interim City Manager to execute the attached, revised Third Amendment to the Contract for Park Landscape Maintenance with Landcare USA, LLC. The revised Third Amendment reflects the current name of the Contractor.

FISCAL IMPACT:

The General Fund impact associated with the proposed six-month contract extension is \$59,400. The proposed fiscal year 2016-17 Department of Public Works budget contains sufficient funding for the contract extension. Funds are proposed to be budgeted in the following accounts:

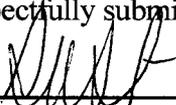
Account	Amount (\$)
1010-2550-52320	35,300
1010-PM03-52320	900
1010-PM02-52320	20,000
1010-PM06-52320	3,200
Total	59,400

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the general rule that

CEQA only applies to projects that have the potential for causing a significant effect on the environment. The proposed Third Amendment to the Contract for Park Landscape Maintenance with Landcare USA, LLC will not result in any significant effect on the environment.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENT:

Attachment A: Item CC 7 Approved by City Council on June 21, 2016

Attachment B: Third Amendment to Park Landscape Maintenance Contract with Landcare USA, LLC



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 7

<input checked="" type="checkbox"/>	Approved by vote	4/0 KING ABSENT
<input type="checkbox"/>	Not approved/Denied by vote	
<input type="checkbox"/>	Continued to	
<input checked="" type="checkbox"/>	Adopted Resolution No.	16-7181CA
<input type="checkbox"/>	Introduced/Adopted Ordinance No.	

MEETING DATE: June 21, 2016

TITLE: Third Amendment to Contract for Park Landscape Maintenance Services with TruGreen Landcare

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Authorize the Interim City Manager to execute the attached Third Amendment to the Contract for Park Landscape Maintenance with TruGreen Landcare.

BACKGROUND:

Since 2002, TruGreen Landcare has provided park landscape maintenance services for the City of Covina. On May 21, 2002, the City Council approved a contract with TruGreen Landcare in the amount of \$83,926.74 for General Park Maintenance Project No. 93-PR1A, 93-PR1B. The term of the contract was from July 1, 2002 through June 13, 2003.

On June 17, 2003, the City Council approved a contract with TruGreen Landcare in the amount of \$86,443.49 for General Park Maintenance Project No. 93-PR1A, 93-PR1B. The term of the contract was from July 1, 2003 through June 13, 2004.

On May 4, 2004, the City Council approved a one-year renewal contract with TruGreen Landcare for Park Landscape Maintenance services in the amount of \$89,036.87. This contract includes a 3% Consumer Price Index (CPI) increase of \$2,593.38. The term of the contract was from July 1, 2004 to June 13, 2005.

On March 15, 2005, the City Council approved a one-year contract for fiscal year 2005-06 to perform Park Landscape Maintenance services in the amount of \$83,503.54.

On June 6, 2006, the City Council approved a one-year contract for fiscal year 2006-07 to perform Park Landscape Maintenance services in the amount of \$88,012.75. The contract amount includes an additional 5% contingency to perform any necessary emergency work.

On April 17, 2007, the City Council approved a one-year contract for fiscal year 2007-08 to perform Park Landscape Maintenance services in the amount of \$91,093.12. This contract includes a 3.5% CPI increase of \$3,080.37.

On June 16, 2009, the City Council approved a one-year contract for fiscal year 2009-10 to perform Park Landscape Maintenance services in the amount of \$97,766.56. This contract includes a 3% CPI increase of \$2,847.57.

On June 15, 2010, the City Council approved the First Amendment to the Park Landscape Maintenance contract with TruGreen Landcare to expand the scope of services to include maintenance of Edna Park, Civic Center Park, and Covina Park for an additional \$19,200 per year for a total contract amount of \$107,189.90. The term of the contract is from July 1, 2010 to June 13, 2013.

On June 4, 2013, the City Council approved the Second Amendment to the Park Landscape Maintenance contract for the period of July 1, 2013 through June 30, 2016.

In September 2015, park maintenance functions, including park landscape maintenance responsibilities, transitioned to the Department of Public Works, making the department solely responsible for the maintenance of the City’s public landscape throughout the City, including parks and medians.

DISCUSSION:

TruGreen Landcare currently maintains Covina, Edna, Hollenbeck, Kahler Russell, Kelby, and Three Oaks Parks, Heritage Plaza, Jobe’s Glen at Jalapa Park, Forest Hills Parkway, City Hall grounds, and the Nature Trail at Kahler Russell Park.

Based on the satisfactory performance of TruGreen Landcare to date, the Department of Public Works recommends that City Council authorize the Interim City Manager to execute the proposed Third Amendment to the Contract for Park Landscape Maintenance to extend the contract term for the period of July 1, 2016 through December 31, 2016 for a not-to-exceed amount of \$59,400. The proposed contract amendment will retain the current rates and not be adjusted for any fluctuations in the CPI during the six month term.

Granting authorization to the Interim City Manager to enter into the proposed Third Amendment will allow the Department of Public Works to competitively bid Park and Median Landscape Maintenance services, as required by Chapter 2.20.090 (Formal bid procedure – Generally) of the Covina Municipal Code, while ensuring that the City continues to receive quality service from an existing provider that is experienced in responding to and maintaining City parks and trails. The Department of Public Works has determined that six months is an appropriate time frame to draft the specifications and bid package, issue a notice inviting bids, and seek City Council approval to award a new contract.

To achieve the most favorable pricing due to economies of scale, quality service, and administrative efficiency, the Department of Public Works intends to advertise park and median landscape maintenance services together in one bid package.

FISCAL IMPACT:

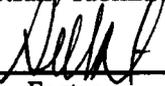
The General Fund impact associated with the proposed six-month contract extension is \$59,400. The proposed fiscal year 2016-17 Department of Public Works budget contains sufficient funding for the contract extension. Funds are proposed to be budgeted in the following accounts:

Account	Amount (\$)
1010-2550-52320	35,300
1010-PM03-52320	900
1010-PM02-52320	20,000
1010-PM06-52320	3,200
Total	59,400

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The proposed Third Amendment to the Contract for Park Landscape Maintenance with TruGreen Landcare will not result in any significant effect on the environment.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENT:

Attachment A: Third Amendment to Park Landscape Maintenance Contract with TruGreen Landcare

**THIRD AMENDMENT TO CONTRACT BETWEEN THE CITY OF COVINA AND
TRUGREEN LANDCARE
FOR LANDSCAPE MAINTENANCE SERVICES**

The Third Amendment Contract for Landscape Maintenance in the City of Covina (“Contract”) between the City of Covina, a California municipal corporation (“City”) and TruGreen Landcare, a California corporation (“Contractor”) is dated and effective July 1, 2016, and is between City and Contractor.

RECITALS

A. City and Contractor entered into the Contract for Contractor’s performance of landscape maintenance for City-owned parks.

B. The parties amended the Contract on July 1, 2013, to extend the term of the contract for three (3) years to June 30, 2016 (“Second Amendment”).

C. Section 6 (b) of the Contract provides that City and Contractor may extend the Contract, by written amendment to the Contract,

D. The parties desire to further amend the Contract in accordance with Section 6(b), to extend the term of the contract for six (6) months to December 31, 2016.

The parties therefore agree as follows:

Section 1. To further extend the term of the contract for six (6) months to December 31, 2016.

Section 2. The total amount of compensation to TruGreen Landcare for the period of July 1, 2016 to December 31, 2016 shall not exceed \$59,400.

Section 3. Except as expressly modified or supplemented by this Third Amendment, all of the provisions of the Contract, as amended by the First and Second Amendment, shall remain unaltered and in full force and effect. In the event of conflict between the provisions of this Third Amendment and the provisions of the Contract, First Amendment or the Second Amendment, the provisions of the Third Amendment shall control.

The parties are signing this Third Amendment as of the date stated in the introductory clause:

[SIGNATURE PAGE FOLLOWS]

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

Contractor:

TruGreen Landcare,
a California Corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

*(Two signatures of corporate officers required
for corporations under Corporations Code
Section 313, unless corporate documents
authorize only one person to sign this
Agreement on behalf of the corporation.)*

**THIRD AMENDMENT TO CONTRACT BETWEEN THE CITY OF COVINA AND
LANDCARE USA, LLC
FOR LANDSCAPE MAINTENANCE SERVICES**

The Third Amendment Contract for Landscape Maintenance in the City of Covina (“Contract”) between the City of Covina, a California municipal corporation (“City”) and LandCare USA, LLC, a limited liability company, formerly TruGreen Landcare, a California corporation (“Contractor”) is dated and effective July 1, 2016, and is between City and Contractor.

RECITALS

A. On July 1, 2009, the City and TruGreen Landcare entered into a Contract for Contractor to perform landscape maintenance for City-owned parks.

B. On July 1, 2010, the City and TruGreen Landcare entered into a First Amendment to Contract, to expand the scope of work, increase the compensation amount and extend the term of the Contract for three (3) years to June 30, 2013.

C. On July 1, 2013, the City and TruGreen Landcare entered into a Second Amendment to Contract, to extend the term of the Contract for three (3) years to June 30, 2016.

D. Section 6 (b) of the Contract provides that City and Contractor may extend the Contract, by written amendment to the Contract.

E. The parties desire to further amend the Contract in accordance with Section 6(b), to extend the term of the contract for six (6) months to December 31, 2016.

F. TruGreen Landcare changed its name to LandCare USA, LLC and the parties desire to amend the Contract to reflect this change.

The parties therefore agree as follows:

Section 1. To further extend the term of the Contract for six (6) months to December 31, 2016.

Section 2. The total amount of compensation to LandCare USA, LLC for the period of July 1, 2016 to December 31, 2016 shall not exceed \$59,400.

Section 3. The Contractor’s name under the Contract shall be revised to LandCare USA, LLC.

Section 4. Except as expressly modified or supplemented by this Third Amendment, all of the provisions of the Contract, as amended by the First and Second Amendment, shall remain unaltered and in full force and effect. In the event of conflict between the provisions of

this Third Amendment and the provisions of the Contract, First Amendment or the Second Amendment, the provisions of the Third Amendment shall control.

The parties are signing this Third Amendment as of the date stated in the introductory clause:

[SIGNATURE PAGE FOLLOWS]

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

Contractor:

LandCare USA, LLC
a limited liability company

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

(Two signatures of managers are required under Corporations Code Section 17703.01, unless the articles of organization state that the limited liability company is managed by only one manager.)



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 10

MEETING DATE: July 19, 2016

TITLE: Lease Agreement between the City and WLM-CCC, LLC for building space for Senior Citizen Programs coordinated by the Parks & Recreation Department.

PRESENTED BY: Amy Hall-McGrade, Parks & Recreation and Library Services Director

RECOMMENDATION: Lease Agreement between the City and WLM-CCC, LLC for building space for Senior Citizen Programs coordinated by the Parks & Recreation Department.

BACKGROUND:

The McIntyre Company contacted the City to donate the use of a 1,625 square feet building space for the purpose of Senior Recreation programs. The building is located at 244 South Citrus Street in the City of West Covina Shopping Center. The City will be responsible for paying for utilities and the part-time staffing. The McIntyre Company has handled all the necessary building improvements to get the building ready for use by the City. This included the inspection and permitting process with the City of West Covina. The City of West Covina was also very accommodating in getting the permits processed in record time knowing that this was going to be used for senior recreation programming. The space has also been checked by the Building Inspector to ensure it was suitable for programming.

DISCUSSION:

This is a great opportunity for the Parks & Recreation Department to be able to return previous senior recreation programs that had to be eliminated when the Joslyn Center was closed this past February. Due to space constraints at Valleydale Community Center, the billiards program and several senior classes were not able to continue. The additional building space will allow the City to better serve the senior population in Covina.

FISCAL IMPACT:

The estimated expenditures for utilities are \$4,800 and for part-time staffing \$6,050 and are included in the 2016-2017 budget.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This project has been determined to be categorically exempt under CEQA in accordance with Section 15301 Existing Facilities (Class 1). The project involves negligible or no expansion of an existing use.

Respectfully submitted,

Amy Hall-McGrade
Parks & Recreation and Library Services Director

ATTACHMENTS:

Attachment A: Proposed Lease

Attachment A

Proposed Lease: Will be provided under separate cover and posted when available.

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CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 11

MEETING DATE: July 19, 2016

TITLE: Set public hearing date of August 16, 2016 for the consideration of Tentative Tract Map (TPM) 73588, 26 industrial condominium units within 3 buildings totaling 99,272 square feet on 4.3 acres of land located generally at 777 Edna Place Avenue—APN: 8429-006-017 and 018.

PRESENTED BY: Brian K. Lee, AICP, Director of Community Development
Nancy Fong, AICP, Community Development Consultant

RECOMMENDATION: Set public hearing date of August 16, 2016.

BACKGROUND:

On June 28, 2016, the Planning Commission conducted a public hearing to review and consider the proposed project as described above. At the hearing, the Planning Commission received a staff report and a list of technical and design issues, with which the Applicant disagreed and requested discussion and direction. The Planning Commission received testimony from the Applicant, who refuted the technical and design issues raised by staff. However, at the hearing, the Applicant proposed changes to the project to address three of the seven issues while the Planning Commission accepted the remaining issues with no changes. The Planning Commission then continued the hearing to the July 12, 2016 meeting and directed staff to prepare a resolution of approval with conditions for their action. The Planning Commission adopted Resolution No. 16-016PC recommending approval with conditions to the City Council.

DISCUSSION:

Municipal Code Chapter 16.08.130 states: “At the next regular meeting of the City Council following the filing of the Planning Commission’s recommendation report with the Council, the City Council shall fix the public hearing date at which the tentative tract map will be considered by it, which date shall not be later than 30 days thereafter.” This section of the Municipal Code requires additional time in scheduling the proposed project for City Council review. The City Council already received the July 12, 2016 Planning Commission packet for the proposed project; as a result, staff requests to set a public hearing date of August 16, 2015 for the project.

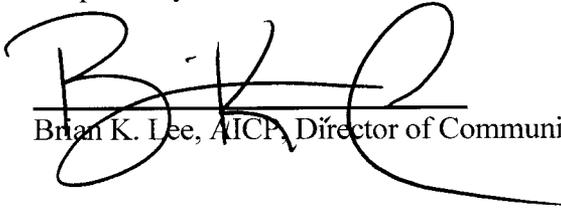
FISCAL IMPACT:

There is no fiscal impact.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Setting a public hearing is exempt from CEQA.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'B. K. Lee', written over a horizontal line.

Brian K. Lee, AICP, Director of Community Development

ATTACHMENTS:

Attachment A: July 12, 2016 Planning Commission Staff Report

Attachment B: June 28, 2016 Planning Commission Staff Report with no Exhibits

ATTACHMENT A

July 12, 2016 Planning Commission Staff Report

(181 pages)



CITY OF COVINA

PLANNING COMMISSION AGENDA REPORT ITEM NUMBER CPH 1 July 12, 2016

TO: Chairman and Members of the Planning Commission

FROM: Brian K. Lee, AICP, Director of Community Development

SUBJECT: Applications Tentative Tract Map (TTM) No. 73588 and Site Plan Review (SPR) No. 15-036, the development of 3 multi-tenant industrial buildings for condominium purpose totaling 99,272 square feet on 4.38 acres of land within the M-1 Light Industrial Zoning District, generally located at 777 Edna Place - APN: 8429-006-017 and 018. **(CONTINUED FROM JUNE 28, 2016 HEARING)**

BACKGROUND

On June 28, 2016, the Planning Commission conducted a public hearing to review and consider the proposed project as described above. At the hearing, staff presented to the Planning Commission the staff report and mentioned that there was a list of technical and design issues, with which the Applicant disagreed with staff and requested Planning Commission discussion and direction. The Planning Commission received testimony from the Applicant, who refuted the the technical and design issues raised by staff. The Planning Commission deliberated on the issues and provided direction to staff and the Applicant. Then the Planning Commission directed staff to prepare a resolution of approval with conditions for their review at the next regular Planning Commission meeting. The following lists the issues discussed at the June 28, 2016 hearing and the comments and directions from the Planning Commission:

1. Units 6 through 13 of Building 2 do not have rear entrances (roll-up doors) that could be utilized for pick-up of goods and materials. According to the City Engineer, delivery companies such as Federal Empress and UPS will be forced to block the main drive aisles or "double park" on Edna Place in order to make pickups and deliveries. The potential for the "double parking" of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place, which allows for only two lanes of traffic in each direction and parking lanes. (See Exhibit 8 of the attached June 28, 2016 staff report)

Discussion and Direction: The Applicant stated that the floor area for Units 6 through 13 is about 2,700 square feet and that the types of tenants and uses going in would typically have very few deliveries. He proposed to have oversized entry doors to accommodate deliveries of larger size products/equipment to the units. Further, he proposed to have the curb on Edna Place painted yellow for the length of one (1) delivery truck. The Planning

Commission agreed with the Applicant's proposal and accepted no rear entrances or roll-up doors for Units 6 through 13.

2. The Applicant is showing parking spaces directly in front of the roll-up doors for the units. The loading and unloading of goods from the units will be in conflict with the vehicles parked in the marked stalls. Therefore, the area in front of the roll-up door shall not be striped for parking spaces and be counted toward the total provided parking spaces. There are 21 roll-up doors and the number of parking spaces in front of them is 36 spaces.

Discussion and Direction: The Applicant stated that typically, the owner or the tenant of the unit will park in front of the roll-up door and should a delivery truck arrive, the owner or tenant will simply move their vehicle. Again, the Applicant reiterated that the floor area for the majority of the units are about 2,700 square feet and that the types of tenants and uses going in would typically have very few deliveries. He proposed to create a property owners association, which will regulate the assignment of the parking spaces for each unit. The Planning Commission accepted the Applicant's proposal to have the property owners association regulate the on-site parking. Staff recommends that the Applicant post sufficient number of signs on-site to ensure all drive aisles will not be blocked by deliveries. (See Exhibit A, condition nos. D13 and D14)

3. Zoning Ordinance Section 17.72.140 states that if the total gross floor area of the building space is over 50,001 square feet, three (3) loading spaces are required. The loading spaces dimensions are 12 feet wide by 40 feet long by 14 feet high. The proposed project did not provide for the 3 loading spaces.

Discussion and Direction: Again, the Applicant reiterated that the floor area for the majority of the units is about 2,700 square feet and that the types of tenants and uses going in would typically have very few deliveries that use semi-trucks. He stated that Unit 1 of Building 1, given its floor area of 19,726 square feet could use a loading space. The Planning Commission accepted the Applicant's proposal to provide 1 loading space for Building 1. According to CMC Chapter 17.72.140, if a building floor area is less than 20,000 square feet, only 1 loading space is required. Therefore, the Applicant's proposal will meet the intent of this Section of the Zoning Ordinance. A condition of approval is placed in the attached resolution. (See Exhibit A, condition D3)

4. The Parking and Circulation Section of the Design Guidelines (Pages 16 and 17, IV-A1 and IV-B9) states that the parking should be conveniently located for users' benefit; and, that any parking lot over 60 spaces should be laid out in an irregular manner to break up the monotonous and add interest. The proposed site plan shows more than 60 percent of the required parking spaces are located in the rear of the property where it becomes inconvenient for visitors/customers of the tenants in the industrial complex to walk, especially to units 6 through 13. A possible solution is to redistribute the parking spaces by creating parking pods closer to the tier of lots that front on Edna Place.

Discussion and Direction: The Applicant stated that the Zoning Ordinance requires a building setback of 80 feet from the residential use, which then led to having most of the parking spaces within the setback area. The Planning Commission agreed with the Applicant's explanation and accepted the placement of the parking spaces in the rear of the site.

5. The placement of buildings should create opportunities for plazas and open space areas for the project, which could become a focal point and add interest and amenity to the project. Plaza is an amenity to the proposed project. It does not have to be huge in size but enough area that create people spaces and provide the connectivity within the industrial complex. The Land Use Element of the General Plan, Policy E1(L) ensures that all developments achieve a high degree of architectural integrity and landscaping, site design efficiency, good workmanship, a respect of physical and environmental constraints, and adequate amenities that enhance the quality of life for residents, workers, shoppers and others. The proposed project does not provide for such amenity.

Discussion and Direction: The Planning Commission stated that the proposed Project provided sufficient landscaping areas that meet the intent of the General Plan Policy.

6. Zoning Ordinance CMC Chapter 17.72,030 (f)(4) states that when vehicle parking spaces, or driveways on private property are adjacent to a public or pedestrian walkway, it shall be separated with a landscaped area. The depth of the setback from building to parking spaces curb around the 3 buildings is only 5 feet, which are insufficient to allow a minimum 48" ADA access width and allow for a 2' vehicle overhang. Therefore, the building setback from the parking space curb should be increased so there will be room for actual landscape with placement of trees and shrubs and a walkway.

Discussion and Direction: The Planning Commission stated that meeting the ADA access is a must. The Applicant proposed to increase the setback from 5 feet to 6 feet around Building 2, the north and west sides of Building 3 and the north and east sides of Building 1. The Planning Commission accepted the proposed solution. A condition of approval is placed in the resolution. (See Exhibit A, condition D5)

7. The revised elevations for the 3 buildings showed some articulation to the building planes with additional reveals lines, additional roof cornice treatment and accented stacked stones materials. The Architecture Section of the Design Guidelines (Page 3 II-A7) states that the architectural treatment of buildings shall extend on all of its publicly visible sides. The Design Guidelines (Page 7, III-A) further states that the building design shall avoid large monotonous facades, reduced building mass with varying height and the length of any publicly visible straight wall or façade shall not exceed 120 feet in commercial or industrial structures. Staff believes that the 3 buildings could use more architectural enhancement.

Commission Comments and Direction: The Commission reviewed the colored elevations of the proposed building design and accepted them with no additional architectural enhancement.

FINDINGS OF FACTS FOR TENTATIVE TRACT MAP (TTM) 73588

In order to approve the proposed subdivision for 26 industrial condominium units totaling 99,272 square feet, the Planning Commission shall make the following facts to support the findings.

1. The proposed subdivision is consistent with the general plan and any applicable specific plan for the area.

Findings of Facts: The project site is currently designated General Industrial and zoned M-1 "Light Manufacturing." The proposed project consists of 3 multi-tenant industrial buildings. It is located within an industrial area with industrial land uses located on both sides. The proposed project is consistent with the General Plan.

2. The design or improvement of the proposed subdivision is consistent with the general plan and any applicable specific plan for the area.

Findings of Facts: The three industrial buildings are setback 80 feet from the north property boundary, which provides sufficient distance and buffer from existing single-family houses north of the project site. There are 201 parking spaces for on-site parking which meets the CMC Chapter 17.72.010 of the parking ordinance. Furthermore, the project will provide 1 loading space for the largest single unit building (Building 1), which meets CMC Chapter 17.72.140 of the parking ordinance. There are two points of access that serve the project site. The overall building design shows sufficient articulation with a pattern of reveal line, roof cornice treatment and accented stacked stones materials at building entries. Therefore, the design and improvement of the proposed Project with conditions of approval is consistent with the General Plan.

3. The subdivision is physically suitable for the type and proposed density of development proposed by the tentative map.

Findings of Facts: The overall project design meets the minimum standards for yards and setbacks and the percentage of landscaping within the M-1 "Light Manufacturing" zone. The project design meets the required 201 parking spaces for the proposed 99,272 square feet of building gross floor area. There are two points of access that serve the project site.

4. The design of the subdivision and proposed improvements, with conditions of approval, are not likely to cause significant environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

Findings of Facts: The project site is about 4.38 acres in size, in a predominantly urban location and is surrounded by existing single-family homes to the north, commercial uses to the east and industrial uses to the west and south. The project site is currently underutilized and deteriorating, and the development proposal would constitute an in-fill development. The site is not designated fish or wildlife habitat nor is it located nearby to any such territory. Further, as noted in the Initial Study for this project, the City determines that the proposed project qualifies for a Class 32 In-fill Development Project (CEQA §15332). Therefore, the subdivision will not be likely to cause significant environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

5. The design of the subdivision and the type of improvements are not likely to cause serious public health problems.

Findings of Facts: The project site abuts single-family homes to the north that have been there for over 50 years. The proposed project meets the buffer requirement by providing an 80-foot setback for the buildings, approximately 10 to 13 feet wide landscape area along the entire north property boundary, and a continuous six-foot high block wall. The project site abuts existing industrial uses to the west and south and the proposed industrial project will be compatible to the surrounding existing industrial uses. Therefore, the design of the subdivision and the type of the improvements are not likely to cause serious public health problems.

6. The design of the subdivision provides for future passive or natural heating and cooling opportunities in the subdivision to the extent feasible.

Findings of Facts: The design of the subdivision and its proposed industrial project will provide the possibility and opportunity to have passive solar cooling and heating for the buildings. Furthermore, the proposed project will have to comply with Title 24 of the Uniform Building Code.

7. The design of the subdivision and the type of improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision, or the design of the alternate easements which are substantially equivalent to those previously acquired by the public will not be provided.

Findings of Facts: The design of the subdivision will not conflict with existing City rights-of-way or other public access easements. According to City records, there are no alternate or potential easements that would be affected by the proposed project.

8. The subdivision is consistent with the city's parkland dedication requirements (Quimby Act).

Findings of Facts: The proposed project is an industrial condominium and is not subject to Parkland Impact Fee to the City, pursuant to the City's Quimby Act Ordinance (CMC Chapter 16.28).

9. The subdivider is able to demonstrate that a sufficient water supply will be available to serve the subdivision, in accordance with California Government Code Section 66473.7. (Ord. 05-1915 § 1, 2005.)

Findings of Facts: According to the City's Public Works Department, the City has sufficient capacity to provide water to serve the subdivision without negative impact to other properties in the City.

FINDINGS OF FACTS FOR SITE PLAN REVIEW (SPR) 15-036

In order to approve the proposed Site Plan Review, the Planning Commission shall make the following facts to support the findings:

1. All provisions of the Zoning Ordinance are complied with.

Findings of Facts: The three industrial buildings are setback 80 feet from the north property boundary, which provide sufficient distance and buffer from existing single-family houses north of the project site. There are 201 parking spaces for on-site parking which meets CMC Chapter 17.72.010 of the parking ordinance. Furthermore, the Project will provide 1 loading space for the largest single unit building (Building 1), which meets CMC Chapter 17.72.140 of the parking ordinance. There are two points of access that serves the project site. The overall building design show sufficient articulation with a pattern of reveal line, roof cornice treatment and accented stacked stones materials at building entries. Therefore, the design and improvement of the proposed Project with conditions of approval comply with the Zoning Ordinance.

2. The basic project elements are so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and no adverse effects will occur on surrounding properties.

Findings of Facts: The surrounding streets have sufficient capacity to handle future project-related traffic. New sidewalk will be required along the project site Edna Place frontage, which will connect to the pedestrian walkway within the project site for connectivity.

3. The project design conforms to the General Plan and any design guidelines or specific plans that may be applicable to the project.

Findings of Facts: The Project with 52 percent lot coverage complies with the industrial intensity provisions of the General Plan. The project design includes a minimum 10-foot

landscape buffer area with a dense grove of trees and decorative property boundary wall along the northern property boundary consistent with Covina Design Guidelines Section IV-C. The overall building design show sufficient articulation with a pattern of reveal line, roof cornice treatment and accented stacked stones materials at building entries consistent with Covina Design Guidelines Section II-A.

4. The project design is harmonious, consistent, and complete within itself and functionally and visually compatible with neighboring land uses.

Findings of Facts: The project site abuts single-family homes to the north that have been there for over 50 years. The proposed project meets the buffer requirement by providing an 80-foot setback for the buildings, 13 feet wide landscape area along the entire north property boundary, and a continuous six-foot high block wall. The project site abuts existing industrial uses to the west and south and the proposed industrial development will be compatible to the surrounding existing industrial uses.

5. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community.

Findings of Facts: See Findings under 1, 2 and 3 above.

6. Proposed lighting is so arranged as to reflect the light away from adjoining properties.

Findings of Fact: All outside lighting would be required as a standard condition of approval to be designed and sited in a manner that prohibits glare onto adjacent properties.

7. Proposed signs will not, by size, location, color, or lighting, interfere with traffic or limit visibility.

Findings of Facts: No signs are currently proposed for the project.

8. Utility and street improvements pursuant to CMC 17.64.120 and 17.64.130.

Findings of Facts: Utility and street improvements would be required as a standard condition of approval.

PUBLIC HEARING NOTICE AND NOTIFICATION

This is a continued public hearing. The applicant was given a copy of the staff report and the exhibits. All property owners within a radius of at least 300 feet from the overall project site were mailed the Planning Commission public hearing notices on June 16, 2016, a minimum of ten (10) days before the June 28, 2016 hearing as required by law. In addition, the public hearing notice was published in the San Gabriel Valley Examiner newspaper on June 16, 2016.

ENVIRONMENTAL DETERMINATION

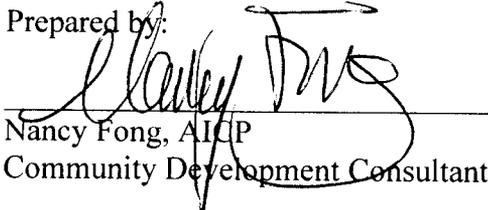
Pursuant to the California Environmental Quality Act (CEQA), the Applicant and his consultant submitted an Initial Study and made the determination that the project is categorically exempt and qualifies for a Class 32 In-fill Development Project (CEQA §15332). Staff's environmental consultant has conducted a peer review of the Applicant's Initial Study and determination of categorically exemption. The City's environmental consultant concurred with the determination. Therefore, staff recommends that the Planning Commission make the determination that the proposed project is categorically exempt and that it would not result in any significant effects on the environment. The determination is based on the following:

- The proposed project is allowed under the General Industrial designation of the Covina General Plan and under the M-1 "Light Manufacturing" zone of the Zoning Ordinance. The proposed project site is located within an industrial area with industrial land uses located on two sides.
- The proposed project site is located within the City on a project site of less than five acres that is substantially surrounded by urban uses.
- The proposed project site is surrounded by development on all sides. The improvement area's small size and its isolation from other open space areas limit its utility as a habitat or an animal migration corridor. No native or natural habitats are found within the project site or on adjacent parcels.
- The approval of the proposed project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
- The proposed project site can be adequately served by all required utilities and public services. No significant adverse cumulative impacts will result from the proposed project's implementation.

RECOMMENDATION

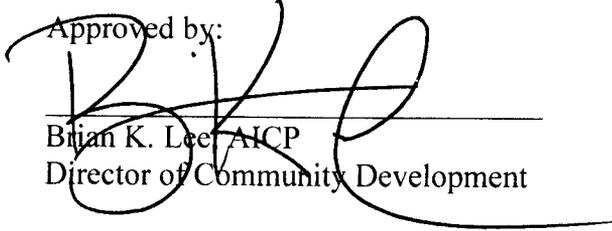
Staff recommends that the Planning Commission review the attached Resolution of Approval with conditions recommending approval of the Project to the City Council. If the Planning Commission concurs with it, adoption would be in order.

Prepared by:



Nancy Fong, AICP
Community Development Consultant

Approved by:



Bijan K. Lee, AICP
Director of Community Development

EXHIBITS

1. June 28, 2016 Planning Commission Staff report with Exhibits 1 through 8
2. Resolution No. 16-016PC recommending approval with conditions to City Council

EXHIBIT 1

JUNE 28, 2016 PLANNING COMMISSION STAFF REPORT
WITH EXHIBITS 1 THROUGH 8



CITY OF COVINA

PLANNING COMMISSION AGENDA REPORT ITEM NUMBER PH 1 June 28, 2016

TO: Chairman and Members of the Planning Commission

FROM: Brian K. Lee, AICP, Director of Community Development

SUBJECT: Applications Tentative Tract Map (TTM) No. 73588 and Site Plan Review (SPR) No. 15-036, the development of 3 multi-tenant industrial buildings for condominium purpose totaling 99,272 square feet on 4.38 acres of land within the M-1 Light Industrial Zoning District, generally located at 777 Edna Place - APN: 8429-006-017 and 018.

SITE AND PROJECT DESCRIPTION

A. Project Information:

Request: 26 industrial condominium units totaling 99,272 square feet
 Applicant: Don Cook
 Property Owner: Grand Covina, LLC
 Location: 777 Edna Place
 Assessor Parcel
 Map No: 8429-006-017 and 018

B. Site and Surrounding Land Uses-Table 1:

	General Plan	Zoning	Existing Uses
Site	General Commercial	C-2 "Neighborhood Shopping Center"	Developed with a building and parking area, unoccupied
North	Residential	Los Angeles County	Single-family residences
South	General Industrial	M-1 "Light Manufacturing" and C-4 "Highway Commercial"	Industrial/warehouse uses and a fast food restaurant with drive-through
East	General Industrial	M-1 "Light Manufacturing"	Industrial/warehouse uses and a car wash
West	General Industrial	M-1 "Light Manufacturing"	Industrial /warehouse uses

- C. **Site Characteristics:** The project site consists of two legal parcels and is approximately 4.38 acres in size. The westerly parcel is located at 777 Edna Place, the site contains a structure built in 1964, and the pavement of the parking area is in poor condition. It was formerly used as an outdoor equipment and auto storage yard with a long history of nuisance issues. The parcel east of 777 Edna is vacant. Both parcels are fenced for security purposes.

ANALYSIS

- A. **Background:** In August 2014, the Planning Commission considered the project site plus the corner parcel at Grand Avenue and Edna Place for a General Plan Amendment and Zone Change. At the time, the request was to change the General Plan Land Use designation from "General Industrial" to "Medium Density Residential and change the Zoning Districts from M-1 "Light Manufacturing" and C-2 "Neighborhood Shopping Center" to RD-3,300 "Residential-Medium Density Multiple Family" and C-4 "Highway Commercial." The previous development proposal was for a mixed use of 67 residential units and 2 retail buildings with drive-through facilities. The Planning Commission did not recommend approval of the then proposed land use and zone changes, as they were inconsistent with the General Plan goals and objectives. After several public hearings with public testimony from both opponents and proponents of the prior project, the City Council denied the prior proposed land use and zone changes in January 2015.

Fast forward to today, the Applicant submitted Tentative Tract Map and Site Plan Review applications in September 2015. Prior to the formal submittal of the two applications, the Applicant provided staff a concept plan for industrial development for preliminary review and comments between the period of April and July 2015. Staff reviewed the concept plan twice and provided comments and feedback to assist him in modifying the concept plan to comply with the Zoning Code and Design Guidelines.

- B. **Development Review Process:** During the development review process between September 2015 and March 2016, staff performed three incompleteness reviews of the proposed project. For each review, staff provided to the Applicant a comprehensive list of comments that identified the missing information, the inconsistencies with code requirements and the design issues, and with a follow-up meeting. The Applicant has revised the proposed project to address some comments but has "agreed to disagree" with the rest of the comments from staff. The attached Exhibit "4" is the chronology of the processing for the proposed project, including the October 2015, November 2015, February 2016 and March 2016 incompleteness letters to the Applicant. In April 2016, the Applicant submitted the required Environmental Assessment for CEQA Exemption to the City's Consultant for review of completeness and adequacy of the compliance with CEQA Guidelines. The City's Consultant has accepted the Environmental Assessment and CEQA Exemption as complete. The Applicant requested that his proposed project be

scheduled for Planning Commission consideration with discussion of staff's identified remaining technical and design issues (see Section E of the report).

C. Description of Proposed Project and Applicable Regulations:

Proposed Project - The proposed project consists of three industrial buildings oriented perpendicular to Edna Place. The gross floor area for the three buildings is 19,726 square feet for Building 1, 67,531 square feet for Building 2 and 12,015 square feet for Building 3. There are 21 units within Building 2 and 4 units within Building 3. Two driveways off Edna Place provide access to the project site and the driveway is separated by over 420 feet. There are 201 parking spaces proposed including 8 handicapped spaces. The proposed buildings are tilt-up concrete, painted and with a pattern of reveal lines, roof cornice treatment and accented stacked stones materials at the entries to the units.

Applicable Regulations - Per Subdivision Ordinance CMC Section 16.08.120, the Planning Commission is a recommending body to the City Council for the Tentative Tract Map application. Although the Site Plan Review application is subject to Planning Commission review and approval, in this case, staff recommends that the Planning Commission forward the decision (whether approval or denial) for both the Site Plan Review and Tentative Tract Map to the City Council for review and final action.

D. Development Standards for the Project - Table 2:

	Development Standards for M-1 "Light Manufacturing" (CMC17.54)	Code Requirements	Proposed	Comments
1.	Lot Area	None	NA	
2.	Lot Dimensions			
	Width	None	NA	
	Depth	150 feet	273 feet	
3.	Building Height	50 feet	28 feet	
4.	Yards/Setbacks adjoining commercial or manufacturing zone			
	A. Front, sides or rears on major/secondary highway which is a boundary from any commercial or manufacturing zone	25 feet	NA	
	B. Front, sides or rears on local street which is a boundary from any commercial or manufacturing zone	10 feet	10 feet	
5	Yards/Setbacks adjoining residential or agricultural zone			

	A. Front, sides or rears on major/secondary highway which is a boundary from any residential or agricultural zone	50 feet	NA	
	B. Front, sides or rears on local street which is a boundary from any residential or agricultural zone	85 feet	NA	
	C. Sides or rears on alley and any residential or agricultural zone	80 feet	NA	
	D. Sides or rears on railroad which is a boundary from any residential or agricultural zone	50 feet	NA	
	E. Sides or rears on drainage channel which is a boundary any residential or agricultural zone	80 feet	NA	
	F. Sides or rears directly on a residential or agricultural zone	80 feet	80 feet	
	G. Fronts directly on a public park or fronts on a street with public park	25 feet	NA	
6.	Distance between Buildings	None	NA	
7.	Off-Street Parking			
	Manufacturing uses at 1 space /500 square feet of gross floor area (CMC17.72.010)	199	201	Of 201 spaces, 8 are handicapped spaces. See below Section D4 of report for discussion on parking & loading.
8.	Off-Street Loading Spaces for over 50,001 of gross floor area (CMC17.72.140)	3	None	Required loading dimensions are 12 feet by 40 feet.
9.	Fence/Wall Height	6 feet	6 feet	
10.	Landscaped Areas at 2% of gross parking area	14,723 square feet - 2% of 1.69 acres (72,616 square feet)	15,489 square feet	

- E. The Compliance of Proposed Project with Zoning Ordinance and Design Guidelines: This section of the report focuses on examining whether the proposed project complies with all pertinent sections of the Zoning Ordinance and the adopted 2009 Design Guidelines. Based on the latest set of site development plans dated March 2016, staff determined that overall site design complies with most of the minimum development standards as outlined in the above Table 2. However, as communicated previously with the Applicant, there are a few technical and design issues that need to be discussed and addressed, as follows:
1. Staff understands the need for cost efficiency in construction by clustering units 2 through 17 into one building, especially for a tilt-up concrete construction method. However, the clustering of the units created an issue where units 6 through 13 do not have rear entrances (roll-up doors) that could be utilized for pick-up of goods and materials. Delivery companies such as Federal Express and UPS will be forced to block the main drive aisles or “double park” on Edna Place in order to make pickups and deliveries. The potential for the “double parking” of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place, which allows for only two lanes of traffic in each direction and parking lanes. Attached is Exhibit 8, City Engineer’s comments regarding the proposed project. Using the public street for services and deliveries will increase the liability for the City. A possible solution is to provide a service drive aisle through the middle of Building 2.
 2. The Applicant is showing parking spaces directly in front of the roll-up doors for the units. The loading and unloading of goods from the units will be in conflict with the vehicles parked in the marked stalls. Therefore, the area in front of the roll-up door shall not be striped for parking spaces and be counted toward the total provided parking spaces. There are 21 roll-up doors and the number of parking spaces in front of them is 36 spaces.
 3. Zoning Ordinance Section 17.72.140 states that if the total gross floor area of the building space is over 50,001 square feet, three (3) loading spaces are required. The loading spaces dimensions are 14 feet by 40 feet. The proposed project did not provide for the 3 loading spaces.
 4. The Parking and Circulation Section of the Design Guidelines (Pages 16 and 17, IV-A1 and IV-B9) states that the parking should be conveniently located for users’ benefit; and, that any parking lot over 60 spaces should be laid out in an irregular manner to break up the monotonous and add interest. The proposed site plan shows more than 60 percent of the required parking spaces are located in the rear of the property where it becomes inconvenient for visitors/customers of the tenants in the industrial complex to walk especially to units 6 through 13. A possible solution is to redistribute the parking spaces by creating parking pods closer to the tier of lots that front on Edna Place.

5. The placement of buildings should create opportunities for plazas and open space areas for the project, which could become a focal point and add interest and amenity to the project. Plaza is an amenity to the proposed project. It does not have to be huge in size but enough area that create people spaces and provide the connectivity within the industrial complex. The Land Use Element of the General Plan, Policy E1(L) ensures that all developments achieve a high degree of architectural integrity and landscaping, site design efficiency, good workmanship, a respect of physical and environmental constraints, and adequate amenities that enhance the quality of life for residents, workers, shoppers and others. The proposed project does not provide for such amenity.
6. Zoning Ordinance CMC Section 17.72,030 (f)(4) states that when vehicle parking spaces, or driveways on private property are adjacent to a public or pedestrian walkway, it shall be separated with a landscaped area. The depth of the setback from building to parking spaces curb around the 3 buildings is only 5 feet, which are insufficient to allow a minimum 48" ADA access width and allow for a 2' vehicle overhang. Therefore, the building setback from the parking space curb should be increased so there will be room for actual landscape with placement of trees and shrubs and a walkway.
7. The revised elevations for the 3 buildings showed some articulation to the building planes with additional reveals lines, additional roof cornice treatment and accented stacked stones materials. The Architecture Section of the Design Guidelines (Page 3 II-A7) states that the architectural treatment of buildings shall extend on all of its publicly visible sides. The Design Guidelines (Page 7, III-A) further states that the building design shall avoid large monotonous facades, reduced building mass with varying height and the length of any publicly visible straight wall or façade shall not exceed 120 feet in commercial or industrial structures. Staff believes that the 3 buildings could use more architectural enhancement, such as, but are limited to the following:
 - a. Project entries should have more enhanced surface materials to the concrete wall, addition of spandrel glass and other architectural elements.
 - b. Besides the addition of a pattern of reveal lines, blank building walls could have sandblasted bands.
 - c. Add vision or spandrel glass band so the windows for the units do not appear to be in a pattern of two "eyes."
8. Landscaping Plan. The Applicant agreed to provide the information later. Staff feels comfortable in placing conditions of approval to ensure that the landscape concept will comply with the City's Water Efficient Landscape Regulations (CMC Section 17. 82).

Given the above comments and required changes to the site plan, staff recommends that the Planning Commission direct the Applicant to continue working with staff in addressing the above-identified technical and design issues.

F. Finding of Facts for Tentative Tract Map: In order to approve the proposed subdivision for 26 industrial condominium units totaling 99,272 square feet, the Planning Commission shall make the following facts to support the findings.

1. The proposed subdivision is consistent with the general plan and any applicable specific plan for the area.

Findings of Facts: The project site is currently designated General Industrial and zoned M-1 "Light Manufacturing." The proposed project consists of 3 multi-tenant industrial buildings. It is located within an industrial area with industrial land uses located on both sides. The proposed project is consistent with the General Plan.

2. The design or improvement of the proposed subdivision is not consistent with the general plan and any applicable specific plan for the area.

Findings of Facts: The Land Use Element of the General Plan Policy 3a 15 requires that new industrial development comply with Zoning, Design Guidelines, and other standards and incorporate adequate amenities that contribute to a high quality of life for workers and patrons. The design and improvement of the proposed subdivision do not comply with the General Plan in the following ways:

- a. Units 6 through 13 do not have rear entrances (roll-up doors) that could be utilized for pick-up of goods and materials. Delivery companies such as Federal Empress and UPS will be forced to block the main drive aisles or "double park" on Edna Place in order to make pickups and deliveries. The potential for the "double parking" of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place which allows for only two lanes of traffic in each direction and parking lanes. The primary purpose of public streets is to carry traffic, vehicles moving from designation to another designation. Using the public street for services and deliveries will increase the liability for the City.
- b. Zoning Ordinance Section 17.72.140 states that if the total gross floor area of the building space is over 50,001 square feet, three (3) loading spaces (14 feet by 40 feet) are required. The proposed project did not provide the 3 loading spaces.
- c. The Applicant is showing parking spaces directly in front of the roll-up doors for the units. The loading and unloading of goods from the units will be in conflict with the vehicles parked in the marked stalls. Therefore, the area in front of the roll-up door shall not be striped for parking spaces and be counted

toward the total provided parking spaces. There are 21 roll-up doors and the number of parking spaces in front of them is 36 spaces.

- d. The Parking and Circulation Section of the Design Guidelines (Pages 16 and 17, IV-A1 and IV-B9) stated that the parking should be conveniently located for users' benefit; and, that any parking lots over 60 spaces should be laid out in an irregular manner to break up the monotonous and add interest. The proposed site plan shows more than 60 percent of the required parking spaces are located in the rear of the property where it becomes inconvenient for visitors/customers of the tenants in the industrial complex to walk, especially to units 6 through units 13.
 - e. Zoning Ordinance CMC Section 17.72.030 (f)(4) states that when vehicle parking spaces, or driveways on private property are adjacent to a public or pedestrian walkway, it shall be separated with a landscaped area. The depth of the setback from building to parking spaces curb around the 3 buildings is only 5 feet, which are insufficient to allow a minimum 48" ADA access width and allow for a 2' vehicle overhang.
 - f. The Land Use Element of the General Plan, Policy E1(l) ensures that all developments achieve a high degree of architectural integrity and landscaping, site design efficiency, good workmanship, a respect of physical and environmental constraints, and adequate amenities that enhance the quality of life for residents, workers, shoppers and others. The proposed site plan design and the placement of the 3 buildings did not create opportunities for plazas and open space areas for the project, which could become a focal point and add interest and amenity to the project.
3. The subdivision is not physically suitable for the type and proposed density of development proposed by the tentative map.

Findings of Facts: The overall project design meets the minimum standards for yards and setbacks and the percentage of landscaping within the M-1 "Light Manufacturing" zone. Although the project design shows it meets the required 201 parking spaces for the proposed 99,272 square feet of building gross floor area, 36 of the total required parking spaces are in front of the 21 roll-up doors. Without the 36 parking spaces, the gross floor area for the building would have to reduce from the proposed 99,272 square feet. There are possible design solutions to the subdivision and its design and improvements that have not been explored.

4. The design of the subdivision and proposed improvements, with conditions of approval, are not likely to cause significant environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

Findings of Facts: The project site is about 4.38 acres in size, in a predominantly urban location and is surrounded by existing single-family homes to the north, commercial uses to the east and industrial uses to the west and south. The project

site is currently underutilized and deteriorating, and the development proposal would constitute an in-fill development. The site is not designated fish or wildlife habitat nor is it located nearby to any such territory. Further, as noted in the Initial Study for this project, the City determines that the proposed project qualifies for a Class 32 In-fill Development Project (CEQA §15332). Therefore, the subdivision will not be likely to cause significant environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

5. The design of the subdivision and the type of improvements are not likely to cause serious public health problems.

Findings of Facts: The project site abuts single-family homes to the north that have been there for over 50 years. The proposed project meets the buffer requirement by providing an 80 foot setback for the buildings, 13 foot wide landscape area along the entire north property boundary, and a continuous six-foot high block wall. The project site abuts existing industrial uses to the west and south and the proposed industrial project will be compatible to the surrounding existing industrial uses. Therefore, the design of the subdivision and the type of the improvements are not likely to cause serious public health problems.

6. The design of the subdivision provides for future passive or natural heating and cooling opportunities in the subdivision to the extent feasible.

Findings of Facts: The design of the subdivision and its proposed industrial project will provide the possibility and opportunity to have passive solar cooling and heating for the buildings. Furthermore, the proposed project will have to comply with Title 24 of the Uniform Building Code.

7. The design of the subdivision and the type of improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision, or the design of the alternate easements which are substantially equivalent to those previously acquired by the public will not be provided.

Findings of Facts: The design of the subdivision will not conflict with existing City rights-of-way or other public access easements. According to City records, there are no alternate or potential easements that would be affected by the proposed project.

8. The subdivision is consistent with the city's parkland dedication requirements (Quimby Act).

Findings of Facts: The proposed project is an industrial condominium and is not subject to Parkland Impact Fee to the City, pursuant to the City's Quimby Act Ordinance (CMC Chapter 16.28).

9. The subdivider is able to demonstrate that a sufficient water supply will be available to serve the subdivision, in accordance with California Government Code Section 66473.7. (Ord. 05-1915 § 1, 2005.)

Findings of Facts: According to the City's Public Works Department, the City has sufficient capacity to provide water to serve the subdivision without negative impact to other properties in the City.

- G. Finding of Facts for Site Plan Review: In order to approve the proposed Site Plan Review, the Planning Commission shall make the following facts to support the findings:
 1. All provisions of the Zoning Ordinance are not complied with.

Finding of Facts: The design and improvement of the proposed development do not comply with pertinent sections of the Zoning Ordinance in the following ways:

- a. Units 6 through 13 do not have rear entrances (roll-up doors) that could be utilized for pick-up of goods and materials. Delivery companies such as Federal Express and UPS will be forced to block the main drive aisles or "double park" on Edna Place in order to make pickups and deliveries. The potential for the "double parking" of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place which allows for only two lanes of traffic in each direction and parking lanes. The primary purpose of public streets is to carry traffic, vehicles moving from designation to another designation. Using the public street for services and deliveries will increase the liability for the City.
- b. Zoning Ordinance Section 17.72.140 states that if the total gross floor area of the building space is over 50,001 square feet, three (3) loading spaces (14 feet by 40 feet) are required. The proposed project did not provide the 3 loading spaces.
- c. The Applicant is showing parking spaces directly in front of the roll-up doors for the units. The loading and unloading of goods from the units will be in conflict with the vehicles parked in the marked stalls. Therefore, the area in front of the roll-up doors shall not be striped for parking spaces and be counted toward the total provided parking spaces. There are 21 roll-up doors and the number of parking spaces in front of them is 36 spaces.
- e. Zoning Ordinance CMC Section 17.72.030 (f)(4) states that when vehicle parking spaces, or driveways on private property are adjacent to a public or pedestrian walkway, it shall be separated with a landscaped area. The depth of the setback from building to parking spaces curb around the 3 buildings is only 5 feet, which are insufficient to allow a minimum 48" ADA access width and allow for a 2' vehicle overhang.

2. The basic project elements are not so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and no adverse effects will occur on surrounding properties.

Findings of Fact: The surrounding streets have sufficient capacity to handle future project-related traffic. New sidewalk will be required along the project site Edna Place frontage, which will connect to the pedestrian walkway within the project site for connectivity. However, units 6 through 13 do not have rear entrances (roll-up doors) that could be utilized for pick-up of goods and materials. Delivery companies such as Federal Empress and UPS will be forced to block the main drive aisles or “double park” on Edna Place in order to make pickups and deliveries. The potential for the “double parking” of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place which allows for only two lanes of traffic in each direction and parking lanes. The primary purpose of public streets is to carry traffic, vehicles moving from designation to another designation. Using the public street for services and deliveries will increase the liability for the City.

3. The project design does not conform to the General Plan and any design guidelines or specific plans that may be applicable to the project.

Findings Fact: The Land Use Element of the General Plan Policy 3a 15 requires that new industrial development complies with Zoning, Design Guidelines, and other standards and incorporates adequate amenities that contribute to a high quality of life for workers and patrons. The design and improvement of the proposed project do not comply with pertinent sections of the Design Guidelines in the following ways:

- a. The Parking and Circulation Section of the Design Guidelines (Pages 16 and 17, IV-A1 and IV-B9) states that the parking should be conveniently located for users’ benefit; and, that any parking lots over 60 spaces should be laid out in an irregular manner to break up the monotonous and add interest. The proposed site plan shows more than 60 percent of the required parking spaces are located in the rear of the property where it becomes inconvenient for visitors/customers of the tenants in the industrial complex to walk especially to units 6 through units 13.
- b. The Design Guidelines (Page 7, III-A) states that the building design shall avoid large monotonous facades, reduced building mass with varying height and the length of any publicly visible straight wall or façade shall not exceed 120 feet in commercial or industrial structures. Staff believes that the 3 buildings could use more architectural enhancement such as, but are limited to the following:
 - i. Project entries should have more enhanced surface materials to the concrete wall, addition of spandrel glass and other architectural elements.
 - ii. Besides the addition of a pattern of reveal lines, blank building walls could have sandblasted bands.

iii. Add vision or spandrel glass band so the windows for the units do not appear to be in a pattern of two “eyes.”

4. The project design is harmonious, consistent, and complete within itself and functionally and visually compatible with neighboring land uses.

Findings of Fact: The project site abuts single-family homes to the north that have been there for over 50 years. The proposed project meets the buffer requirement by providing an 80-foot setback for the buildings, a 13-foot wide landscape area along the entire north property boundary, and a continuous six-foot high block wall. The project site abuts existing industrial uses to the west and south, and the proposed industrial development will be compatible with the surrounding existing industrial uses.

5. The development will not constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community.

Findings of Fact: See Findings under 1 and 3 above.

6. Proposed lighting is so arranged as to reflect the light away from adjoining properties.

Findings of Fact: All outside lighting would be required as a standard condition of approval to be designed and sited in a manner that prohibits glare onto adjacent properties.

7. Proposed signs will not, by size, location, color, or lighting, interfere with traffic or limit visibility.

Findings of Fact: No signs are currently proposed for the project.

8. Utility and street improvements pursuant to CMC 17.64.120 and 17.64.130.

Findings of Fact: Utility and street improvements would be required as a standard condition of approval.

PUBLIC HEARING NOTICE AND NOTIFICATION

The applicant was given a copy of the staff report and the exhibits. All property owners within a radius of at least 300 feet from the overall project site were mailed the Planning Commission public hearing notices on June 16, 2016, a minimum of ten (10) days before the hearing as required by law. In addition, the public hearing notice was published in the San Gabriel Examiner newspaper on June 16, 2016.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the Applicant and his consultant submitted an Initial Study and made the determination that the project is categorically exempt and qualifies for a Class 32 In-fill Development Project (CEQA §15332). Staff's environmental consultant has conducted a peer review of the Applicant's Initial Study and determination of categorically exemption. The City's environmental consultant concurred with the determination. Therefore, staff recommends that the Planning Commission make the determination that the proposed project is categorically exempt and that it would not result in any significant effects on the environment. The determination is based on the following:

- The proposed project is allowed under the General Industrial designation of the Covina General Plan and under the M-1 "Light Manufacturing" zone of the Zoning Ordinance. The proposed project site is located within an industrial area with industrial land uses located on two sides.
- The proposed project site is located within the City on a project site of less than five acres that is substantially surrounded by urban uses.
- The proposed project site is surrounded by development on all sides. The improvement area's small size and its isolation from other open space areas limit its utility as a habitat or an animal migration corridor. No native or natural habitats are found within the project site or on adjacent parcels.
- The approval of the proposed project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
- The proposed project site can be adequately served by all required utilities and public services. No significant adverse cumulative impacts will result from the proposed project's implementation.

OPTIONS FOR THE PLANNING COMMISSION

The Planning Commission should conduct the public hearing to receive oral and written report and/or evidence from staff, Applicant and testimony from the public.

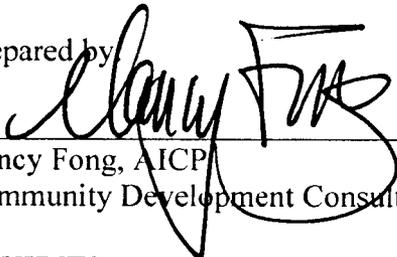
1. If the Planning Commission, based on reviewing the staff report and all evidence presented including public testimony, can make the facts to support each finding, then direct staff to prepare resolution of approval for the Planning Commission review and adoption at the next regular meeting. The Planning Commission will have to provide the pertinent facts to support the findings for items F-2, F-3, G-1, G-2 and G-3 above.
2. If the Planning Commission, based on reviewing the staff report and all evidence presented including public testimony, cannot make the facts to support each finding, then direct staff to prepare a resolution of denial for the Planning Commission review and adoption at the next regular meeting.

3. The Planning Commission could direct the Applicant to work with staff in addressing all the identified technical and design issues and bring back the revised development plans for Planning Commission for review and action.

RECOMMENDATION

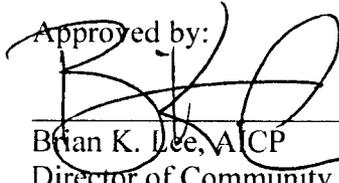
Staff recommends that the Planning Commission choose option no. 3 and direct the Applicant to work with staff in addressing all the identified technical and design issues and bring back the revised development plans for Planning Commission for review and action at the next regular meeting.

Prepared by



Nancy Fong, AICP
Community Development Consultant

Approved by:

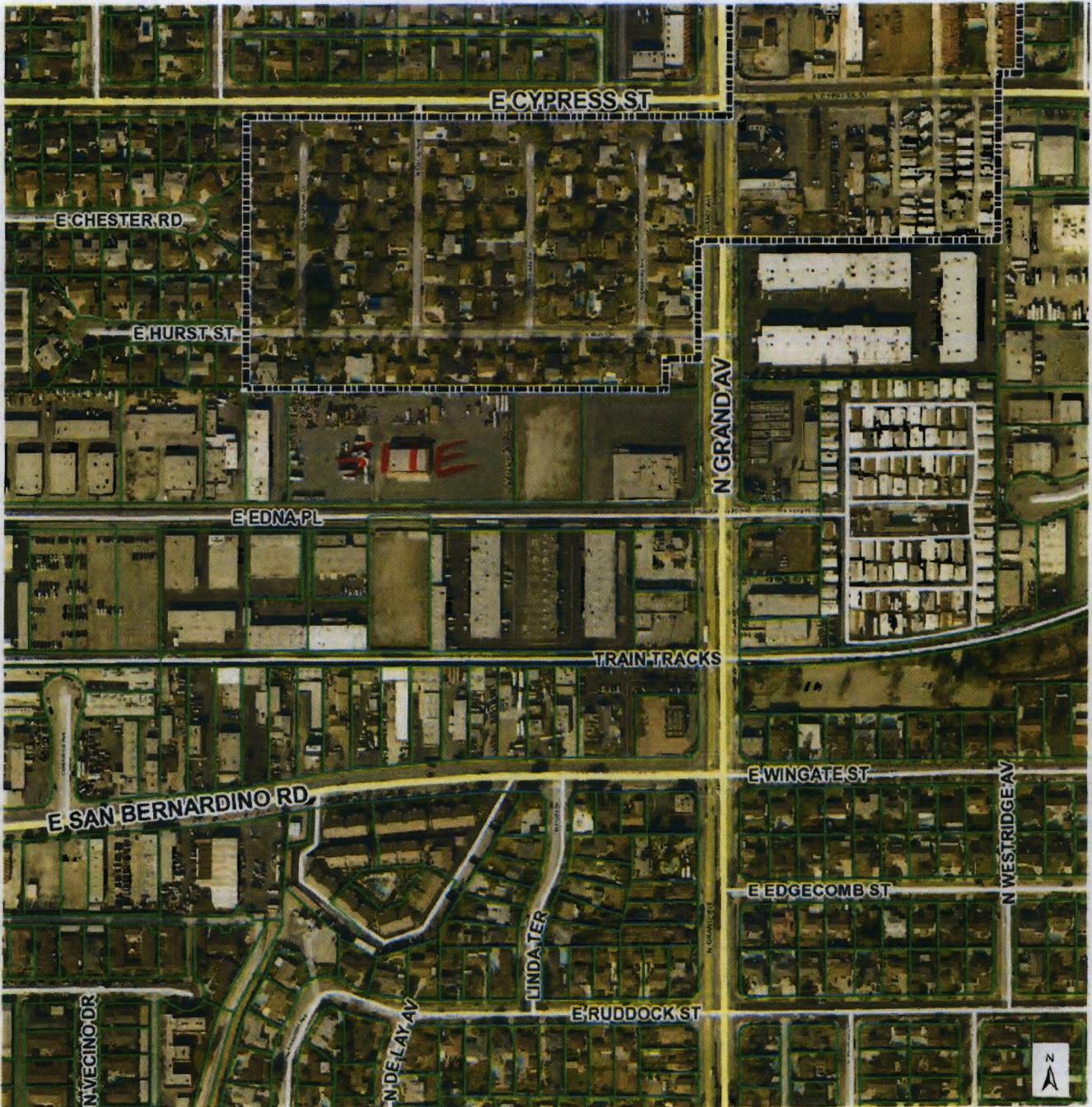


Brian K. Lee, AICP
Director of Community Development

EXHIBITS

1. Area Map
2. 300-foot Radius Map and Notification List
3. Application for TTM and SPR
4. Chronology of the project processing with September 2015 Letter, November 2015 Memo, February 2016 letter and March 2016 letter
5. Project Plans (reductions)
6. Suggestion for site plan improvement
7. Environment Assessment and CEQA Exemption
8. Comments from City Engineer.

EXHIBIT 1



833.33 Feet



1 8429-006-018
GRAN COVINA LLC
1773 W SAN BERNARDINO RD #B42
WEST COVINA CA 91790

2 VOID

3 8429-006-006,017
OKURA GREGG N OKURA G
712 JENSEN PL
PLACENTIA CA 92870

4 8429-004-270,900
COVINA CITY
125 E COLLEGE ST
COVINA CA 91723

5 8429-004-001
BROWN DANIEL & ARLEEN
19352 E HURST ST
COVINA CA 91722

6 8429-004-002
MENDOZA JESSICA
19344 E HURST ST
COVINA CA 91722

7 8429-004-003
JIMENEZ ARTURO BARBOSA LILIA
19336 E HURST ST
COVINA CA 91722

8 8429-004-004
BIGGS WINFRIED J AND ELKE G TRS
19328 E HURST ST
COVINA CA 91722

9 8429-004-005
SUBAYAR HORACE B & MARIA E
19320 E HURST ST
COVINA CA 91722

10 8429-004-006
CALLES SAMUEL H
19312 E HURST ST
COVINA CA 91722

11 8429-004-007
COLE SUSAN M
19304 E HURST ST
COVINA CA 91722

12 8429-004-008
BARTON CATHERINE F ET AL PENNIN
13251 OBRION PL #D
CHINO CA 91710

13 8429-004-009
LARICCIA LEONE E LARICCIA TRUST
19246 E HURST ST
COVINA CA 91722

14 8429-004-010
GARCIA ALFRED & ROSE G
19238 E HURST ST
COVINA CA 91722

15 8429-004-011
STANLEY GREGORY T
19230 E HURST ST
COVINA CA 91722

16 8429-004-012
PRAGER DONNA
19220 E HURST ST
COVINA CA 91722

17 8429-004-013
SMITH SCOTT R & LUCIA L
19214 E HURST ST
COVINA CA 91722

18 8429-022-007
GUECO RANDOLPH B & BARBARA S
724 E HURST ST
COVINA CA 91722

19 8429-022-006
GONZALES ROBERT A & VALERIE D
714 E HURST ST
COVINA CA 91722

20 8429-022-005
GUERRERO FRANCISCO S CO TR
704 E HURST ST
COVINA CA 91722

21 8429-022-016
ARCE TICKEY PLASTERING CO
709 E EDNA PL
COVINA CA 91723

22 8429-022-015
FIFTH AXIOM CORP
725 E EDNA PL
COVINA CA 91723

23 8429-006-009
POM LOGISTICS LLC
PO BOX 1558
COVINA CA 91722

24 8429-007-014
GERACI FRANK D CO TR GERACI TRU
718 E EDNA PL
COVINA CA 91723

25 8429-006-013,015
BEGIN STEPHEN W
1000 SUNFLOWER AVE
GLEN DORA CA 91740

26 8429-006-014
BEGIN MATTHEW J & BONITA
740 E EDNA PL
COVINA CA 91723

27 8429-006-016
BEGIN EDWIN A
1011 SOUTHCLIFF ST
SAN DIMAS CA 91773

28 8429-006-003
SEATS BONNIE J BLACKARD TRUST
656 E CYPRESS ST
COVINA CA 91722

29 8429-006-011
ADAYA ASSET EDNA PLACE L P
11400 W OLYMPIC BLVD #860
LOS ANGELES CA 90064

30 8429-006-008
GRAND LAND HOLDINGS LLC
25431 CABOT RD #102
LAGUNA HILLS CA 92653

31 8429-006-012
1-DAY PROPERTIES INC
600 ANTON BLVD 11THFL
COSTA MESA CA 92626

32 8428-022-014
WARREN DOROTHY J A AND D WARRE
24681 LA PLAZA DR #310
DANA POINT CA 92629

33 8428-022-013
KAITZ PAUL H AND BARBARA J TRS
2739 STEEPLECHASE LN
DIAMOND BAR CA 91765

34 8428-022-012
WEHNER AMBROSE S
17922 SKY PARK CIR #A
IRVINE CA 92614

35 8428-022-016
NGA PROPERTIES LLC
6371 PERIDOT AVE
ALTA LOMA CA 91701

36 8428-022-015
COVINA ASSOC LLC
320 N PARK VISTA ST
ANAHEIM CA 92806

37 8428-022-009
GRAND COVINA LLC
PO BOX 2423
SANTA ANA CA 92707

38 8429-001-019
FELIX VICTOR & NORMA
4516 N GLENVINA AVE
COVINA CA 91722

39 8429-001-020
PUCHALSKI JACK J & NOBUE
4508 N GLENVINA AVE
COVINA CA 91722

40 8429-001-021
MARTIN HECTOR
4502 GLENVINA AVE
COVINA CA 91722

41 8429-001-008
RUIZ ENRIQUE R AND MARIA G TRS
4503 N GLENVINA AVE
COVINA CA 91722

42 8429-001-009
KIRLAND DANIEL II CO TR KIRKLAND
4509 N GLENVINA AVE
COVINA CA 91722

43 8429-001-010
GALLEGOS ERNEST ISMAIL
4517 N GLENVINA AVE
COVINA CA 91722

44 8429-001-005
VALLE JUAN SR & MARTHA
4516 N LINDA TERRACE DR
COVINA CA 91722

45 8429-001-006
ROGERS TIMOTHY W & ANA L ROGEF
4508 N LINDA TERRACE DR
COVINA CA 91722

46 8429-001-007
LUGO FRED & GOITZA
4502 N LINDA TERRACE DR
COVINA CA 91722

47 8429-002-008
MUTH GEORGE J & ALICE M
4503 N LINDA TERRACE DR
COVINA CA 91722

48 8429-002-009
GAYDOS MICHAEL R & MILDRED E
4509 N LINDA TERRACE DR
COVINA CA 91722

49 8429-002-010
MARTINEZ SAUL E & YAMIRA C
4517 N LINDA TERRACE DR
COVINA CA 91722

50 8429-002-005
LEWIS CORDER VALERIE B
4516 N DE LAY AVE
COVINA CA 91722

51 8429-002-006
COACH JOSEPH E & RAEYNA L
4508 N DE LAY AVE
COVINA CA 91722

52 8429-002-007
ALMANDREZ RICHARD & REBECCA
4502 N DE LAY AVE
COVINA CA 91722

53 8429-003-015
DIAZ RUBEN R RAMOS CARINA
4503 N DE LAY AVE
COVINA CA 91722

54 8429-003-016
HORAN ROBERT G & LEA A
4509 N DE LAY AVE
COVINA CA 91722

55 8429-003-017
WANG HUNG MING
4517 N DE LAY AVE
COVINA CA 91722

56 8429-003-012
SHEHEE PATRICK
4516 N BRIGHTVIEW DR
COVINA CA 91722

57 8429-003-013
ROGERS TIMOTHY J TIMOTHY J
ROGERS TRUST
4508 N BRIGHTVIEW DR
COVINA CA 91722

58 8429-003-014
ECKROAT STEVEN A & LYNETTE B
4502 N BRIGHTVIEW DR
COVINA CA 91722

59 8429-003-001
HOLLINGSHEAD RAYMOND K
4503 N BRIGHTVIEW DR
COVINA CA 91722

60 8429-003-002
GAITAN MARK P & ROBYN L
4511 N BRIGHTVIEW DR
COVINA CA 91722

61 8429-003-003
SALAZAR HENRY AND FRANCES M
4517 N BRIGHTVIEW DR
COVINA CA 91722

62 8429-020-001
THOMPSON CATHERINE A CASARES J
724 E CHESTER RD
COVINA CA 91723

63 8429-020-002
QUINONEZ GERARDO & LISETTE
714 E CHESTER RD
COVINA CA 91723

64 8429-020-012
CRUZ CARLOS B & GLADIS
725 E HURST ST
COVINA CA 91722

65 8429-020-013
RODRIGUEZ JESUS
715 E HURST ST
COVINA CA 91722

66 8429-020-014
FRAUSTO SALVADOR GONZALEZ
TERESA D
705 E HURST ST
COVINA CA 91722

BALDWIN PARK HOMES
DON COOK
1773 SAN BERNARDINO RD #B42
WEST COVINA CA 91790



EXHIBIT 3

Standard Application Form - 1

Community Development Department - Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

Planning Division
City of Covina
SEP 12 2015
125 E College Street
(626) 384-7231

Applicant Information
Name of Proposed Project: Grand Covina
Project Address: 777 Edna, COVINA
Assessor's Parcel Number: 8429-006-018 8429-006-017
Phone: (626) 338-5650 E-Mail: Kahotec@aol.com
Applicant Name: Grand Covina, LLC (Don Cook)
Applicant Address: 1773 San Bernardino Road #41 West Covina CA
Property Owner Name: SAME
Property Owner Address: SAME

STAFF USE ONLY
MUNIS NO: 4335/4366
FILE NO: TTT 73588 SPR 15-036

Project Type

Please check the type of project review requested. If you are applying for more than one review you may check all that apply.

- Artificial Turf Permit
Administrative Use Permit
Conditional Use Permit
Development Agreement
General Plan Amendment
Historic Structure Designation
Lot Line Adjustment
Pre-Application Review
Planned Community Development (PCD)
PCD Amendment
Public Convenience or necessity (ABC)
Site Plan Review-Major - Due
Site Plan Review-Minor (Residential)
Site Plan Review-Minor (Non-Residential)
Tentative Parcel Map
Tentative Tract Map
Tree Preservation Permit
Minor
Vacation of Alley, Easement, Street
Variance
Variance (Minor)
Zoning Ordinance Amendment/ Zone Change
(Other)
(Other)

Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

26 Industrial Condos ranging in size from 2432 sq ft to 19,965 sq ft

Owner Certification

I certify that I am presently the legal owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. If applicant is different from the legal property owner, a property owner's authorization form must accompany this application.

Date: 9-21-15 Signature: [Signature]

Print Name and Title: VP Construction

STAFF USE ONLY

Date Received: 9/22 Received by: LYNNA LUTRA Fees: \$8,505 Receipt No: 82443



Standard Application - 2

Property Owner's Authorization Form

Community Development Department - Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

List the name(s) and address(es) of all property owner(s).

- Owner Name: GREGG N. OKURA, SUCCESSOR TRUSTEE OF THE SUINIKO OKURA REVOCABLE INTERVIVOS TRUST DATED OCTOBER 14, 1983

Complete Address: 633 W. PALM DRIVE, PLACENTIA, CA 92870

Email: GREGG01985@att.net Phone: (714) 993-4325

OWNS 1/2 INTEREST IN 731 N. GRAND AVE PROPERTY; OWNS 100% INTEREST IN EDNA PLACE PROPERTY
- Owner Name: GREGG N. OKURA AS SUCCESSOR TRUSTEE OF THE RESIDUARY TRUST DATED AUGUST 8, 1967

Complete Address: 633 W. PALM DRIVE, PLACENTIA CA 92870

Email: GREGG01985@att.net Phone: (714) 993-4325

OWNS 1/2 INTEREST IN 731 N. GRAND AVE PROPERTY
- Owner Name: _____

Complete Address: _____

Email: _____ Phone: _____

Certification Statement

This letter shall serve to notify you and certify that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize:

Applicant's Name: GRAN COVINA LLC Phone: (626) 338-5650

Applicant's Complete Address: 1773 SAN BERNARDINO RD B-41 Email: _____

To file and present my/our interest for the referenced application(s): _____

Name (printed): GREGG N. OKURA

Title: TRUSTEE Date: MAY 19, 2016

Signature: *Gregg N. Okura*



Standard Application – 3 Project Description Form

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

The following information must be completed and submitted with new applications: (Print or type all information entered)

A. General Information

Project Address or Assessor's Parcel Number: 8429-006-018 8429-006-017
 Site Area: 190,916 Building Area: 100,909 Building Height: 28' No. of Floors: 1
 Total anticipated number of employees: 116 Max shift: 116 Hours of operation: 6AM-7PM
 Does the business involve the sale of any food or beverages? No Yes
 Will the project be built in phases? No Yes If YES, a phasing plan is required to be submitted.
 Will any permits be required from agencies other than the City (including a Hazardous Materials Business Plan)?
 No Yes If yes, list: _____
 Will the project use, store, or dispose of potentially hazardous chemicals, materials, toxic substances, flammables or explosives? No Yes If yes, describe: _____
 If any of the above answers are YES, please describe in detail on a separate sheet.

B. Existing Land Uses of the Subject and Surrounding Properties

Subject property: M-1 Vehicle maintenance and storage
 North: Residential
 East: Commercial
 South: M-1
 West: M-1

C. Physical Site

Will the project modify existing natural features? No Yes If YES, please describe in detail on a separate sheet?
 Estimated cubic yards of grading involved in the project: None Cut = _____ Fill = _____
 What is the maximum height and grade of constructed slopes? _____

D. Archaeological/Historical

Is the project located in an area of archaeological or historical sensitivity as identified in the Covina General Plan?
 No Yes If YES, please describe in detail on a separate sheet.

E. Flora and Fauna

Describe the types of vegetation and trees in the project area: None. Site is and has been paved for 30 years
 Number of Oak trees on the site: 0 Number of Oak trees to be removed: 0 a Tree Permit application must be obtained
 Describe the types of wildlife found in the project area: None



Standard Application Non-Residential Project Summary Table

Community Development Department – Planning Division
125 East College Street • Covina, California 91723 • (626) 384-8480 / Fax: (626) 384-5479

PROJECT INFORMATION

Project Name: Grand Covina
 Location: 777 Edna, Covina
 General Plan: M-1
 Zoning District: _____

PROJECT AREA

Gross 190,916 Acres
 Net (Exclusive of dedication for major external and secondary streets) 190,916 Acres

AREA DISTRIBUTION (Net Area)	Acres/Sq. FT.	% of Net Project Area
Building Coverage	<u>100,909</u>	<u>53%</u>
Landscape Coverage	<u>17,058</u>	<u>10%</u>
Vehicular Coverage (Including Parking)	<u>72,949</u>	<u>38%</u>
Floor Area Ratio		

FLOOR AREA DISTRIBUTION BY PROPOSED USE (Based on Net Area)

Area of Building Pad	No. of Stores	Gross Floor Area	Proposed Use
	<u>1</u>		Office <u>Warehouse</u>

PARKING (Calculate Each Use Within a Building Separately)

Type of Use	Parking Ratio	# Spaces Req.	# Spaces Provided
<u>Warehouse</u>		<u>4</u>	
Total:			

CITY OF COVINA
ENVIRONMENTAL INFORMATION FORM
(TO BE COMPLETED BY APPLICANT)

Date Filed 9-18-15 FILE NO. _____

General Information

1. Name and address of developer or project sponsor Grand Covina, LLC
2. Address of project 777 East Edna Place Covina
Assessor's Block and Lot Number 8429-006-818 & 8429-006-017
3. Name, address and telephone number of person to be contacted concerning this project DON COOK
1773 San Bernardino Road B41 West Covina CA 91790
4. Indicate number of the permit application for the project to which this form pertains _____
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies

6. Existing zoning district M-1
7. Proposed use of site (project for which this form is filed) M-1 Warehouse

Project Description (Attach additional sheets if necessary)

8. Site size 4.38 acres
9. Square footage 109,916
10. Number of floors and construction One
11. Amount of off-street parking provided 207
12. Attach plans.
13. Proposed scheduling Begin grading FEB 2016
14. List associated projects, if any _____
15. Anticipated incremental development 1 Phase.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected _____
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities _____
18. If industrial, indicate type, estimated employment per shift, and loading facilities 116
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project _____

20. If the project involves a variance, a conditional use or rezoning application, state this and indicate clearly why the application is required _____

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 21. Changes in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Change in scenic views or vistas from existing residential areas or public lands or roads. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Change in pattern, scale or character of general area of project. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 24. Significant amounts of solid waste or litter. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 25. Changes in dust, ash, smoke, fumes or odors in vicinity. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 26. Changes in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 27. Substantial change in existing noise or vibration levels in the vicinity. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 28. Site on filled land or on slope of 10 percent or more. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 32. Relationship to a larger project or series of projects. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted. *Site is paved with a single building which was used for offices and vehicle maintenance*
34. Describe the surrounding properties, including information on plant – and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and the scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted. *Residential to north with manufacturing west, south and commercial East.*

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief

Date 9-18-15

Signature *[Handwritten Signature]*

For *Don Cook for Grand Covina, LLC*

EXHIBIT 4

777 Edna Place Light Industrial Development Entitlement Status/Issues May 2015

- **An application for a “spec” light industrial development was filed on September 22, 2015**

- **Correspondence to the developer articulating in detail application/design/CEQA issues have been sent on:**
 - **October 20, 2015 incompleteness letter for first round of review emailed to Applicant. Staff met with Applicant on October 29 to review the items contained in the letter.**
 - **November 12, 2015 follow-up memo to Applicant summarizing his request to delay providing certain required information after Planning Commission review and at plan check. It was mentioned in the memo that the Applicant has agreed to address some but not all the identified technical and design issues.**
 - **Applicant submitted revised development plans on January 13, 2016. The revised plans showed minimal revisions to the site design.**
 - **February 9, 2016 incompleteness letter for second round of review emailed to Applicant. Planning and Engineering staff met with Applicant to review the items contained in the letter.**
 - **Applicant submitted revised development plans on March 24, 2016. The revised plans showed minimal revisions and were almost identical to the the January 13, 2016 plans except there were some additional information that addressed the storm water management concepts.**
 - **April 6, 2016, Applicant submitted Environmental Review for CEQA exemption.**
 - **April 18, 2016 incomplete letter emailed to Applicant regarding the incomplete status because of CEQA and that city has to hire a consultant to conduct a peer review of the Environment Review.**
 - **April 20, 2016, staff issued Task Order to 2 consultants for proposal to conduct peer review of the Environmental review after Applicant’s consultant provide a PDF copy of it.**

- **Several application/design/CEQA issues have been identified and communicated back to the developers, as follows:**

- **CEAQ:** The applicant contends that the project should have a Categorical Exemption (because the project is less than 5 acres in size). Staff's position is because of the scope of the project, it should have a Negative Declaration. Regardless of the level of CEQA determination, a request for a written statement from the applicant's registered traffic engineer as to why the project will not create any traffic impacts (Note: the statement from the traffic engineer is NOT a traffic study, but a statement by a licensed professional that the project doesn't require a traffic study and why.)
 - **Design:** Several design-related concerns have been identified, primarily in regards to on-site parking distribution and placement of required parking in front of individual unit roll-up doors.
 - A row of industrial units that front onto Edna do not have roll-up door in the back, which means the public street will be used for loading and unloading and City Engineer has found this to be unacceptable.
- City staff is at the point where we “agree to disagree” with the developer on the above technical issues, but will articulate the concerns to the Planning Commission.
 - **Attachments:**
 - Correspondence 1, 2, 3, 4.



CITY OF COVINA

125 East College Street • Covina, California 91723-2199
Community Development Department • Planning Division

October 20, 2015

Don Cook
Grand Covina, LLC
1773 San Bernardino Road, B-11
West Covina, CA 91790

EXHIBIT 4 ATTACHMENTS

SUBJECT: Tentative Tract Map (TTM) 73588 and Site Plan Review (SPR) 15-036, Munis – 4335 for a proposed 100,909 square foot multi-tenant industrial condominium on 4.38 Acres of land located at 777 Edna Place – APN: 8429-006-017 and 018

Dear Mr. Cook:

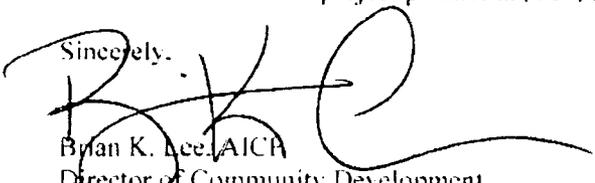
Thank you for submitting your proposed project. We want your project to be a success, one of which you and the City can be proud. We have assigned Nancy Fong, AICP, to assist you throughout the review process up to final occupancy.

We have reviewed your proposed project application for completeness and accuracy of filing and determined it to be incomplete for processing. Attached is a list that identifies the following items: information that is needed before finding the application complete, and technical issues, non-conformities with the applicable development standards and design issues that need to be addressed. For further assistance, staff would be more than happy to meet with you and review the items in the list.

Further processing of your project will begin once the completeness items are submitted and the application is accepted as complete. We recommend that all issues on the attached list be addressed now to expedite the processing of your project. Submit (10) copies of the revised application to the Planning Division. The information and/or plans necessary to make the application complete must be received within 60 Days from the date of this letter.

Should you have any questions regarding the review process, or if we can be of further assistance, please feel free to contact the project planner at (626) 384-5463 Monday through Thursday from 7 a.m. to 6 p.m.

Sincerely,


Bryan K. Lee, AICP
Director of Community Development
Attachment

CC: Alan Carter, City Planner
Siobhan Foster, Public Works Director
David Gilbertson, Contract City Engineer
Vivian Castro, Environmental Services Manager
Derek Webster, Captain, Police Department
Stephanie Stabio, Associate Planner, Police
Jennifer Baron, Los Angeles County Fire Department
Steve Patterson, Contract Building Official
Nuala Gasser, Sr. Housing & CDBG Economic Dev. Manager
Nancy Fong, AICP, Community Development Consultant

**TENTATIVE TRACT MAP (TTM) 73588 AND SITE PLAN REVIEW (SPR) 15-036
INCOMPLETENESS COMMENTS**

NOTE: The information listed below is provided to assist the applicant in the preparation of the development plans and applications to ensure that they will be complete for processing. Additional information or comments may be necessary based upon a more thorough analysis during the Development Review Process.

I. Tips for a Successful Process:

- A. Address the identified Technical and Design Issues as early in the process as possible
- B. Identify one person for the overall coordination between the applicant's professional team who would serve as the key contact person with City staff.

II. Planning Division (626) 384-5450.

A. Incompleteness items – Additional information that must be submitted prior to finding the application complete:

- 1. California Environmental Quality Act (CEQA) Process. The proposed project will require compliance with California Environmental Quality Act. An environmental consultant will be selected by the City to prepare an Initial Study and determine whether the proposed project would have a Negative Declaration or a Mitigated Negative Declaration, and make determination of the types of special environmental studies that will be needed to address the identified environmental impacts. The selected consultant could prepare the various special reports and studies to address the identified environmental impacts. The applicant will pay for the cost of the consultant work. This is in addition to the environmental fee the applicant has paid for submitting the environmental application. If the Applicant submits environmental special studies/reports such as traffic impact analysis (TIA), noise study, air quality, greenhouse gas emissions, etc., the City's consultant will conduct a peer review of the special studies/reports and the applicant will pay for the cost of the consultant work.
- 2. Project Management. The City is severely impacted by the volume of development projects and activities where our resources in Planning Division are not able to keep up with the high volume of work. Therefore, the City will assign a selected planning consultant to process the proposed project and the applicant will pay for the cost of the project management by the planning consultant.
- 3. Due to the additional costs incurred with the need of consultant(s) for environmental review and project management, the Applicant is required to enter into a Reimbursement Agreement that reimburses the City for one hundred percent (100%) of the actual costs and other expenditures incurred by the City relative to the selected consultants. The Reimbursement Agreement shall be executed and the initial deposit amount submitted to the City before authorizing the selected consultants to proceed with the work. As the consultant invoices the City for fees, costs and expenditures associated with the project, the City shall draw upon the Deposit Account to make payments to the consultants.

4. Plan Preparation Guidelines. To streamline the development review process and the timing for the review, staff recommends the applicant or his representative coordinates the various required development plans and submits them at the same time instead of separately.

- a. All plans shall be drawn on uniform sheets of 18" by 26" or 24" by 36."
- b. Site Plan, Grading Plan and Landscape plan shall be of the same engineering scale.
- c. All Plans shall be collated, stapled together and folded to the size of 8" by 13" to fit in the file folder
- d. Each set of development plans shall include the Tentative Tract Map, the Conceptual Grading Plan, Best Management Practices for Water Quality Management Plan, Conceptual Utility Plan, Detailed Site Plan, Conceptual Landscape Plan, Irrigation Plan, Elevations, Floor Plans and Roof Plans. Collate the above-mentioned plans in that order.

DELAY
PROVIDE
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5. Property owners. City's GIS records (based on Los Angeles County Assessor's records) indicated that the property owner of 8429-006-018 is still Bentley Real Estate, LLC and the property owner of 8429-006-017 is Okura Trust. Please have the legal property owners sign the attached Property Owner authorization form. An alternative is to provide legal documentation that Grand Covina, LLC is the legal owner.

6. Tentative Tract Map (TTM) 73588.

- a. Clarify whether the proposed industrial condominium project is for both ownership of the land (pad) and air space. If the industrial condominium is for air space only, then it should be labeled as Unit instead of Lot.
- b. Label under Tentative Tract Map "for condominium purpose."
- c. Provide a table that lists each unit/lot including letter lots and their corresponding square footage
- d. Provide street section (property line to property line) of Edna Place and cross sections of interior drive aisles.
- e. Show existing driveway approaches with dash lines and ultimate driveway approaches with solid lines; and, show curb gutter and sidewalk with solid lines.
- f. Common areas such as walkways around the buildings and the trash enclosure areas should be a letter lot.

PROVIDE
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7. Detailed Site Plan.

- a. Provide a detailed site plan
- b. Show ultimate right-of-way information such as new drive approaches, curb, gutter and sidewalk.
- c. Provide street section (property line to property line) of Edna Place and cross sections of interior drive aisles.
- d. Show pedestrian walkway within the project and its linkage to each lot/unit entry and to the public sidewalk.
- e. Show service areas, truck doors and man-doors.
- f. Show and plot the truck-turning radii for ingress and egress at the 2 project entries off Edna Place, and from the north/south direction drive aisle to east/west direction drive aisle.
- g. Eliminate grading information on the detailed site plan.
- h. Show locations of above ground equipment such as transformer pads, "gang" mailbox equipment for the buildings, utility box and its housing for each building, and fire riser equipment, etc. All above ground or wall-mounted equipment should be placed away from view and screen.

PROVIDE
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- i. Provide dimensions and square footage for the office portion of each lot/unit. Provide total square footage that are set aside for office use and total square footage set aside for manufacturing use, the parking ratio for both types of land and the number of required and provided parking spaces.
 - f. Show location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
 - k. Show placement of free standing parking lot light fixtures.
8. Conceptual Grading Plan shall include the following information.
- a. Driveway approaches, curb, gutter and sidewalks, drainage structures and swales.
 - b. Cross-sections at all site boundaries and the sections should extend through building pads and/or streets. The sections shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions, etc.
 - c. A separate cut and fill area with a clearly identified line. Provide cut and fill quantities in cubic yards. ← NEED
 - d. Show parkway culverts where drainage is being directed to Edna Place.
 - e. Provide all wall and retaining wall height, both existing and proposed, with top and footing elevations
 - f. Show existing and proposed sewers or other method of sewer.
 - g. Indicate location of benchmark(s).
 - h. Line of sight information from the driveway approaches off Edna Place.
 - i. All sheets should have the Geotechnical Engineer's and Civil Engineer's California registration seal and original signature prior to plan submittal
 - j. Provide total existing impervious area (square feet), total new impervious area (square feet) and total removal and replacement of impervious area (square feet).
9. Water Quality Management Plan (LID-Low Impact Development). Any new development and significant redevelopment projects must address the quality and quantity of storm-water runoff through the incorporation of permanent (post-construction) best management practices (BMPs) in project design. Provide a separate Preliminary Project-Specific Water Quality Management Plan (WQMP) labeled "Preliminary WQMP Site and Drainage Plan." The purpose is to prevent and control the discharge of pollutants to the storm-drain system and the receiving waters. Examples of best management practices may include but are not limited to infiltration basin/trench and its size, bio-retention and its size, water quality inlets, etc. Show the proposed types of facilities used for the project site.
10. Conceptual Landscape Plan.
- a. Provide a conceptual landscape plan.
 - b. All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
 - c. A comprehensive legend that includes the botanic and common name for trees, shrubs, ground cover and vines, the number, the proposed size and the planting distance
 - d. Location of proposed plants, and indicate the function of plants, i.e. street tree, accent tree, parking lot and canopy tree, screening hedge, etc.
 - e. Street trees, light standards, parkway treatments.
11. Building Elevations, Floor Plans and Roof Plans
- a. Label color and materials for all buildings. Provide a color and material sample board to the size of 8 1/2 by 11. Color chips and cut outs from material brochure are acceptable on the color and material sample board.

PROVIDE
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- b. Show roof deck with dash lines for all buildings. Dimension the height between the roof deck and the top of the parapet wall for each building.
 - c. Provide a roof plan for each building. Show locations of roof mounted equipment and/or projections. Provide building cross sections to demonstrate that all A/C units are totally screened by the parapet wall.
 - d. Demonstrate that surface water from the roof will be drained away from the property line back to project site, especially for Buildings 1 and 3, which are placed at at zero-lot line.
 - e. The square footage label on the floor plan for each lot/unit is different from the square footage label on the Tentative Tract Map and Grading Plan. Provide dimensions of the interior gross floor area for each lot/unit including the dimensions for the area set aside for office use.
 - f. Provide height dimensions for Building 2.
 - g. Correct the mis-labeling of Building 1, where east elevation is west elevation and vice versa.
 - h. Show wall-mount light fixtures.
12. Development Impact fees will be required for the project. Annexation to the Landscape District and Light District will be required. These requirements shall be completed before issuance of any permits for the project.
- B. Technical Issues The following preliminary technical issues are minimum code requirements, which must be satisfied before finding the application complete and making a recommendation of approval to the Planning Commission.
- 1. The roll-up doors for the buildings are intended for loading/unloading and service uses; therefore, the area in front of the roll-up door shall not be striped for parking spaces and counted toward the total provided parking spaces.
 - 2. Lots/Units 5 through 14 do not have roll-up doors and therefore, the parking ratio for these lots/units should be at the office ratio of 1 parking space per 300 square feet of gross floor area.
 - 3. Provide additional trash enclosure areas to service lots/units 3 through 16, and lots/units 23 through 25.
 - 4. There may be additional technical issues identified after the revised plans have been submitted for a second round of review.
- C. Design Issues The following are preliminary design issues that are recommended to be addressed in the revised plans:
- 1. Given that this is an industrial project with a high frequency of truck traffic, the driveway depth at the two entries off Edna Place should be at least 20 feet to allow for one car length stacking distance.
 - 2. Lots/units 5 through 14 do not have roll-up doors, which then would attract non-manufacturing uses that typically would have a need for one. As a result, these lots should have an office-parking ratio for calculating the number of parking spaces.
 - 3. The City adopted Design Guidelines (Page 8, IV Site Design, Layout no. 3) stated that all trash, loading and service areas shall be screened from public view and from view on any residential properties. Therefore, the proposed trash enclosure areas should be relocated away from the rear property area, which abuts residential properties. Furthermore, the roll-up doors for the tier of lots/units should be oriented away from the residential properties. To do so, an interior service drive aisle should be provided behind lots units 16 through 22 and lot 3 so the roll-up doors could be relocated to the rear of buildings.

4. More than 60 percent of the required parking spaces are in the rear of the property where it becomes inconvenient for visitors/customers of the tenants in the industrial complex to walk to Lots 6 through Lots 13. Redistribute parking spaces by creating parking pods closer to the tier of lots that front on Edna Place.
5. The placement of buildings should create opportunities for creating plazas and open space areas for the project, which could become a focal point and add interest to the project.
6. The depth of the landscape area around buildings is only 5 feet, which could only accommodate a pedestrian walkway. Increase the depth to 10 feet, so there will be room for actual landscape with placement of trees and shrubs and a walkway.
7. All 3 buildings are of a boxy shape and should have additional articulation to the building planes with additional vertical and horizontal changes such as more pop-out and recess areas.
8. Building 1.
 - a. The southeast corner of the building at the project entry should be architecturally treated with enhanced surface materials to the concrete wall, addition of spandrel glass and other architectural elements as the corner is exposed to view from Edna Place.
 - b. The west elevation is one expanse and continuous blank wall and should be architectural treated with additional surface treatment such as a pattern of 1.5 inch chamfer shaped reveal lines, a sandblasted band and spandrel glass.
 - c. Add vision or spandrel glass band to the east elevation so the windows for the lot/unit do not appear to be in a pattern of two "eyes."
9. Buildings 2 and 3. Similar to the above design comments of Building 1, additional architectural treatment to the building planes with vertical and horizontal changes, additional building surface treatment to the tilt-up concrete wall with spandrel glass, sandblasted the concrete, additional stone materials should be provided to break up the monotonous design and create interest.

III. Public Works Department/Engineering and Water Divisions (626) 384-5490

- A. Incompleteness items - Additional information that must be submitted prior to finding the application complete:
 1. Provide water quality details
 2. Provide parking
 3. Provide sight distance analysis for driveways off Edna Place.
 4. Provide locations of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
 5. Provide a listing of utilities on Tentative Tract Map.
 6. Provide truck-turning templates.
 7. Provide earthwork quantities.
 8. Is there a reason for so many letter lots?
 9. Full water plans will be required for domestic, irrigation and fire protection.
- B. Technical Issues:
 1. Deliveries to lots/units 6 through 13 would be difficult and tenants would likely make use of the public street for delivery purposes. The primary purpose of public streets is to carry traffic, vehicles moving from designation to another designation. All deliveries and services use must be done on-site and not impact public streets.

IV. Public Works Department/Environmental Section (626) 384-5480.

- A. Provide a separate Preliminary Project-Specific Water Quality Management Plan (WQMP) to conceptually address the quality and quantity of storm-water runoff.
- B. The following comments could be placed as conditions of approval:
 - 1. SUSMP Industrial/commercial development with 100,000 or more sq. ft. of impervious surface area: \$1,200 plus fee for additional review or consultant if requested.
 - 2. Construction site storm-water compliance inspection and re-inspection: \$75 - \$125 per inspection may apply. Inspection required every month of active construction.
 - 3. OC1 - Complete form, sign, return original, attach copy to field plans.
 - 4. ES-CD1: Construction & Demolition Debris Recycling - Complete form, sign, return original, attach copy to field plans, fax copy to Athens Services when requesting waste container; also request Athens Load Characterization upon completion of C&D.
 - 5. ES-CD2: Construction & Demolition Debris Recycling - Upon completion of C&D, complete form, sign, return original with Athens Load Characterization Report.
 - 6. Only Athens Services/Covina Disposal, 888-336-6100, is allowed to provide bins and pickup and dispose of trash and recyclables, including all C&D projects. Exception: Project contractor, using his own equipment and staff, can take recyclables to a recycling facility.
 - 7. PC: Priority Project Checklist - Complete form, sign, return original.
 - 8. P1: Priority Development & Redevelopment Projects - Complete form, return original.
 - 9. P2: Stormwater Treatment Certification - Complete form, return original.
 - 10. LSWPPP: Local Stormwater Pollution Prevention Plan - Complete form, return original.
 - 11. SUSMP Maintenance Covenant: See application instructions, checklist, and Agreement.

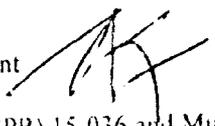
V. Los Angeles County Fire Department

- A. Comments are pending from Los Angeles County Fire Department at the Land Development Unit at Commerce office.



MEMORANDUM

Community Development Department, Planning Division
125 East College Street, Covina, California 91723-2199
Telephone (626) 384-5450

DATE: November 12, 2015
TO: Don Cook, Grand Covina, LLC
FROM: Nancy Fong, AICP, Community Development Consultant 
SUBJECT: Tentative Tract Map (TTM) 73588, Site Plan Review (SPR) 15-036 and Munis - 4335

COMMENTS:

On October 29, 2015, we met to review the incompleteness letter dated October 20, 2015. You have asked if some of the incompleteness items could be provided later as in after Planning Commission conceptual approval and at plan check process. I responded that I would review the list to see what items of the information on the plans that could be delayed until after conceptual approval of the project. You also clarified to me that you would have your consultant prepares the Environmental Initial Study and Mitigated Negative Declaration instead of the City hiring a consultant to prepare that. I responded that it would be acceptable for the Applicant to submit the environmental documents; however, the City would need to hire a consultant to conduct a peer review of the environmental documents submitted by your consultant and at your expense. You agreed to that.

Attached is the October 20, 2015-letter with the incompleteness items circled which indicated that the information could be provided at a later time and/or being placed as a condition of approval. The Detailed Site Plan and Conceptual Grading Plan may be combined and label as such at the conceptual stage. At submittal of plan check, the Detailed Site and Conceptual Grading Plan should be of individual plans. Additionally, the combined Detailed Site and Grading Plan should have written information about the examples of best management practices for stormwater treatment. We also discussed the identified technical and design issues, where you agreed to address some of them but not all.

Attachment

cc:

1. File
2. Brian K. Lee, AICP, Director of Community Development



125 East College Street • Covina, CA 91723-2199

February 9, 2016

Don Cook
Grand Covina, LLC
1773 San Bernardino Road, B41
West Covina, CA 91790

SUBJECT: Revised Tentative Tract Map (TTM) 73588 and Site Plan Review (SPR) 15-036.
Munis – 4335 for three multi-tenant industrial condominium buildings on 4.38
Acres of land located at 777 Edna Place – APN: 8429-006-017 and 018

Dear Mr. Cook:

Thank you for submitting your revised proposed project on January 13, 2016. We have reviewed your revised proposed project for completeness and accuracy of filing and determined it to be incomplete for processing.

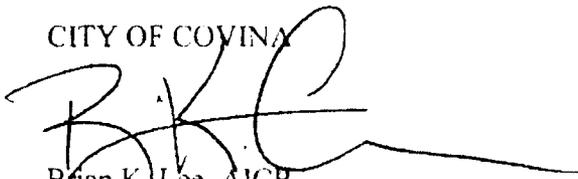
We have identified a list of information that must be provided and a list of non-conformities with the applicable development standards and design issues that must be addressed. The project planner will be more than happy to meet with you, review the items on the attached list and answer any questions you may have.

Further processing of your project will begin once the completeness items are submitted and the application is accepted as complete. We recommend that all issues on the attached list be addressed now to expedite the processing of your project. Submit eight (8) sets of the revised development plans to the Planning Division. The information and/or plans necessary to make the application complete must be received within 60 days from the date of this letter.

Should you have any questions regarding the review process, or if we can be of further assistance, please feel free to contact the Nancy Fong at (626) 384-5463 Monday through Thursday from 7 a.m. to 6 p.m.

Sincerely,

CITY OF COVINA


Brian K. Lee, AICP
Director of Community Development

Attachment

CC: Alan Carter, City Planner
Siobhan Foster, Public Works Director
David Gilbertson, Contract City Engineer
Derek Webster, Captain, Police Department
Stephanie Stabio, Associate Planner, Police
Jennifer Baron, Los Angeles County Fire Department
Steve Patterson, Contract Building Official
Nuala Gasser, Sr. Housing & CDBG Economic Dev. Manager
Nancy Fong, AICP, Community Development Consultant

**SECOND ROUND INCOMPLETENESS COMMENTS FOR
TENTATIVE TRACT MAP (TTM) 73588 AND SITE PLAN REVIEW (SPR) 15-036**

NOTE: The information listed below is provided to assist the applicant in the preparation of the development plans and applications to ensure that they will be complete for processing. Additional information or comments may be necessary based upon a more thorough analysis during the Development Review Process.

- I. Tips for a Successful Process:
 - A. Address the identified Technical and Design Issues as early in the process as possible
 - B. Identify one person for the overall coordination between the applicant's professional team who would serve as the key contact person with City staff.
- II. Planning Division (626) 384-5450.
 - A. Incompleteness items – Additional information that must be submitted prior to finding the application complete:
 1. California Environmental Quality Act (CEQA) Process. Based on the October 29, 2015 meeting, the applicant has indicated that he will hire a consultant to prepare the Environmental Initial Study and the Mitigated Negative Declaration. Staff has responded that the City will select an environmental consultant to conduct a peer review of the Environmental Initial Study and the Mitigated Negative Declaration to ensure compliance with California Environmental Quality Act (CEQA). The applicant will pay for the cost of the consultant work. If the Applicant submits environmental special studies/reports such as traffic impact analysis (TIA), noise study, air quality, greenhouse gas emissions, etc., the City's consultant will conduct a peer review of the special studies/reports at the expense of the applicant. To date, staff has not received any documents related to environmental work. Staff will not be able to provide an estimate of the cost for the City's consultant services and the time frame for the environmental review until those environmental reports and documents are submitted to the City.
 2. The applicant's environmental consultant will have to prepare the special reports on traffic impact analysis (T.I.A.), noise study, air quality, greenhouse gas emissions, hydrology and drainage study and Low Impact Development (LID). Given that there is an existing building on site, a cultural resource study will be required for any structure older than 45 years. A Phase I assessment of the site is required to determine if there will be any hazardous materials such as lead, asbestos, etc., that must be removed as a result of demolition of the existing building.
 3. There is a Planning fee of \$1,696.00 for environmental review, which is in addition to the cost of the environmental consultant to be hired by the City. This fee has not been paid to the City.

4. Project Management. The City is severely impacted by the volume of development projects and activities where our resources in Planning Division are not able to keep up with the high volume of work. Therefore, the City will assign a selected planning consultant to process the proposed project and the applicant will pay for the cost of the project management by the planning consultant.
5. Due to the additional costs incurred with the need of consultant(s) for environmental review and project management, the Applicant is required to enter into a Reimbursement Agreement that reimburses the City for one hundred percent (100%) of the actual costs and other expenditures incurred by the City relative to the selected consultants. The Reimbursement Agreement shall be executed and the initial deposit amount submitted to the City before authorizing the selected consultants to proceed with the work. As the consultant invoices the City for fees, costs and expenditures associated with the project, the City shall draw upon the Deposit Account to make payments to the consultants. See attached Reimbursement agreement.
6. Property owner. Staff has recently received a copy of the recorded grant deed from the applicant that the ownership of APN 8429-006-018 has changed to Gran Covina, LLC. However, the property owner of APN 8429-006-017 is Okura Trust. Please have the legal property owner sign the attached Property Owner authorization form.
7. Tentative Tract Map (TTM) 73588.
 - a. Provide a table that lists each unit/lot including letter lots and their corresponding square footage. (APPLICANT AGREED TO PROVIDE INFORMATION AT FINAL MAP PLAN CHECK)
 - b. Provide street section (property line to property line) of Edna Place and cross sections of interior drive aisles.
 - c. Show existing driveway approaches with dash lines and ultimate driveway approaches with solid lines; and, show curb gutter and sidewalk with solid lines.
 - d. Common areas such as walkways around the buildings and the trash enclosure areas should be a letter lot.
(APPLICANT AGREED TO PROVIDE INFORMATION LATER. STAFF REQUEST THE INFORMATION BE PROVIDED AT THE TIME WHEN THE PROJECT IS READY TO BE SCHEDULED FOR PLANNING COMMISSION FOR ITEMS 7b THROUGH 7d)
8. Detailed Site Plan.
 - a. Show ultimate right-of-way information such as new drive approaches, curb, gutter and sidewalk.
 - b. Provide street section (property line to property line) of Edna Place and cross sections of interior drive aisles. (APPLICANT AGREED TO PROVIDE INFORMATION LATER)
 - c. Show pedestrian walkway within the project and its linkage to each lot/unit entry and to the public sidewalk. (APPLICANT AGREED TO PROVIDE INFORMATION LATER)
 - d. Show service areas, truck doors and man-doors.
 - e. Show locations of above ground equipment such as transformer pads, "gang" mailbox equipment for the buildings, utility box and its housing for each building, and fire riser equipment, etc. All above ground or wall-mounted

- equipment should be placed away from view and screen. (APPLICANT AGREED TO PROVIDE INFORMATION LATER)
- f. Provide dimensions and square footage for the office portion of each lot/unit. Provide total square footage that are set aside for office use and total square footage set aside for manufacturing use, the parking ratio for both types of land and the number of required and provided parking spaces. (APPLICANT AGREED TO PROVIDE INFORMATION LATER)
 - g. Show location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV). (REQUIRE BY PUBLIC WORKS-ENGINEERING)
 - h. Show placement of freestanding parking lot light fixtures. (APPLICANT AGREED TO PROVIDE INFORMATION LATER)
9. Conceptual Grading Plan shall include the following information.
- a. Driveway approaches, curb, gutter and sidewalks, drainage structures and swales.
 - b. Cross-sections at all site boundaries and the sections should extend through building pads and/or streets. The sections shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions, etc. (APPLICANT AGREED TO PROVIDE INFORMATION LATER)
 - c. A separate cut and fill area with a clearly identified line. Provide cut and fill quantities in cubic yards.
 - d. Show parkway culverts where drainage is being directed to Edna Place.
 - e. Provide all wall and retaining wall height, both existing and proposed, with top and footing elevations. (APPLICANT AGREED TO PROVIDE INFORMATION LATER)
 - f. Show existing and proposed sewers or other method of sewer.
 - g. Indicate location of benchmark(s). (APPLICANT AGREED TO PROVIDE INFORMATION LATER)
 - h. Line of sight information from the driveway approaches off Edna Place.
 - i. All sheets should have the Geotechnical Engineer's and Civil Engineer's California registration seal and original signature prior to plan submittal. (APPLICANT AGREED TO PROVIDE INFORMATION LATER)
 - j. Provide total existing impervious area (square feet), total new impervious area (square feet) and total removal and replacement of impervious area (square feet).
10. (LID-Low Impact Development). Any new development and significant redevelopment project must address the quality and quantity of storm-water runoff through the incorporation of permanent (post-construction) best management practices (BMPs) in project design. Provide a separate Preliminary Project-Specific Storm Water Pollution Prevention Plan (SWPPP) and Sediment Erosion Control Plan." The purpose is to prevent and control the discharge of pollutants to the storm-drain system and the receiving waters. Examples of best management practices may include but are not limited to infiltration basin/trench and its size, bio-retention and its size, water quality inlets, etc. Show the proposed types of facilities used for the project site.

11. Conceptual Landscape Plan. (APPLICANT AGREED TO PROVIDE AT THE TIME THE PROJECT IS READY TO BE SCHEDULED FOR PLANNING COMMISSION REVIEW)
 - a. Provide a conceptual landscape plan.
 - b. All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
 - c. A comprehensive legend that includes the botanic and common name for trees, shrubs, ground cover and vines, the number, the proposed size and the planting distance.
 - d. Location of proposed plants, and indicate the function of plants, i.e. street tree, accent tree, parking lot and canopy tree, screening hedge, etc.
 - e. Street trees, light standards, parkway treatments.

12. Building Elevations, Floor Plans and Roof Plans.
 - a. Label color and materials for all buildings. Provide a color and material sample board to the size of 8 ½ by 11. Color chips and cutouts from material brochure are acceptable on the color and material sample board.
 - b. Show roof deck with dash lines for all buildings. Dimension the height between the roof deck and the top of the parapet wall for each building.
 - c. Provide a roof plan for each building. Show locations of roof mounted equipment and/or projections. Provide building cross sections to demonstrate that all A/C units are totally screened by the parapet wall.
 - d. Demonstrate that surface water from the roof will be drained away from the property line back to project site, especially for Buildings 1 and and 3, which are placed at at zero-lot line.
 - e. The square footage label on the floor plan for each building is different from the square footage label on the Tentative Tract Map, Site Plan and Grading Plan. Provide dimensions of the interior gross floor area for each lot/unit including the dimensions for the area set aside for office use.
 - f. Provide height dimensions for Building 2.
 - g. Show wall-mount light fixtures.

13. Development Impact fees will be required for the project. Annexation to the Landscape District and Light District will be required. These requirements shall be completed before issuance of any permits for the project.

B. Technical Issues – The following preliminary technical issues are minimum code requirements, which must be satisfied before finding the application complete and making a recommendation of approval to the Planning Commission.

1. The roll-up doors for the buildings are intended for loading/unloading and service uses; therefore, the area in front of the roll-up door shall not be striped for parking spaces and counted toward the total provided parking spaces.
2. Units 5 through units 14 do not have roll-up doors and therefore, the parking ratio for these units should be at the office ratio of 1 parking space per 300 square feet of gross floor area.
3. Provide additional trash enclosure areas to service units 3 through units 16, and units 23 through units 25.

C. Design Issues – The following are preliminary design issues that are recommended to be addressed in the revised plans:

1. Units 5 through units 14 do not have roll-up doors, which then would attract non-manufacturing uses that typically would have a need for one. As a result, these lots should have an office-parking ratio for calculating the number of parking spaces.
2. The City adopted Design Guidelines (Page 8, IV Site Design, Layout no. 3) stated that all trash, loading and service areas shall be screened from public view and from view on any residential properties. Therefore, the proposed trash enclosure areas should be relocated away from the rear property area, which abuts residential properties. Furthermore, the roll-up doors for the tier of lots/units should be oriented away from the residential properties. To do so, an interior service drive aisle should be provided behind units 16 through units 22 and unit 3 so the roll-up doors could be relocated to the rear of buildings.
3. More than 60 percent of the required parking spaces are in the rear of the property where it becomes inconvenient for visitors/customers of the tenants in the industrial complex to walk to units 6 through units 13. Redistribute parking spaces by creating parking pods closer to the tier of lots that front on Edna Place.
4. The placement of buildings should create opportunities for creating plazas and open space areas for the project, which could become a focal point and add interest to the project. Furthermore, the design of the project should have both pedestrian and vehicular connection to the parcel at the corner of Grand and Edna. Having vehicular and pedestrian connection to the easterly parcel will reduce the need for tenants or patrons of the project to use their cars on public street and will encourage them to walk or bike. This connectivity will provide a higher level of public safety and contribute positively to the surrounding uses and businesses. In fact, staff encourage the applicant to create a master plan design concept that includes this easterly parcel to show an integrated and connected development. However, it is understood that the applicant is not developing this corner parcel. The master plan concept is intended to show the connectivity.
5. The depth of the landscape area around buildings is only 5 feet, which could only accommodate a pedestrian walkway. Increase the depth to 10 feet, so there will be room for actual landscape with placement of trees and shrubs and a walkway.
6. The revised elevations for the 3 buildings showed some articulation to the building planes with additional reveals lines, additional roof cornice treatment and accented stacked stones materials. Staff believes that the 3 buildings could use more architectural enhancement such as but are limited to the following:
 - a. Project entries should be more enhanced surface materials to the concrete wall, addition of spandrel glass and other architectural elements.
 - b. Besides the addition of a pattern of reveal lines, blank building walls could have sandblasted bands.
 - c. Add vision or spandrel glass band so the windows for the units do not appear to be in a pattern of two “eyes.”

III. Public Works Department/Engineering and Water Divisions (626) 384-5490

A. Incompleteness items – Additional information that must be submitted prior to finding the application complete:

1. Provide water quality details
2. Provide sight distance analysis for driveways off Edna Place.

3. Provide locations of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
4. Provide a listing of utilities on Tentative Tract Map.
5. Provide earthwork quantities.
6. Full water plans will be required for domestic, irrigation and fire protection.

B. Technical Issues:

1. Deliveries to units 6 through units 13 would be difficult and tenants would likely make use of the public street for delivery purposes. The primary purpose of public streets is to carry traffic, vehicles moving from designation to another designation. All deliveries and services use must be done on-site and not impact public streets.

IV. Public Works Department/Environmental Section (626) 384-5480.

- A. See attached LID template as an example of LID project report that must be submitted for project over 1 acre.

B. Pay initial plan review fee of \$40.

C. Estimate the length of time for construction.

D. Additional requirements as follows:

1. Report, SWPPP: Project area is 1 acre or greater (required by State Water Resources Control Board). 4 reports, including plans, signatures and stamps must be wet-ink application.
2. SWPPP: \$600 plus fee for additional review or consultant if requested.
3. Construction site storm-water compliance inspection and re-inspection: \$75 - \$125 per inspection may apply. Inspection required every month of active construction.
4. ES-CD1: Construction & Demolition Debris Recycling - Complete form, sign, return original, attach copy to field plans, fax copy to Athens Services when requesting waste container; also request Athens Load Characterization upon completion of C&D.
5. ES-CD2: Construction & Demolition Debris Recycling - Upon completion of C&D, complete form, sign, return original with Athens Load Characterization Report.
6. Only Athens Services/Covina Disposal, 888-336-6100, is allowed to provide bins and pickup and dispose of trash and recyclables, including all C&D projects. Exception: Project contractor, using his own equipment and staff, can take recyclables to a recycling facility.
7. PC: Priority Project Checklist - Complete form, sign, return original.
8. P1: Priority Development & Redevelopment Projects - Complete form, return original.
9. P2: Stormwater Treatment Certification - Complete form, return original.
10. SUSMP Maintenance Covenant: See application instructions, checklist, and Agreement.

V. Los Angeles County Fire Department

- A. Comments are pending from Los Angeles County Fire Department at the Land Development Unit at Commerce office.



CITY OF COVINA

STANDARD CONTRACT

125 East College Street • Covina, CA 91723-2199

April 18, 2016

Don Cook
Gran Covina, LLC
1773 San Bernardino Road, B41
West Covina, CA 91790

SUBJECT: Incomplete Project Status for Revised Tentative Tract Map (TTM) 73588 and Site Plan Review (SPR) 15-036 located generally at 777 E. Edna Avenue (MUNIS 4335)

Dear Mr. Cook:

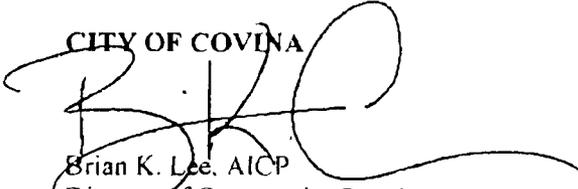
Thank you for submitting your revised development project on March 24, 2016. Included in the submittal was the Environmental Initial Study with a proposed determination for CEQA Exemption prepared by your consultant. As stated in previous incomplete letters, the City will have to hire an environmental consultant to conduct a peer review of the Environmental Initial Study for completeness and adequacy in compliance with CEQA and at the expense of the applicant. The City is in the process of issuing a Task Order to two pre-approved environmental consultants for a peer review cost proposal.

Until the City's consultant has reviewed and determined that the Environmental Initial Study is complete and adequate in compliance with CEQA, the development project as mentioned above is deemed incomplete. Staff is in the process of preparing a list of technical and design issues, which will be made available to you as soon as it is completed. We will be more than happy to meet with you to review the items on the list and answer any questions you may have.

Should you have any questions regarding the review process, or if we can be of further assistance, please feel free to contact Nancy Fong at (626) 384-5463.

Sincerely,

CITY OF COVINA


Brian K. Lee, AICP
Director of Community Development

CC: Alan Carter, City Planner
Siobhan Foster, Public Works Director
David Gilbertson, Contract City/Traffic Engineer
Joslyn Blakely, Environmental Services Analyst
Derek Webster, Captain, Police Department
Stephanie Stabio, Associate Planner, Police
Jennifer Baron, Los Angeles County Fire Department
Steve Patterson, Contract Building Official
Nuala Gasser, Sr. Housing & CDBG Economic Dev. Manager



CITY OF COVINA

125 East College Street • Covina, CA 91723-2199

May 26, 2016

Don Cook
Grand Covina, LLC
1773 San Bernardino Road, B41
West Covina, CA 91790

SUBJECT: Incomplete Status of Revised Tentative Tract Map (TTM) 73588 and Site Plan Review (SPR) 15-036, Munis - 4335

Dear Mr. Cook:

Thank you for submitting your revised proposed project on March 24, 2016, and included in the submittal was the Environmental Initial Study with a proposed determination for CEQA Exemption prepared by your consultant. On April 18, 2016, staff sent a letter to you notifying you that the project continues to have an incomplete status because of CEQA compliance.

Our City's environmental consultant has completed the review of your Environmental Initial Study on May 20, 2016. Staff has provided you with a copy of CEQA incompleteness comments on May 24, 2016. It is important that your consultant address the identified technical comments and deficiencies to the Environmental Initial Study. Please submit 1 hard copy and 1 electronic copy of the revised Environmental Initial Study along with technical studies/reports and a Response to City's Consultant Comments to the City for review.

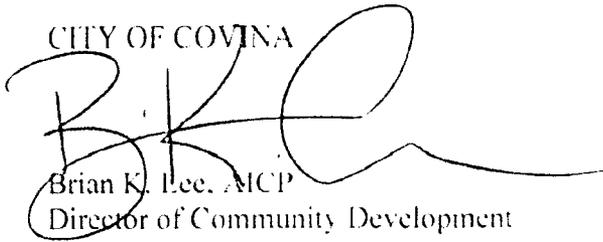
With respect to your revised proposed project dated March 24, 2016, staff has completed the review and determined that the February 9, 2016-list of technical and design issues have not been addressed. It is staff understanding that you disagreed with the identified issues and have chosen not to address them. Therefore, the identified issues for your project will be discussed at a scheduled Planning Commission public hearing.

Based on reviewing the revised Environmental Initial Study and if our environmental consultant determines that your project continue to qualify for a CEQA Exemption, then your project will be scheduled for the next available Planning Commission meeting date. Before scheduling the project for Planning Commission hearing, the outstanding fee of \$2,325 for the review of Tentative Map from Public Works Department must be paid.

Should you have any questions regarding the review process, or if we can be of further assistance, please feel free to contact Nancy Fong at (626) 384-5463 Monday through Thursday from 7 a.m. to 6 p.m.

Sincerely,

CITY OF COVINA

A handwritten signature in black ink, appearing to read 'B. K. Lee', written over the printed name and title.

Brian K. Lee, AICP
Director of Community Development

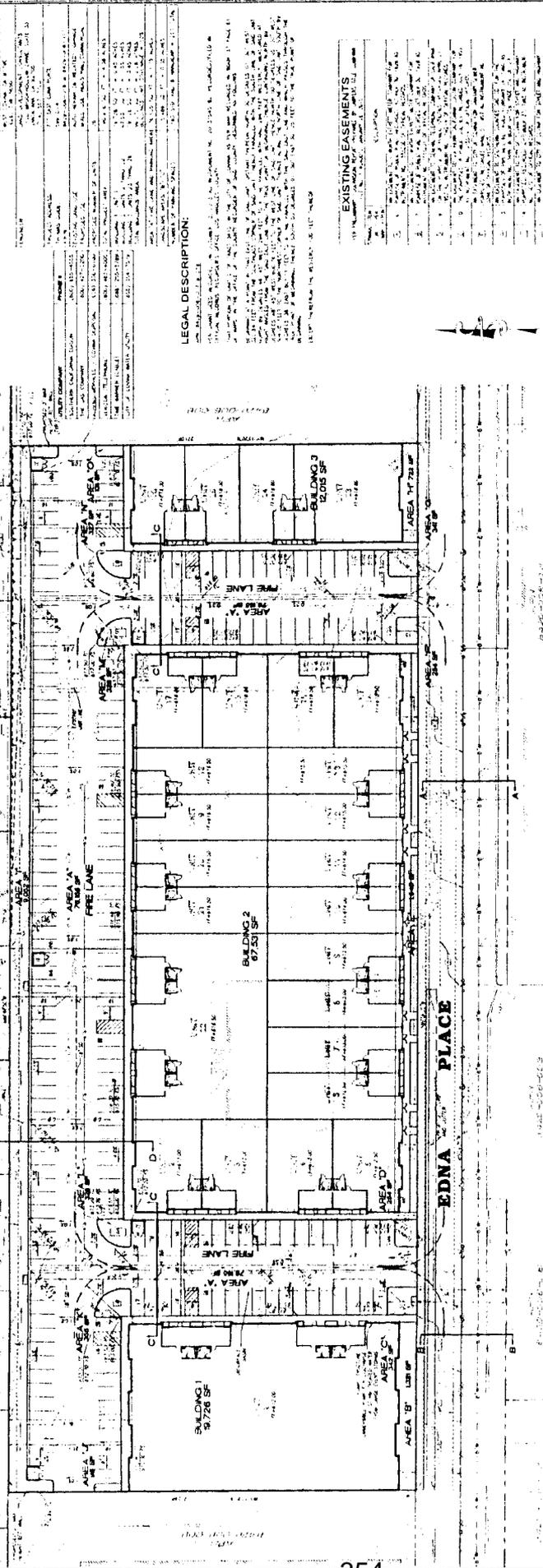
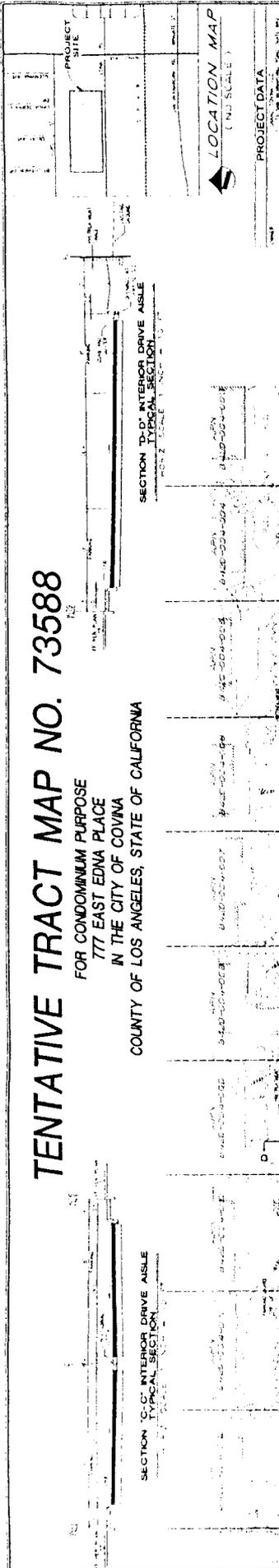
Attachment

CC: Alan Carter, City Planner
Siobhan Foster, Public Works Director
David Gilbertson, Contract City Engineer
Nancy Fong, AICP, Community Development Consultant

TENTATIVE TRACT MAP NO. 73588

FOR CONDOMINIUM PURPOSE
777 EAST EDNA PLACE
IN THE CITY OF COVINA

COUNTY OF LOS ANGELES, STATE OF CALIFORNIA



SECTION 'C-C' INTERIOR DRIVE AISLE TYPICAL SECTION

SECTION 'D-D' INTERIOR DRIVE AISLE TYPICAL SECTION

SECTION 'A-A' EDNA PLACE TYPICAL SECTION

SECTION 'B-B' EDNA PLACE TYPICAL SECTION

LEGAL DESCRIPTION:
COMMUNAL INTEREST IN REAL PROPERTY, TO-WIT: TRACT MAP NO. 73588, CITY OF COVINA, CALIFORNIA, CONTAINING 1.00 ACRES OF LAND, MORE OR LESS, AS SHOWN ON SAID TRACT MAP, AND BEING PART OF THE TRACT DESCRIBED AS FOLLOWS: [Detailed legal description text]

EXISTING EASEMENTS:
1. [Easement description]
2. [Easement description]
3. [Easement description]

NOTES:
1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. THE SHOWN DIMENSIONS ARE TO THE CENTER OF THE LINE UNLESS OTHERWISE NOTED.
3. THE SHOWN DIMENSIONS ARE TO THE CENTER OF THE LINE UNLESS OTHERWISE NOTED.

GRAPHIC SCALE
1" = 100'

LEGEND

REVISIONS

NO.	DATE	DESCRIPTION

BASED ON BEARINGS

BENCHMARK

LAND DEVELOPMENT CONSULTANTS
[Logo and name of the consulting firm]

PREPARED BY: GRAND COVINA, LLC
1773 SAN BERNARDINO ROAD
SUITE 848
WEST COVINA, CA 91790
(626) 338-9880

REVIEWED BY: [Name]

DATE APPROVED: [Date]

DATE: [Date]

CITY OF COVINA

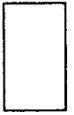
TENTATIVE TRACT MAP NO. 73588
FOR CONDOMINIUM PURPOSE
777 EAST EDNA PLACE

SHEET 1 OF 1
JOB NO. 834

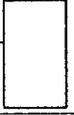
BUILDING 1



DATE:	
BY:	
CHECKED BY:	
SCALE:	
PROJECT:	

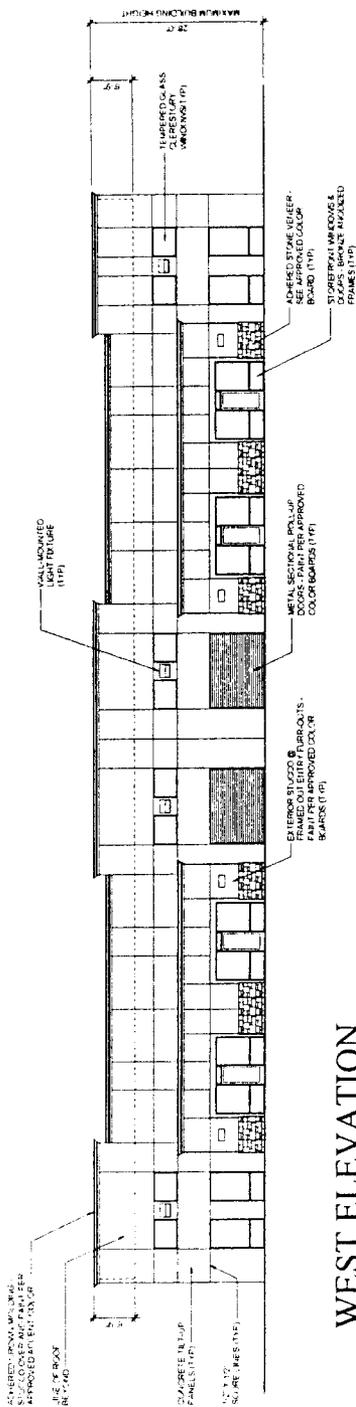


INDUSTRIAL BUILDING COMPLEX
 777 EAST EDNA PLACE
 COVINA, CALIFORNIA

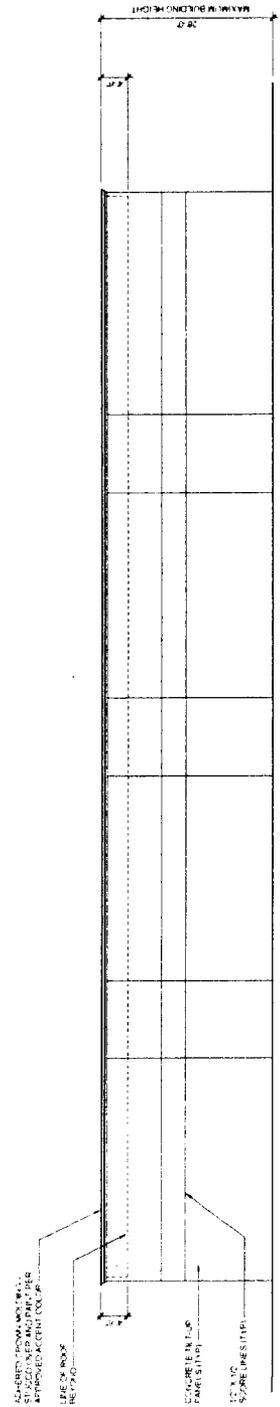


PROJECT: INDUSTRIAL BUILDING COMPLEX
 777 EAST EDNA PLACE
 COVINA, CALIFORNIA
 GRAN COVINA LLC
 177 SAN BERNARDINO ROAD, SUITE B42
 WEST COVINA, CA 91790
 (626) 318-6650

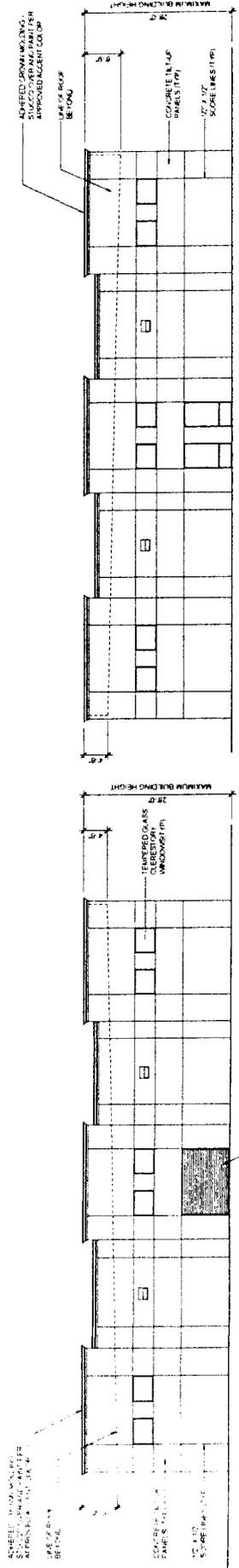
DATE: 11/11/11
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 SHEET NUMBER: [Number]



WEST ELEVATION
 SCALE: 1/8" = 1'-0"



EAST ELEVATION
 SCALE: 1/8" = 1'-0"



NORTH ELEVATION
 SCALE: 1/8" = 1'-0"

SOUTH (EDNA) ELEVATION
 SCALE: 1/8" = 1'-0"

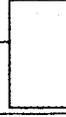


SAATCHI & SAATCHI
 1777 EAST EDNA PLACE
 COVINA, CALIFORNIA 91724
 TEL: (626) 791-1000
 FAX: (626) 791-1001

NO.	REVISION	DATE



PROJECT: INDUSTRIAL BUILDING COMPLEX
 777 EAST EDNA PLACE
 COVINA, CALIFORNIA

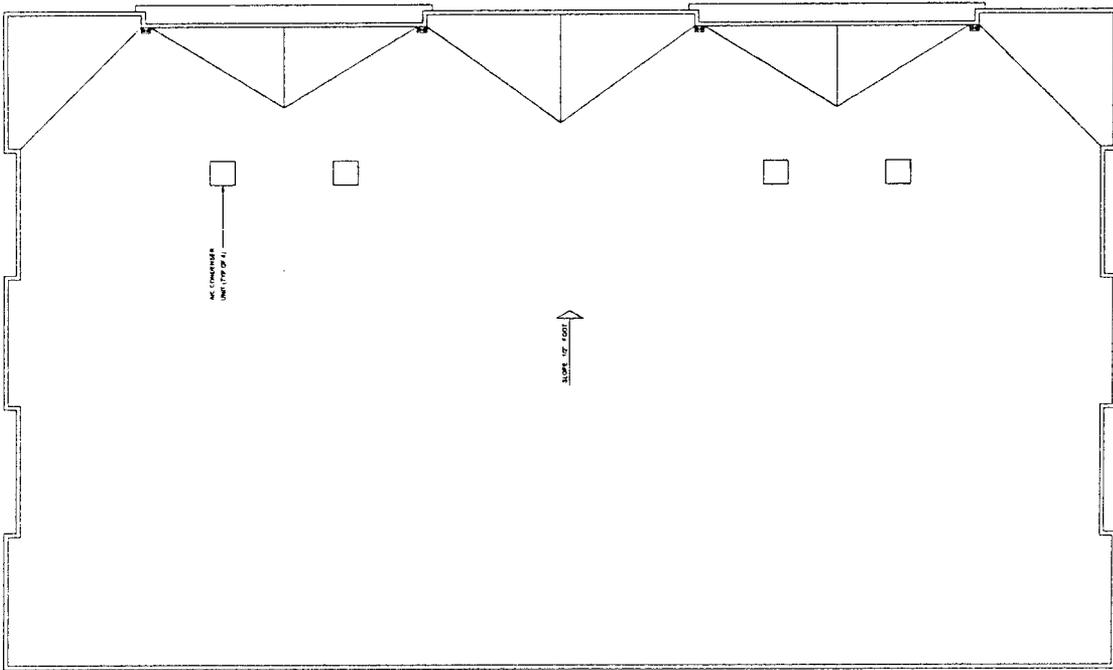


OWNER: GRAND COVINA, L.L.C.
 1773 SAN BERNARDINO ROAD, SUITE B42
 WEST COVINA, CA 91790
 (626) 338-5680



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 CHECKED BY: _____
 SHEET NUMBER: _____

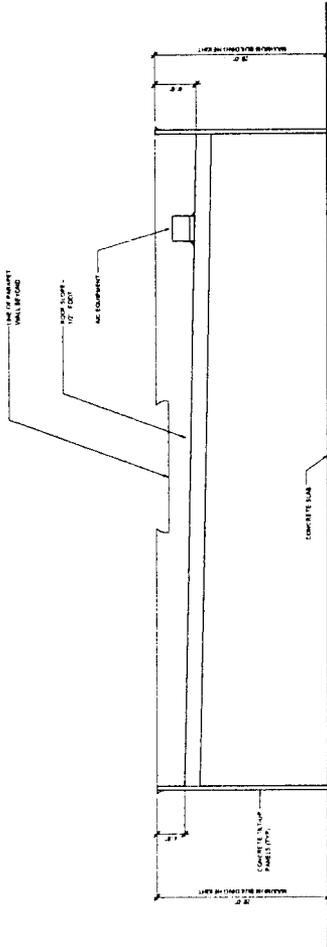
BUILDING 1



BUILDING 1 - ROOF PLAN

SCALE: 1/8" = 1'-0"

BUILDING 1

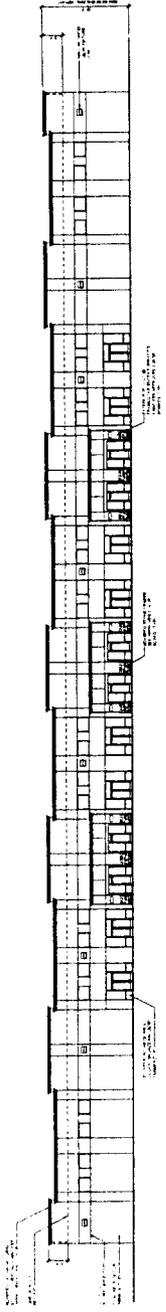


BUILDING 2 - SECTION

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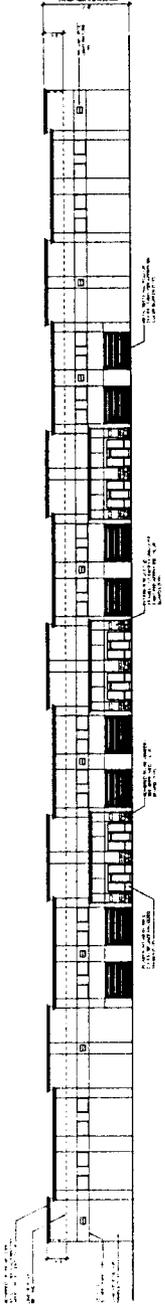
	SAN DIEGO COUNTY DISTRICT OFFICE 1600 AVENUE 66, SUITE 100 SAN DIEGO, CALIFORNIA 92108		INDUSTRIAL BUILDING COMPLEX 777 EAST EDNA PLACE COVINA, CALIFORNIA	DRAWING NO.	GRAND COVINA, LLC 1733 SAN BERNARDINO ROAD, SUITE B42 WEST COVINA, CA 91790 (626) 338-5690	OWNER:	DRAWN BY:	SHEET NUMBER:
						BUILDING SECTION	DATE:	SCALE:

BUILDING 2



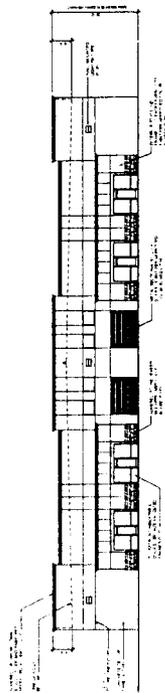
SOUTH (EDNA) ELEVATION

SCALE: 1/16" = 1'-0"



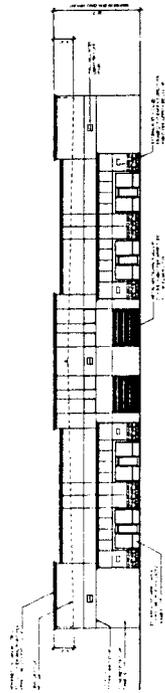
NORTH ELEVATION

SCALE: 1/16" = 1'-0"



WEST ELEVATION

SCALE: 1/16" = 1'-0"



WEST ELEVATION

SCALE: 1/16" = 1'-0"

SDG SOUTH SAN DIEGO COUNTY ARCHITECTURE INC. 1000 W. VALLEY VIEW DRIVE, SUITE 100, PALMDALE, CA 91368

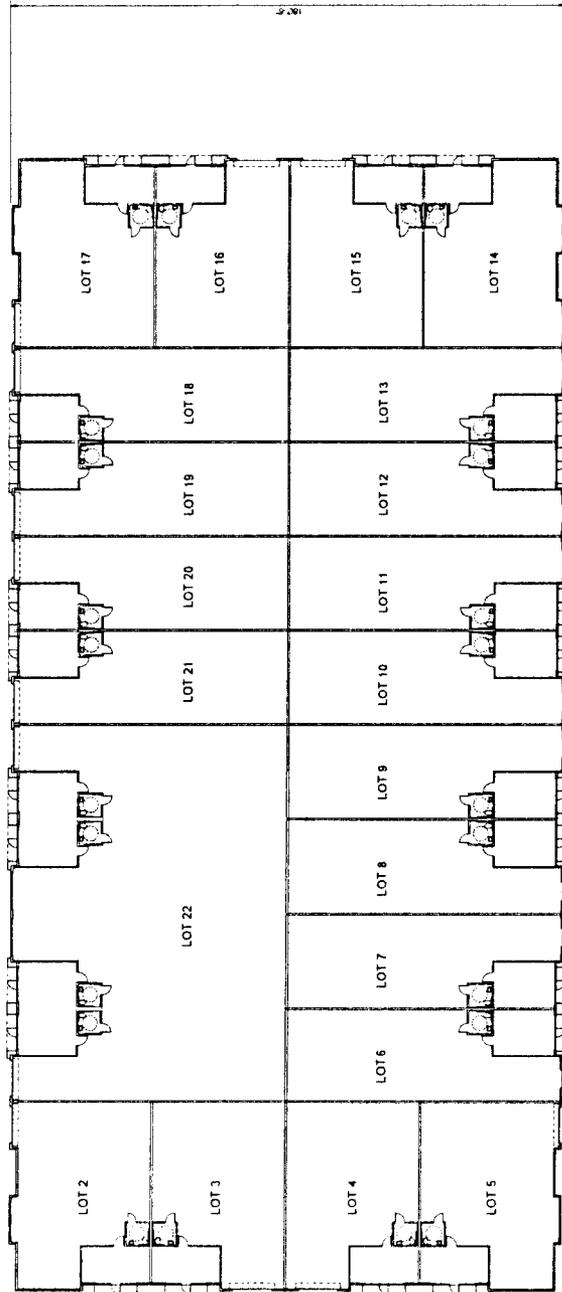
PROJECT: INDUSTRIAL BUILDING COMPLEX
 777 EAST EDNA PLACE
 COVINA, CALIFORNIA

OWNER: GRAND COVINA LLC
 173 SAN BERNARDINO ROAD, SUITE B42
 WEST COVINA, CA 91790
 (626) 338-6650

DATE: 11/15/11
 DRAWN BY: []
 CHECKED BY: []
 SHEET NUMBER: []

ELEVATIONS

BUILDING 2

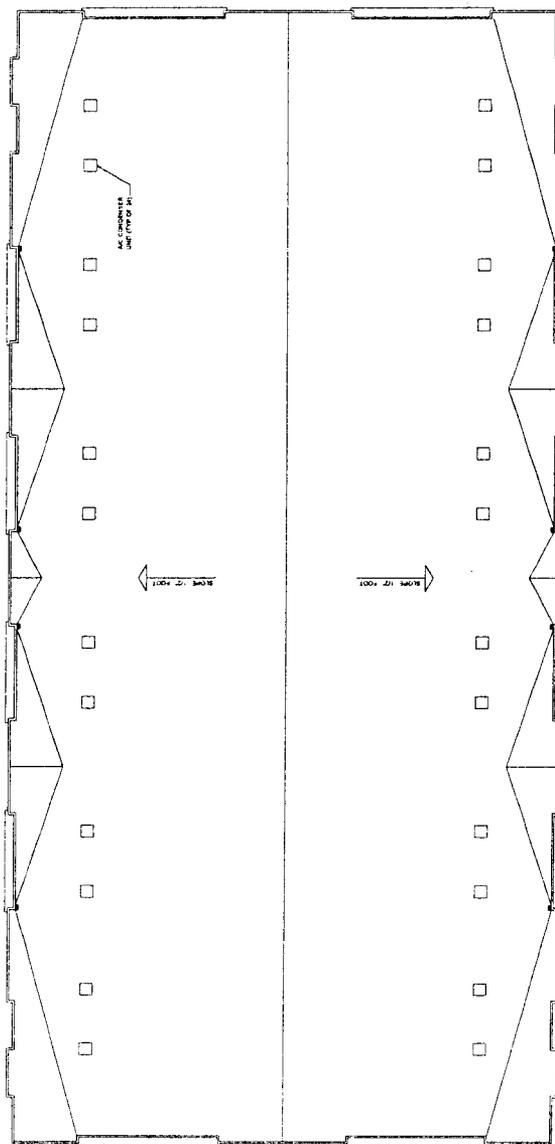


BUILDING 2 - FLOOR PLAN

SCALE: 1/16" = 1'-0"

	GRAND COVINA, LLC 1773 SAN BERNARDINO ROAD, SUITE B42 WEST COVINA, CA 91790 (626) 338-6050	PROJECT INDUSTRIAL BUILDING COMPLEX 777 EAST EDNA PLACE COVINA, CALIFORNIA	DRAWING FLOOR PLAN
	SHEET 03111-027	DATE 08/27/17	SHEET NUMBER

BUILDING 2



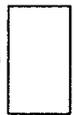
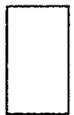
BUILDING 2 - ROOF PLAN

SCALE: 1/16" = 1'-0"

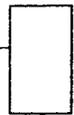


1777 EAST EDNA PLACE
COVINA, CALIFORNIA 91709
(626) 798-9650

NO.	REVISION	DATE



INDUSTRIAL BUILDING COMPLEX
777 EAST EDNA PLACE
COVINA, CALIFORNIA 91709
PROJECT NO. 1777-001



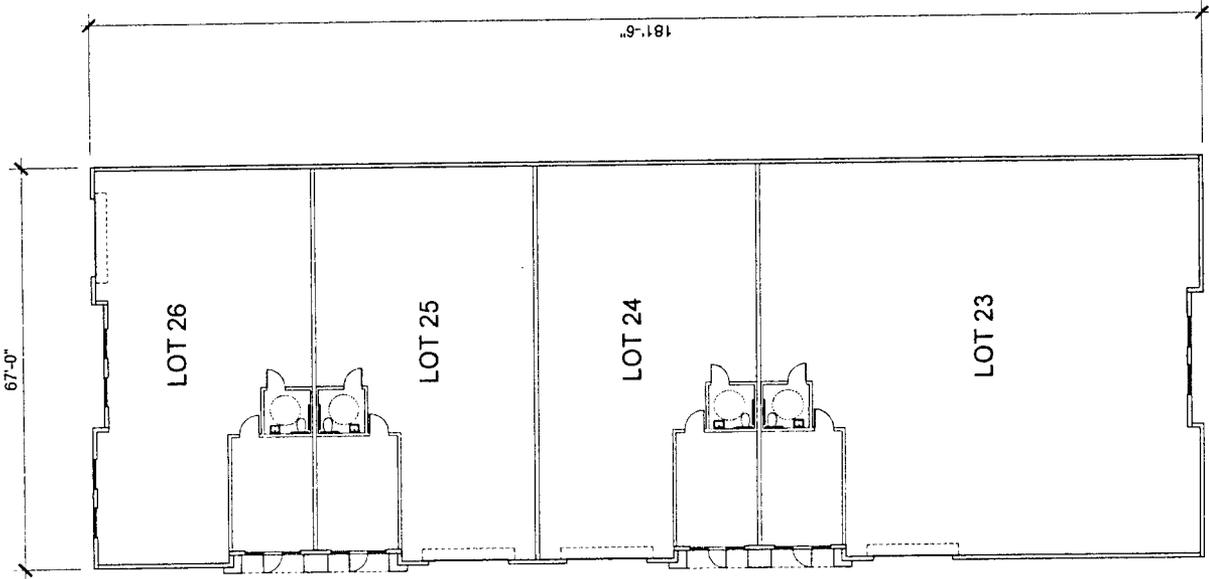
OWNER: WEST AEST
GRAND COVINA, LLC
1777 SAN BERNARDINO ROAD, SUITE B42
WEST COVINA, CA 91790
(626) 798-9650

DATE: 11/16/17

DRAWN BY: P. B. 17

SHEET NUMBER

BUILDING 3

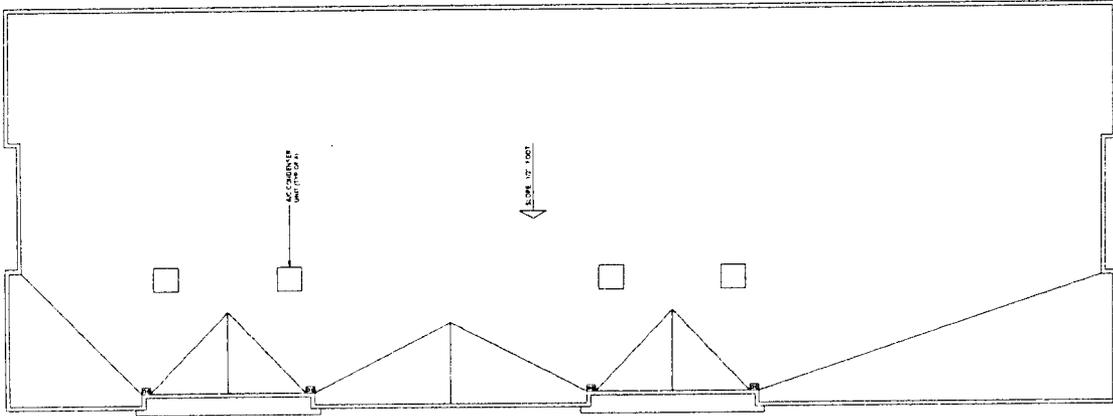


BUILDING 3 FLOOR PLAN

SCALE: 1/8" = 1'-0"

	DEPARTMENT OF INDUSTRIAL DESIGN 1500 CALIFORNIA STREET, SUITE 100 COVINA, CA 91724 (626) 378-8650		PROJECT: INDUSTRIAL BUILDING COMPLEX	DRAWN BY:	GRAND COVINA LLC 177 SAN BERNARDINO ROAD, SUITE B42 WEST COVINA, CA 91790 (626) 378-8650
			FLOOR PLAN	DATE:	CHECKED BY:

BUILDING 3



SDG

STRUCTURAL DESIGN & ENGINEERING
 177 EAST EDNA PLACE
 COVINA, CALIFORNIA 91724
 (626) 318-5650

NO.	REVISION	DATE
1	ISSUE FOR PERMITS	11/11/11
2	ISSUE FOR PERMITS	11/11/11
3	ISSUE FOR PERMITS	11/11/11
4	ISSUE FOR PERMITS	11/11/11
5	ISSUE FOR PERMITS	11/11/11
6	ISSUE FOR PERMITS	11/11/11
7	ISSUE FOR PERMITS	11/11/11
8	ISSUE FOR PERMITS	11/11/11
9	ISSUE FOR PERMITS	11/11/11
10	ISSUE FOR PERMITS	11/11/11



INDUSTRIAL BUILDING COMPLEX
 177 EAST EDNA PLACE
 COVINA, CALIFORNIA
 PROJECT NO. 11-11-11-001
 SHEET NO. 11-11-11-001-01

PROJECT NO. 11-11-11-001
 SHEET NO. 11-11-11-001-01

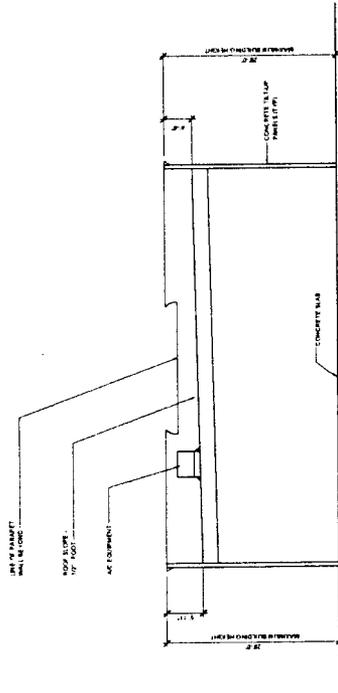
OWNER: GRAND COVINA, LLC
 177 SAN BERNARDINO ROAD, SUITE B42
 WEST COVINA, CA 91790
 (626) 318-5650

DESIGNED BY: [Redacted]
 DRAWN BY: [Redacted]
 CHECKED BY: [Redacted]
 SHEET NUMBER: 11-11-11-001-01

BUILDING 3 - ROOF PLAN

SCALE: 1/8" = 1'-0"

BUILDING 3



BUILDING 3 - SECTION

SCALE : 1/8" = 1'-0"

	PROJECT: INDUSTRIAL BUILDING COMPLEX 777 EAST EDNA PLACE COVINA, CALIFORNIA	DRAWN BY: [] CHECKED BY: [] DATE: []	PROJECT NO: []	SHEET NUMBER: []	SHEET TITLE: []	1777 SAN BERNARDINO ROAD, SUITE B42 WEST COVINA, CA 91790 GRAND COVINA, LLC 626.338.8680

SITE PLAN

FOR CONDOMINIUM PURPOSE
 777 EAST EDNA PLACE
 IN THE CITY OF COVINA
 COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

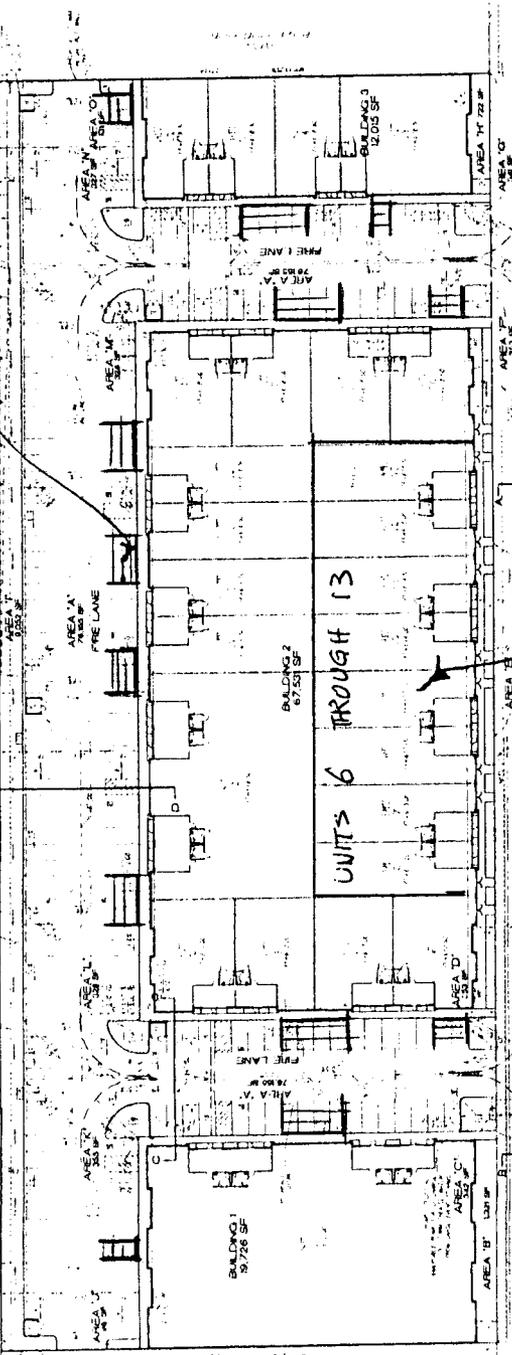
SECTION 'C-C' INTERIOR DRIVE AISLE
 TYPICAL SECTION

SECTION 'D-D' INTERIOR DRIVE AISLE
 TYPICAL SECTION

*PARKING SPACES
 IN FRONT OF ROLL-UP
 DOORS*

UNITS 6 THROUGH 13

*WILL USE PUBLIC STREET
 FOR DELIVERIES*



LEGAL DESCRIPTION

EXISTING EASEMENTS

LEGEND

NOTES



CITY OF COVINA

SITE PLAN
 FOR CONDOMINIUM PURPOSE
 777 EAST EDNA PLACE



LAND
 DEVELOPMENT
 CONSULTANTS



SECTION 'B-B' EDNA PLACE
 PROPOSED SECTION

GRAND COVINA LLC
 SUITE 242
 1773 SAN BERNARDINO ROAD
 WEST COVINA, CA 91790
 (626) 338-8880

BASED ON RECORDS

RENDERING

REVISIONS

DATE APPROVED

DATE

SCALE: 1/8" = 1'-0"

TOTAL SHEETS: 11, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

PROJECT NO.

SHEET

1 OF 1

DATE

EXHIBIT 7

CEQA EXEMPTION AND ENVIRONMENTAL ASSESSMENT • TTM No. 73588
LIGHT INDUSTRIAL CONDOMINIUM DEVELOPMENT • 777 EAST EDNA PLACE • COVINA

CEQA EXEMPTION
AND
ENVIRONMENTAL ASSESSMENT

TENTATIVE TRACT MAP (TTM) 73588
LIGHT INDUSTRIAL CONDOMINIUM DEVELOPMENT
777 EAST EDNA PLACE
COVINA, CALIFORNIA 91723-24



LEAD AGENCY:

CITY OF COVINA
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
125 EAST COLLEGE STREET
COVINA, CALIFORNIA 91723

REPORT PREPARED BY:

BLODGETT BAYLOSIS ENVIRONMENTAL PLANNING
16388 E. COLIMA ROAD, SUITE 206J
HACIENDA HEIGHTS, CALIFORNIA 91745

JUNE 16, 2016

COVNo05

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1. INTRODUCTION

Pursuant to the California Environmental Quality Act (CEQA) Guidelines, a Notice of Exemption (NOE) may be filed if the City of Covina, in its capacity as the Lead Agency, determines that a proposed action or project is exempt from CEQA. According to the CEQA Guidelines, a NOE must contain the following information:

- A description of the proposed action or project;
- A finding that the proposed action or project is exempt, including a citation of the State CEQA Guidelines section or statute under which the project is found to be exempt; and,
- A brief statement in support of the finding.¹

This NOE provides a description of the proposed Tentative Tract Map (TTM 73588), indicates the applicable sections of CEQA that support the findings for the CEQA exemption, and discusses the Lead Agency's findings that are applicable to the proposed project. The analysis of potential impacts that support the NOE's findings are provided in Attachment 1, Environmental Assessment. This NOE and the supporting Environmental Assessment represents the City's independent judgment and position of the City of Covina, acting as the Lead Agency. The project Applicant is Grand Covina, LLC located at 1773 San Bernardino Road, Suite 842, West Covina, California 91790.

2. PROJECT DESCRIPTION

2.1 PROJECT LOCATION

The proposed project site is located in the City of Covina. The City is located in the easterly portion of the San Gabriel Valley approximately 23 miles east of downtown Los Angeles. The City is bounded by a number of other incorporated cities that include West Covina on the south, Baldwin Park on the west, Azusa and Glendora on the north, and San Dimas on the east.² Major physiographic features within the area include the San Gabriel Mountains, located approximately 4.7 miles to the north, the San Jose Hills, located approximately 2.9 miles to the southeast of the project site, and Walnut Creek located approximately 1.26 miles to the south of the project site. The unincorporated neighborhood of Charter Oak is located to the north of the project site. The site's topography is generally level with elevations ranging from 624.5 feet above mean sea level (AMSL) in the northeastern portion of the site to 609.4 feet AMSL in the southwestern portion.³ A regional location map is provided in Exhibit 1 and a map of the City is provided in Exhibit 2.

¹ CEQA Guidelines California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19. Categorical Exemptions. (Section 15300).

² Quantum GIS. Accessed April 29, 2014.

³ Land Development Consultants. *Topographic Survey [prepared for] Tentative Tract Map No. 72731*. January 10, 2014.

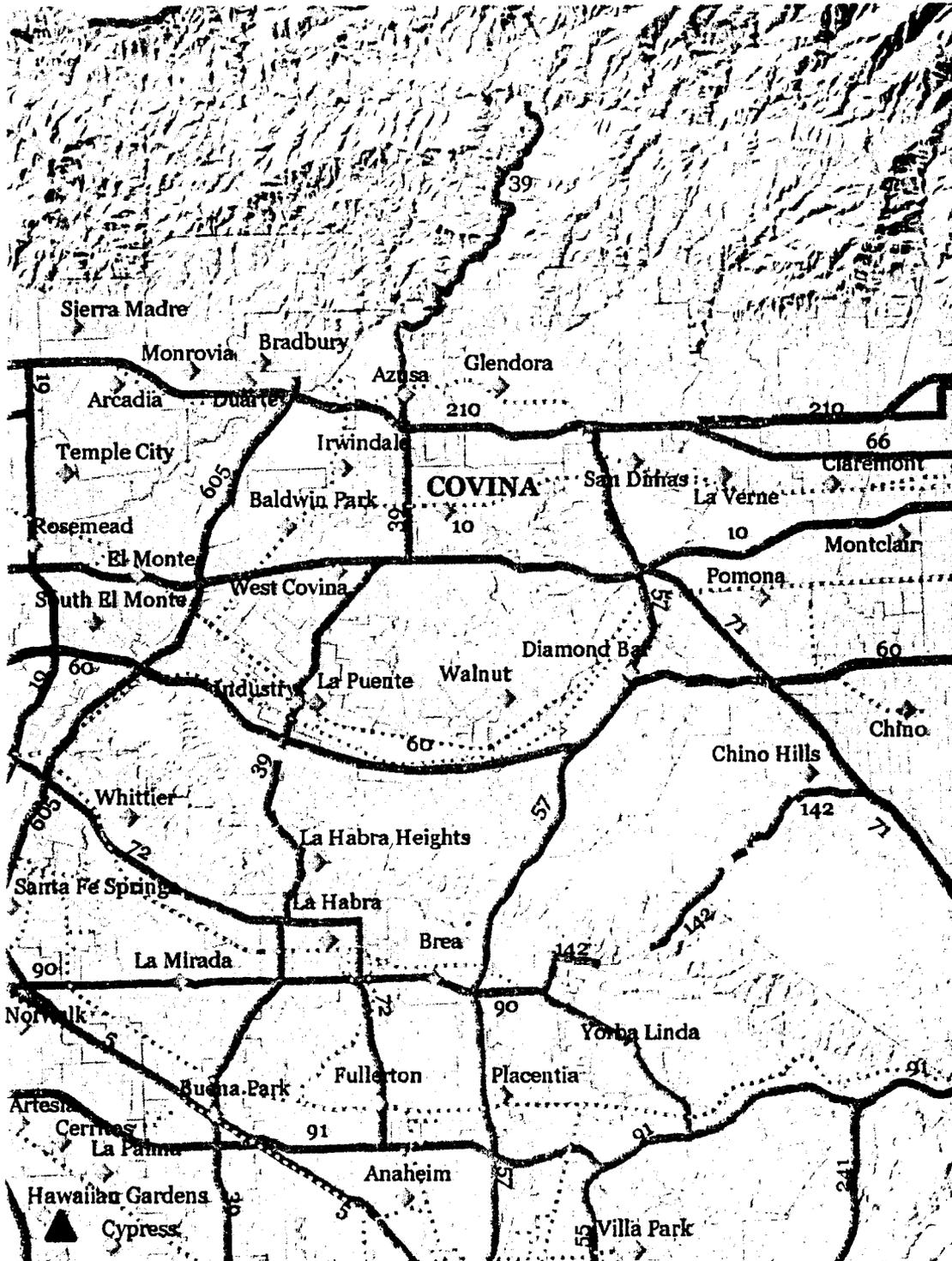


EXHIBIT 1
REGIONAL LOCATION
Source: Quantum GIS

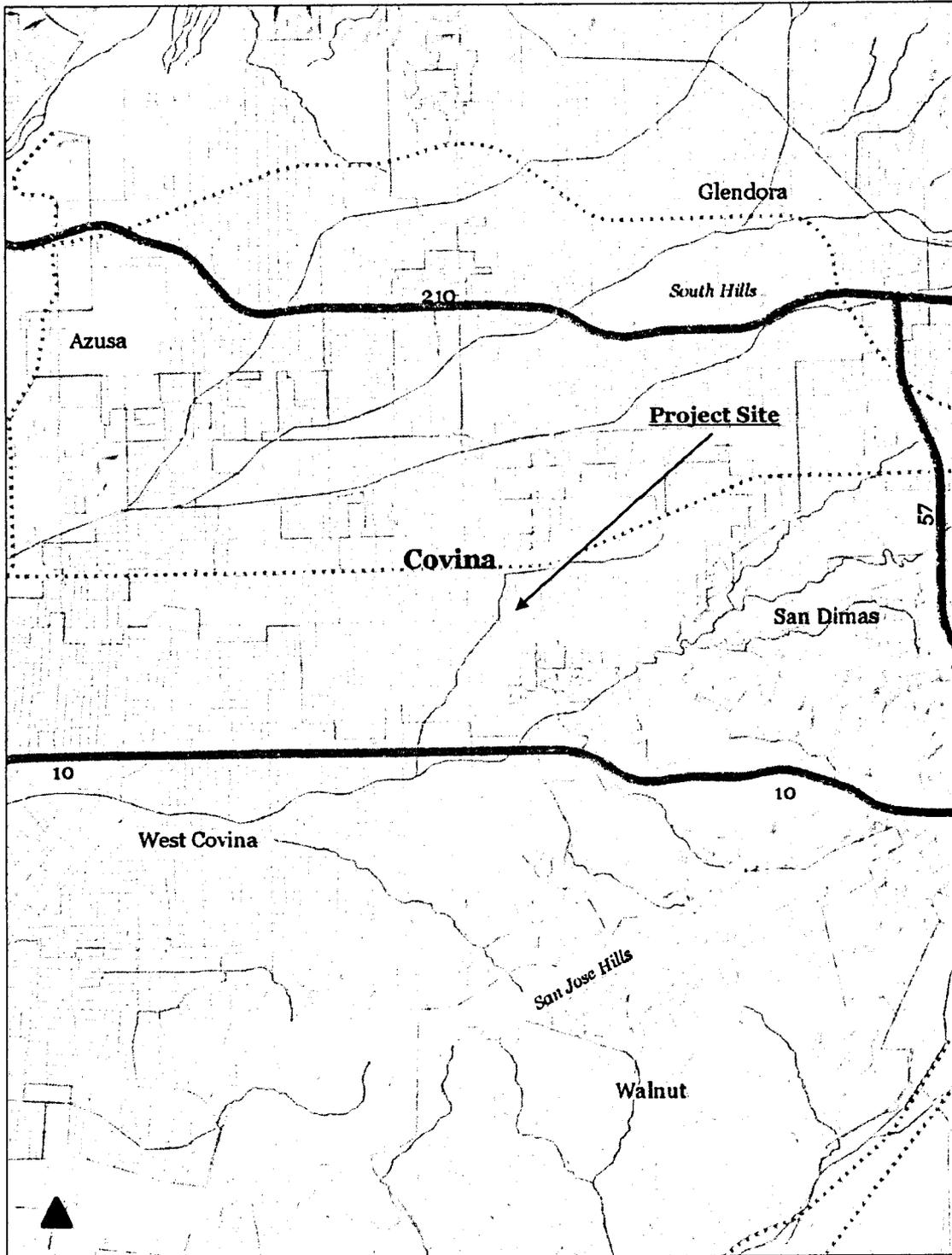


EXHIBIT 2
VICINITY MAP
Source: Quantum GIS

The project site is located near the northwest corner of E. Edna Place and N. Grand Avenue. The site's legal address is 777 E. Edna Place. The site's assessor's parcel numbers (APN) are 8429-006-017 and 018. The proposed project site is located along the north side of Edna Place and the west side of Grand Avenue. Other major arterial roadways in the vicinity include San Bernardino Road, located approximately 733 feet to the south, Azusa Avenue, located 1.87 miles to the west, and Arrow Highway, located approximately 4,591 feet to the north. Regional freeway access to the area is provided by the Foothill Freeway (I-210) located approximately 1.9 miles to the north, and the San Bernardino Freeway (I-10), located approximately 1.5 miles to the south.⁴ A local map is provided in Exhibit 3 and a project site map is provided in Exhibit 4.

2.2 ENVIRONMENTAL SETTING

The project site is located in an urban setting and is surrounded on all sides by development. The project site is currently zoned for industrial uses. The project site is currently zoned as *Light Manufacturing (M-1)*. Surrounding land uses and development in the vicinity of the project site include the following:⁵

- Edna Place extends in an east-west orientation along the south side of the project site. Commercial and industrial businesses occupy both sides of Edna Place in the vicinity of the project site. Along the south side of Edna Place, opposite the project site, are various commercial properties, including a Farmer Boys restaurant, Flexus Comfort Mattress Company, Whistle Stop, Buckwild Designs, and Air Fasteners.
- A residential neighborhood, consisting of both single and multi-family homes, is located to the north of the project site along Hurst Street and Cypress Street. Single-family homes, located along Hurst Street, occupy the parcels that abut the north side of the project site.
- A vacant commercial building formerly occupied by the Blake Party Company abuts the project site on the east side. N. Grand Avenue is located further east, along the east side of the aforementioned commercial property.
- Smaller industrial and mixed commercial uses are located to the west of the project site, along the north side of Edna Place. Hydro Fitting Manufacturing Corporation, abuts the project site on the west side.
- Other notable uses in the area include Ben Lomond Elementary School, located approximately 2,647 feet north of the project site and Covina Elementary School, located 2,477 feet southwest of the proposed project site. Kelby Park is located approximately 2,145 feet northwest of the project site along the west side of Barranca Avenue.

⁴ Quantum GIS. Accessed April 29, 2014.

⁵ Blodgett Baylosis Environmental Planning. *Site Survey* (The site survey was conducted on March 29, 2016).

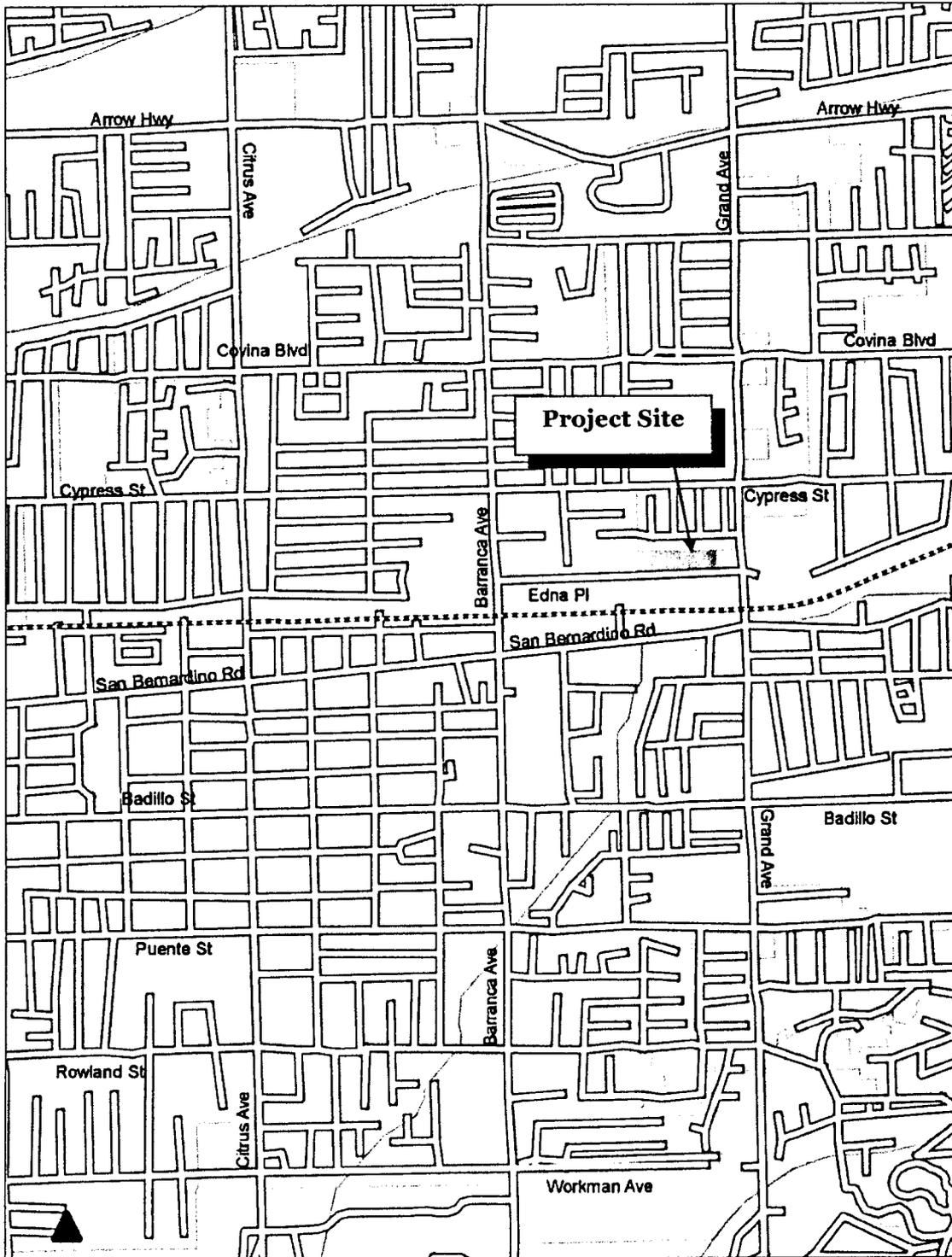


EXHIBIT 3
LOCAL MAP
Source: Quantum GIS

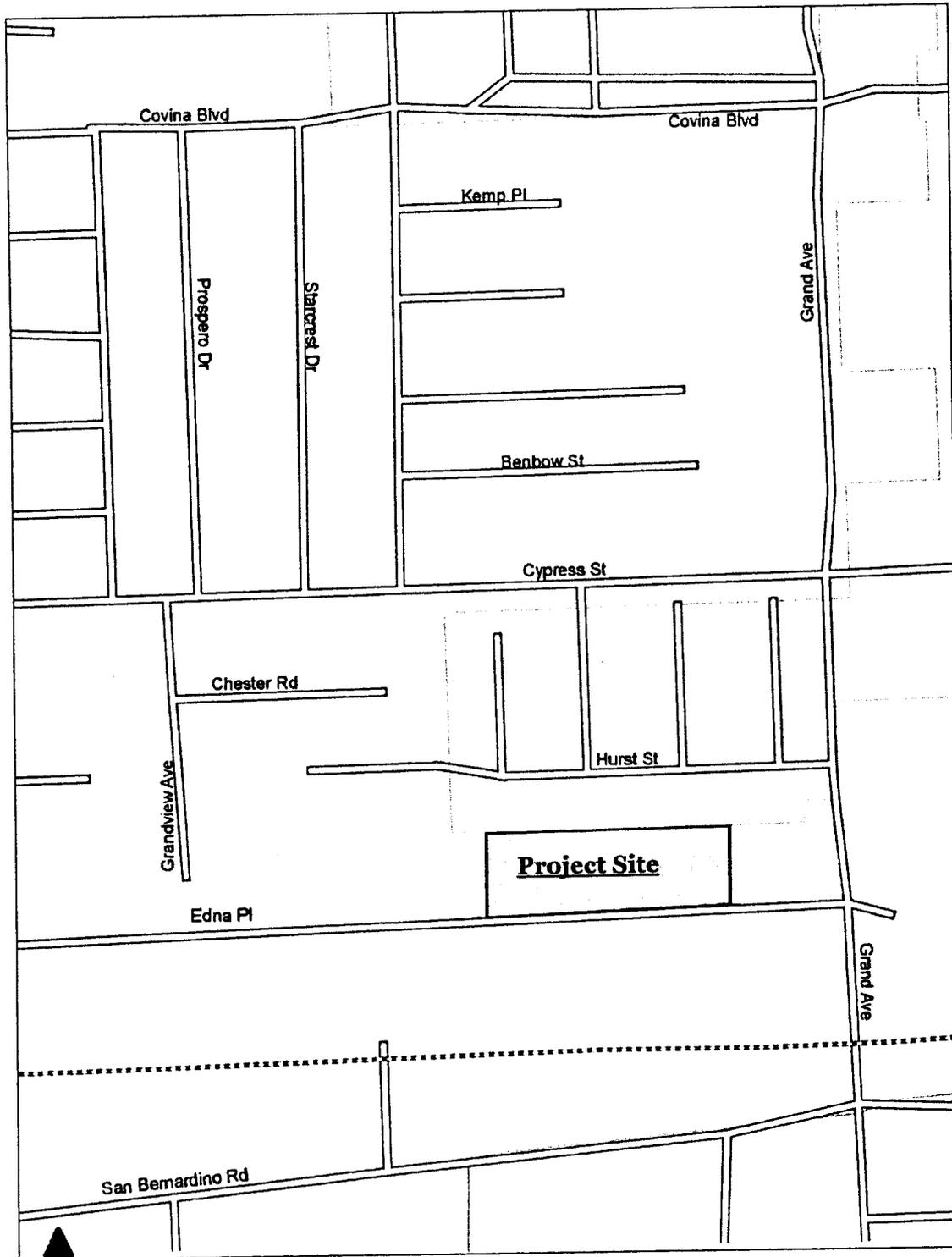


EXHIBIT 4
PROJECT SITE MAP
Source: Quantum GIS

The proposed light industrial condominiums will occupy the 4.38-acre site that is located along the E. Edna Place frontage (777 Edna Place). The project site is approximately 685 feet long and 270 feet wide. A vacant building is located in the center of the site and it is surrounded by a large empty parking lot. This area was formerly used by Clippinger Chevrolet for vehicle and equipment storage. Numerous cars, trucks, construction equipment, large pipes, logs, a dilapidated vacant mobile home, and shipping containers are located in the lot. The site is enclosed by a chain link fence with barbed wire.⁶ An aerial photograph of the project site and the immediate area is provided in Exhibit 5. Photographs of the project site and the surrounding properties are provided in Exhibits 6 through 7.

2.3 PHYSICAL CHARACTERISTICS OF PROPOSED PROJECT

The proposed project will involve the demolition of the existing on-site improvements and the construction of three buildings (herein noted as *Building 1*, *Building 2*, and *Building 3*). These three buildings will consist of 26 industrial condominiums (herein noted as *Unit 1* through *Unit 26*). The proposed project will consist of the following elements described below and in the remainder of the section:

- The proposed project site's land area is 190,916 square feet (4.38 acres). The three proposed buildings have a total floor area of 99,272 square feet.
- All of the total floor area, 19,726 square feet, will be dedicated to Building 1. Building 1 will consist of only Unit 1.
- Building 2 will have a total floor area of 67,531 square feet and will include Unit 2 through Unit 22.
- Building 3 will have a total floor area of 19,726 square feet and will include Unit 23 through Unit 26.
- The proposed project will provide a total of 201 parking stalls. Of that number, eight will be handicap stalls.
- Access to the industrial condominiums will be provided by two driveways located along the north side of E. Edna Place.

A conceptual site plan for the proposed project is provided in Exhibit 8.

⁶ Blodgett Baylois Environmental Planning. *Site Survey* (The site survey was conducted on March 29, 2016).



EXHIBIT 5
AERIAL PHOTOGRAPH
Source: Google



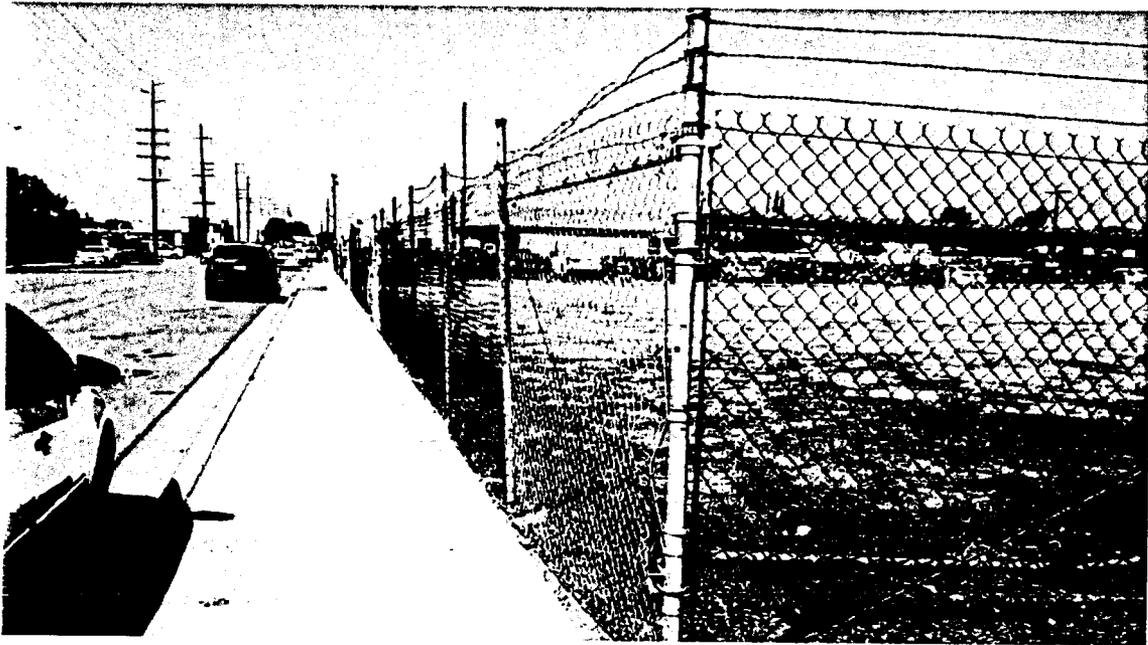
View of the existing car storage at 777 E. Edna Place.



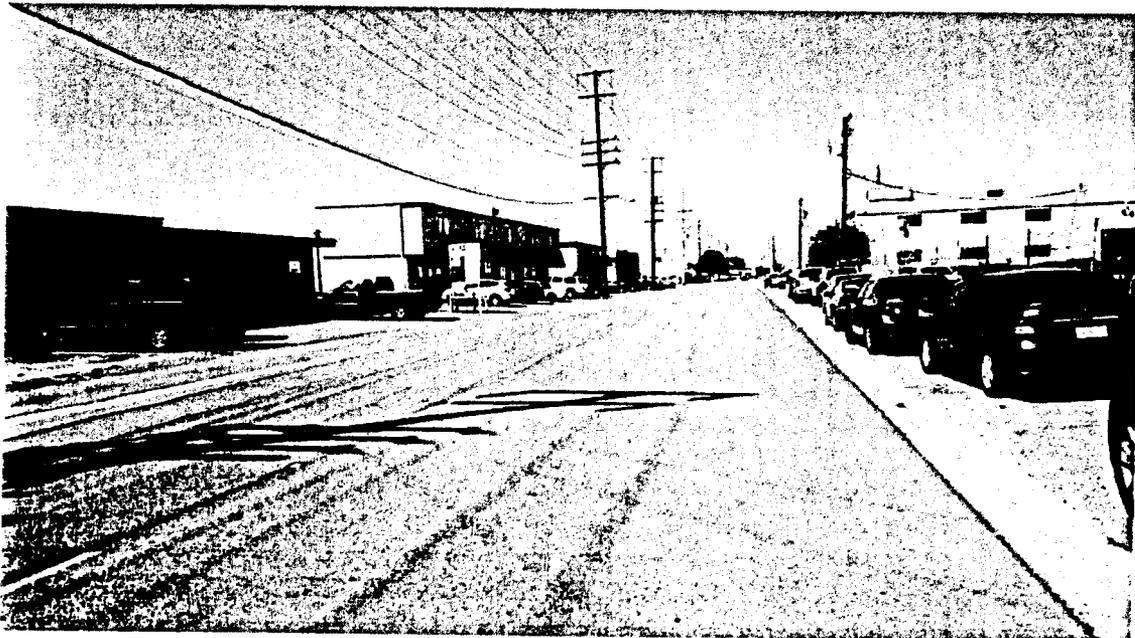
View of existing site at 777 E. Edna Place facing east.

EXHIBIT 6
PHOTOGRAPHS OF THE PROJECT SITE

Source: Blodgett Baylosis Environmental Planning



View of existing site at 777 E. Edna Place facing west.



View of E. Edna Place facing west.

EXHIBIT 7
PHOTOGRAPHS OF THE PROJECT AREA
Source: Blodgett Baylosis Environmental Planning

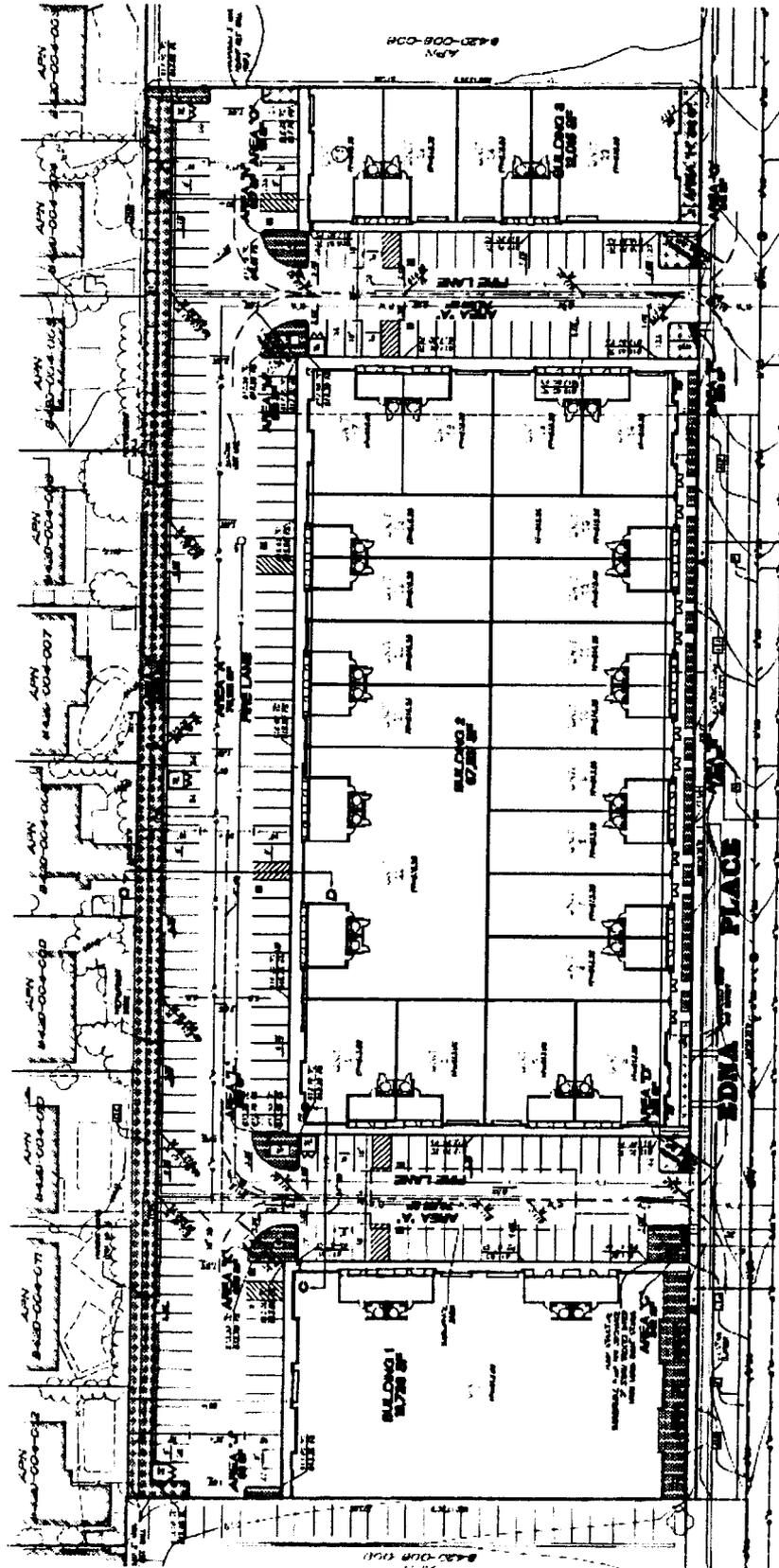


EXHIBIT 8
PROJECT SITE PLAN
Source: Land Development Consultants

2.4 CONSTRUCTION CHARACTERISTICS

The proposed project will be built in four phases. Overall construction time is expected to last approximately 12 months. The initial phase will involve the demolition of the existing on-site improvements. This phase will take approximately one month to complete. During the second site preparation phase, project site will be prepared for the construction and this phase will take approximately two months to complete. During the third phase, the new light industrial buildings will be constructed and this phase will take approximately six months to complete. Finally, the last phase will involve finishing of the buildings, paving, and the installation of landscaping. This concluding phase will take approximately three months to complete.

2.5 PROJECT OBJECTIVES

The City of Covina seeks to accomplish the following objectives with this review of the proposed project:

- To promote increased property valuation as a means to finance public services and improvements in the City;
- To promote new infill development on underutilized properties in the City of Covina; and,
- To facilitate the creation of new light industrial development to accommodate projected demand.

The project Applicant is seeking to accomplish the following objectives with the proposed project:

- To more efficiently utilize the site; and,
- To realize a fair return on their investment.

2.6 DISCRETIONARY ACTIONS

A Discretionary Decision is an action taken by a government agency (for this project, the government agency is the City of Covina) that calls for an exercise of judgment in deciding whether to approve a project. The proposed project will require the approval of the Tentative Tract Map (TTM) No. 73588.

3. APPLICABLE CEQA EXEMPTION (CLASS 32 INFILL EXEMPTION)

The City of Covina has reviewed the proposed project and has determined that it is categorically exempt and qualifies for a Class 32 Infill Development Project (CEQA Guidelines §15332). The Class 32 exemption consists of projects characterized as infill developments that meet the following conditions:

- The project is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulations;

- The proposed undertaking will occur within the City limits on a project site of not more than five acres that is substantially surrounded by urban uses;
- The project site has no value as habitat for endangered, rare, or threatened species;
- The approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and,
- The site can be adequately served by all required utilities and public services.⁷

4. FINDINGS SUPPORTING THE APPLICABLE CEQA EXEMPTION(S)

The City of Covina, determined following a preliminary evaluation of the proposed project, that the proposed project would not result in any significant effects on the environment. This determination is based on the following:

- The proposed project is allowed under the *Industrial* designation of the Covina General Plan and under the M-1 zone of the Zoning Ordinance. The proposed project site is located within an industrial area with industrial land uses located on two sides.
- The proposed project site is located within the City on a project site of less than five acres that is substantially surrounded by urban uses.
- The proposed project site is surrounded by development on all sides. The improvement area's small size and its isolation from other open space areas limit its utility as a habitat or an animal migration corridor. No native or natural habitats are found within the project site or on adjacent parcels (refer to the discussion provided in Attachment 1).
- The approval of the proposed project would not result in any significant effects relating to traffic, noise, air quality, or water quality (refer to the discussion provided in Attachment 1).
- The proposed project site can be adequately served by all required utilities and public services. No significant adverse cumulative impacts will result from the proposed project's implementation.

Furthermore, the City of Covina makes the following additional findings in support of a CEQA exemption for the proposed project.

- No dislocation of on-site or off-site structural improvements will be required to accommodate the proposed project.

⁷ CEQA Guidelines California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19. Categorical Exemptions. (Section 153332).

- The project site does not contain any sensitive environmental resources. The surrounding areas have been disturbed as part of previous development (refer to the discussion provided in Attachment 1).
- The project site is located within an urbanized area of the City of Covina. No scenic resources or scenic corridor will be affected by the proposed project (refer to the discussion provided in Attachment 1).
- The project site is not located within an area, nor does it include a site, the Department of Toxic Substances Control (DTSC) and the Secretary for Environmental Protection has identified as being affected by hazardous wastes (refer to the discussion provided in Attachment 1).
- The proposed project will not result in any adverse impacts on historic resources (refer to the discussion provided in Attachment 1).
- The proposed project will not require any review by a State trustee or responsible agency.

5. DISCUSSION OF LEAD AGENCY'S FINDINGS

The City of Covina may make the following findings with regard to the proposed project's exemption from the environmental review requirements outlined in CEQA:

- The proposed project will be confined to the project site and no dislocation of off-site uses will occur.
- The proposed project does not have a possibility of creating any significant environmental effects. The basis for this determination was discussed in the preceding section.
- The proposed project will not result in any impacts to sensitive resources.
- The proposed project will not result in any cumulative impacts; have the potential for damaging scenic resources; involve the placement of a project over a site the Department of Toxic Substances Control (DTSC) and the Secretary for Environmental Protection has identified as being affected by hazardous waste; or result in any impacts on historic resources.
- The Lead Agency, based on a rule of common sense, "has determined that there is no possibility" that the proposed project will result in significant effects.⁸

City of Covina

Date

⁸ Guidelines for the Implementation of the California Environmental Quality Act, Article 5. § 15061(b)(3).
CITY OF COVINA • NOTICE OF EXEMPTION

ATTACHMENT 1
ENVIRONMENTAL ASSESSMENT

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AESTHETIC IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project have a substantial adverse affect on a scenic vista?				X
B. Would the project substantially damage scenic resources, including but not limited to, trees, rock outcroppings, and historic buildings within a State scenic highway?				X
C. Would the project substantially degrade the existing visual character or quality of the site and its surroundings?				X
D. Would the project create a new source of substantial light or glare that would adversely affect day or night-time views in the area?				X

ENVIRONMENTAL DETERMINATION

- A.** Scenic vistas in the area include views of the San Gabriel Mountains (located approximately 4.7 miles to the north) and the San Jose Hills (located approximately 2.9 miles to the southeast). The new buildings will be separated from the existing residences located to the north by 80 feet. The height of the proposed buildings (28 feet) will not be great enough to obstruct scenic views of the San Gabriel Mountains or the San Jose Hills. No scenic highways or corridors are located in the immediate area. The new buildings will not result in the obstruction of any view or create any shade or shadow impacts. As a result, no impacts on scenic vistas are anticipated.
- B.** The proposed project site and the surrounding area are urban and no natural plant cover remains. The project site and the surrounding properties have already undergone development and there are no natural topographic features remaining. In addition, there are no State or City designated scenic highways located in the vicinity of the project site. Finally, there are no historic buildings located in the vicinity of the project site. Due to the existing urbanization of the project site and surrounding areas, no impacts regarding scenic resources, historic buildings, and scenic highways will result from the implementation of the proposed project.
- C.** The proposed project will be located on a site that is currently occupied by a dilapidated and abandoned building, cars, trucks, and miscellaneous equipment. The proposed project will improve the existing visual character and quality of site as part of the new development. As a result, no negative impacts will occur from the implementation of the proposed project.

ENVIRONMENTAL DETERMINATION (CONTINUED)

- D. The proposed project will introduce additional sources of lighting in the area including vehicle headlights, new street lights, indoor and outdoor lighting radiating from the housing units, interior and exterior lighting from the parking area. The Applicant must submit an interior and exterior lighting plan in conformance with City standards for review and approval by the City prior to the issuance of a building permit. According to these City's plan check requirements, a lighting plan and an exterior photometric plan indicating the location, size, and type of the proposed lighting must be submitted for review and approval by the City. As a result, no impacts are anticipated.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue , Covina, California 91723.* July 9, 2014.
- United States Geological Survey. *The National Map [Terra Server USA]. Covina, California.* July 1, 1998.
- California Department of Transportation. *Official Designated Scenic Highways.* www.dot.ca.gov
- City of Covina. *Covina General Plan. Land Use Element.*
- Blodgett Baylosis Environmental Planning. *Site Survey* (The site survey was conducted on March 29, 2016).

AGRICULTURE AND FORESTRY RESOURCES IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland) as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?				X
B. Would the project conflict with existing zoning for agricultural use, or a Williamson Act Contract?				X
C. Would the project conflict with existing zoning for or cause rezoning of, forest land (as defined in Public Resources Code §4526), or zoned timberland production (as defined by Government Code §51104[g])?				X
D. Would the project result in the loss of forest land or the conversion of forest land to a non-forest use?				X
E. Would the project involve other changes in the existing environment that, due to their location or nature, may result in conversion of farmland to non-agricultural use or the conversion of forestland to non-forest land use?				X

ENVIRONMENTAL DETERMINATION

- A.** No agricultural activities are located within the vicinity of the project site. Furthermore, there are no lands located in the City of Covina that are designated as Prime Farmland, Unique Farmland, or Farmland of Statewide Importance. Since there are no agricultural uses within the project site, no impact will occur from the implementation of the proposed project.
- B.** The project site was previously developed in urban uses and the site is not subject to a Williamson Act contract. As a result, no impacts on existing Williamson Act contracts will result from the implementation of the proposed mixed use project.
- C.** The City of Covina and the project site is located in the midst of a larger urban area and no forest lands are located in the City or within this portion of Los Angeles County. The City's General Plan and Zoning Ordinance do not specifically provide for any forest land preservation. As a result, no impacts on forest lands or timber resources will result from the proposed project's implementation.

ENVIRONMENTAL DETERMINATION (CONTINUED)

- D. As indicated in the previous subsection, no forest lands are located within City. As a result, no loss or conversion of forest lands will result from the proposed project's implementation.
- E. No agricultural activities are found within the project site or in the surrounding properties. The proposed project's implementation will not result in the conversion of any existing farm lands or forest lands to urban uses. As a result, no impacts will result from the implementation of the proposed project.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue , Covina, California 91723.* July 9, 2014.
- Blodgett Baylosis Environmental Planning. *Site Survey* (The site survey was conducted on March 29, 2016).
- California, State of. Department of Conservation. *Farmland Mapping and Monitoring Program.* Dated 2012.
- State of California. *The California Land Conservation [Williamson] Act, 2010 Status Report.* November 2010.
- United States Geological Survey. TerraServer USA. *The National Map. Covina, California.* July 1, 1979.

AIR QUALITY IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project conflict with or obstruct implementation of the applicable air quality plan?				X
B. Would the project violate any air quality standard or contribute substantially to an existing or projected air quality violation?			X	
C. Would the project result in a cumulatively considerable net increase of any criteria pollutant for which the project region is in non-attainment under an applicable Federal or State ambient air quality standard (including releasing emissions, which exceed quantitative thresholds for ozone precursors)?				X
D. Would the project expose sensitive receptors to substantial pollutant concentrations?				X
E. Would the project create objectionable odors affecting a substantial number of people?				X

ENVIRONMENTAL DETERMINATION

A. The City of Covina is located within the South Coast Air Basin (SCAB). The SCAB covers a 6,600 square-mile area within Orange County and the non-desert portions of Los Angeles County, Riverside County, and San Bernardino County. Air quality in the SCAB is monitored by the SCAQMD at various monitoring stations located throughout the area. Measures to improve regional air quality are outlined in the SCAQMD's Air Quality Management Plan (AQMP). The most recent AQMP was adopted in 2012 and was jointly prepared with the CARB and the Southern California Association of Governments (SCAG). The AQMP will help AQMD maintain focus on the air quality impacts of major projects associated with goods movement, land use, energy efficiency, and other key areas of growth. The primary criteria pollutants that remain non-attainment in the local area include PM_{2.5} and Ozone. Specific criteria for determining a project's conformity with the AQMP is defined in Section 12.3 of the SCAQMD's CEQA. The Air Quality Handbook refers to the two consistency criteria as a means to determine a project's conformity with the AQMP. *Consistency Criteria 1* refers to a proposed project's potential for resulting in an increase in the frequency or severity of an existing air quality violation or its potential for contributing to the continuation of an existing air quality violation. *Consistency Criteria 2* refers to a proposed project's potential for exceeding the assumptions included in the AQMP or other regional growth projections relevant to the AQMP's implementation. In terms of Criteria 1, the proposed project's long-term (operational) airborne emissions will be below levels that the SCAQMD considers as a significant adverse impact. The proposed project will also conform to Consistency Criteria 2 since it will not significantly affect any regional population, housing, and

ENVIRONMENTAL DETERMINATION (CONTINUED)

employment projections prepared for the City of Covina. The proposed project will not lead to any area-wide growth-inducing impacts. In addition, the project is in conformance with SCAG's regional sustainable development policies that promote infill development. As a result, no impacts related to the implementation of the AQMP are anticipated.

- B.** The air quality impacts associated with the proposed project's implementation include short-term (construction-related) emissions and long-term (operational) impacts. The potential construction-related emissions from the proposed project were estimated using the computer program CalEEMod (V.2013.2.2) developed for the SCAQMD (the worksheets are included in the Appendix). The entire project construction period is expected to last for approximately 12 months (refer to Section 2.4.2) and would include the demolition of the existing onsite improvements, site preparation, erection of the new structural improvements, and the finishing of the project (paving, painting, and installation of landscaping). The estimated daily construction emissions assume compliance with applicable SCAQMD rules and regulations for the control of fugitive dust and architectural coating emissions, which include, but are not limited to, water active grading of the site and unpaved surfaces at least three times daily, daily clean-up of mud and dirt carried onto paved streets from the site, and use of low VOC paint. According to the CalEEMod, daily construction emissions will not exceed the SCAQMD significance thresholds. Therefore, the mass daily construction-related impacts associated with the proposed project would be less than significant. Long-term emissions refer to those air quality impacts that will occur once the proposed project has been constructed and is operational. These impacts will continue over the operational life of the project. The long-term air quality impacts associated with the proposed project include vehicle emissions (mobile emissions), area-wide emissions associated with off-site power generation, and on-site stationary emissions. The projected long-term emissions will also be below thresholds considered to be a significant impact.
- C.** The short-term and long-term emissions will not exceed the SCAQMD's daily thresholds. The SCAB is currently non-attainment for ozone, PM_{10} , and $PM_{2.5}$. The major source of long-term emissions will be associated with the vehicle trips traveling to and from the project site. Finally, the proposed project will not exceed these adopted projections used in the preparation of the Regional Transportation Plan. The potential cumulative air quality impacts are deemed to be less than significant related to the generation of criteria pollutants.
- D.** Sensitive receptors refer to land uses and/or activities that are especially sensitive to poor air quality and typically include homes, schools, playgrounds, hospitals, convalescent homes, and other similar facilities where children or the elderly may congregate. Sensitive receptors include homes and schools located in the vicinity of the proposed project site. The nearest sensitive receptors to the project site are the single-family houses located to the north. These homes abut the project site's northern property line. The proposed project will not exceed any LSTs based on the information included in the Mass Rate LST Look-up Tables. Most vehicles generate carbon monoxide (CO) as part of the tail-pipe emissions and high concentrations of CO along busy roadways and congested intersections are a concern. The areas surrounding the most congested intersections are often found

ENVIRONMENTAL DETERMINATION (CONTINUED)

to contain high levels of CO that exceed applicable standards. These areas of high CO concentration are referred to as *hot-spots*. Two variables influence the creation of a hot-spot and these variables include traffic volumes and traffic congestion. Typically, a hot-spot may occur near an intersection that is experiencing severe congestion (a LOS E or LOS F). The SCAQMD stated in its original CEQA Handbook that a CO hot-spot would not likely develop at an intersection operating at LOS C or better. Since the Handbook was written (1993), there have been new CO emissions controls added to vehicles and reformulated fuels are now sold in the SCAB. According to the SCAQMD, the tables included in the 1993 Handbook were derived using an obsolete version of CARB's mobile source emission factors inventory (EMFAC7E) instead of the currently approved version (EMFAC2011). Based on these new emission factors, an intersection operating at a LOS F would not necessarily result in the creation of a CO hot-spot. It is important to note that the intersection of Edna Place and Grand Avenue intersection nearest to the project is currently operating at a LOSA during both the AM and PM Peak Hours. The new automobile emissions controls, along with the reformulated fuels, have resulted in a lowering of both ambient CO concentrations and vehicle emissions. As a result, no impacts will occur.

- E. The SCAQMD has identified those land uses that are typically associated with odor complaints. These uses include activities involving livestock, rendering facilities, food processing plants, chemical plants, composting activities, refineries, landfills, and businesses involved in fiberglass molding. The proposed project will not be involved in these uses. No impacts related to odors are anticipated with the proposed project.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue , Covina, California 91723.* July 9, 2014.
- South Coast Air Quality Management District, *Final 2012 Air Quality Plan*, Adopted June 2012.
- South Coast Air Quality Management District. *CEQA Air Quality Handbook*. April 1993 [as amended 2015]. Table 11-4.
- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).

BIOLOGICAL RESOURCES IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project have a substantial adverse effect either directly or through habitat modifications, have an impact on any species identified as a candidate, sensitive or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?				X
B. Would the project have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?				X
C. Would the project have a substantial adverse effect on Federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?				X
D. Would the project have a substantial adverse effect in interfering substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory life corridors, or impede the use of native wildlife nursery sites?				X
E. Would the project have a substantial adverse effect in conflicting with any local policies or ordinances, protecting biological resources, such as a tree preservation policy or ordinance?				X
F. Would the project have a substantial adverse effect by conflicting with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or State habitat conservation plan?				X

ENVIRONMENTAL DETERMINATION

- A.** The project site has been previously developed and plant life on-site is limited to non-native, introduced species and ruderal vegetation. The project site is completely surrounded by man-made improvements. Animal life within the area (including the project site) consists of species commonly found in an urban setting. There are no sensitive or endangered animal and plant species within the project site or on the adjacent properties. No sensitive species are expected to migrate to the development site due to the lack of suitable habitat in the area and the nature and extent of existing development. As a result, the implementation of the proposed project will not result in any impacts.
- B.** The project site and the surrounding areas are developed or were previously developed. Charter Oak Creek, the nearest riparian area in the City to the site, is located approximately 1,400 feet to the southeast and will not be affected by the proposed project. The vegetation and animal species supported in the project site includes species that are commonly found in urban environments. As a result, the implementation of the proposed project will not result in any impacts.
- C.** The project site and surrounding areas are fully urbanized and no natural wetland habitat is found within the area. Charter Oak Creek, the nearest riparian area to the project site is located approximately 1,400 feet to the southeast and will not be affected. No other natural blue line streams are identified within the City according to topographic maps published by the United States Geological Survey. As a result, the implementation of the proposed project will not result in any impacts.
- D.** As indicated in the preceding section, no natural open space areas are located within the project site that could function as animal migration corridor. In addition, the project site is surrounded by urban development and roadways. As a result, the site does not have any utility as a migration corridor and no impacts are anticipated.
- E.** The construction of the proposed project will not result in the removal of any existing natural or protected vegetation. There are no trees located within the project site. The new landscaping that will be installed as part of the site's development will consist of non-invasive species. As a result, no impacts are anticipated.
- F.** As indicated previously, the project site is located within an urbanized setting, and no *natural* habitat is found within the project site or in adjacent areas. The project site is not located within an area governed by a habitat conservation or community conservation plan. The nearest protected lands include the lands within the Bonelli Park located approximately 4.3 miles to the east. As a result, no impacts on local, regional, or State habitat conservation plans will result from the proposed project's implementation.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue , Covina, California 91723.* July 9, 2014.
- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).
- California Department of Fish and Wildlife, *Natural Diversity Database*, 2011.
- United State Geological Survey. *Covina 7½ Minute Quadrangle*. Release Date March 25, 1999.

CULTURAL RESOURCES IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project cause a substantial adverse change in the significance of a historical resource as defined in §15064.5 of the CEQA Guidelines?				X
B. Would the project cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5 of the CEQA Guidelines?				X
C. Would the project directly or indirectly destroy a unique paleontological resource, site, or unique geologic feature?				X
D. Would the project disturb any human remains, including those interred outside of formal cemeteries?				X

ENVIRONMENTAL DETERMINATION:

- A.** Review of the State of California State Historic Preservation Office (SHPO) indicated there are no National Register designations listed or eligible properties or State landmarks located within or adjacent to the project site. There are no historic structures or significant sites located within the project site. The only structure on the site is a modular building that was installed as an office for the auto storage lot. This building, which is in a poor state of maintenance, was moved to the site in the early 1990s. As a result, the proposed project will not result in any impacts on any historic site or other historic structures.
- B.** The proposed concrete tilt up construction will not require grading and/or excavation deep enough to extend into the native soil. The building footings, building foundation, and utility connections will be limited to no more than two to three feet. Limited new grading will be required since the site has previously been developed. The San Gabriel Valley (and the greater Los Angeles Basin) was previously inhabited by the Gabrieleño-Kizh people, named after the San Gabriel Mission. The Gabrieleño-Kizh tribe has lived in this region for around 7,000 years. Prior to Spanish contact, approximately 5,000 Gabrieleño-Tongva people lived in villages throughout the Los Angeles Basin. Villages were typically located near major rivers such as the San Gabriel River, Rio Hondo River, or Los Angeles River. According to the AB-52 consultation, monitoring will be required during any soil disturbance activity. This monitoring, outlined below as a condition, will be a condition of approval for the project:
- The project Applicant will be required to obtain the services of a qualified Native American Monitor during construction-related ground disturbance activities. Ground disturbance is defined by the Tribal Representatives from the Gabrieleño Band of Mission Indians, Kizh Nation

ENVIRONMENTAL DETERMINATION (CONTINUED)

as activities that include, but are not limited to, pavement removal, pot-holing or auguring, boring, grading, excavation, and trenching, within the project area. The monitor(s) must be approved by the tribal representatives and will be present on-site during the construction phases that involve any ground disturbing activities. The Native American Monitor will complete monitoring logs on a daily basis. The logs will provide descriptions of the daily activities, including construction activities, locations, soil, and any cultural materials identified. The Monitor will photo-document the ground disturbing activities. The on-site monitoring shall end when the project site grading and excavation activities are completed.

- C. The project site has undergone extensive ground disturbance resulting from past development. The proposed concrete tilt-up construction will not require grading and/or excavation deep enough to extend into the native soil. The building footings, building foundation, and utility connections will be at a limited depth. Limited new grading will be required since the site has previously been developed. Historically, the entire project site has undergone disturbance. The potential for paleontological resources in the area is considered low because of the area's alluvial soils and that no paleontological resources have been encountered in the area. Thus, future construction activities are not expected to disturb any paleontological resources on site and no impacts are anticipated.
- D. Forest Lawn Memorial Parks and Mortuaries is the only cemetery located within the City. This cemetery is located approximately four miles south of the project site. In addition, the project site has already been previously developed and no human remains were found. In the unlikely event that remains are uncovered by construction crews and/or the Native American Monitors, all excavation/grading activities shall be halted and the Los Angeles County Sheriffs Department will be contacted (the Department will then contact the County Coroner). Compliance with Section 7050.5 of the California Health and Safety Code and Section 5097.98 of the California Public Resources Code would ensure that potential impacts would not occur.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue , Covina, California 91723.* July 9, 2014.
- California State Parks, Office of Historic Preservation. www.parks.ca.gov. 2010.
- California Dept. of Conservation. State Office of Historic Preservation. 2010.
- McCawley, William. *The First Angelinos, The Gabrielino Indians of Los Angeles.* 1996.
- United State Geological Survey. *Covina 7½ Minute Quadrangle.* Release Date March 25, 1999.

GEOLOGY IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project result in or expose people to potential impacts involving the exposure of people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving rupture of a known earthquake fault, ground-shaking, liquefaction, or landslides?				X
B. Would the project result in or expose people to potential impacts involving substantial soil erosion or the loss of topsoil?				X
C. Would the project result in or expose people to potential impacts involving the location on a geologic unit or a soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?				X
D. Would the project result in or expose people to potential impacts involving the location on expansive soil, as defined in California Building Code (2010), creating substantial risks to life or property?				X
E. Would the project result in or expose people to potential impacts involving soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?				X

ENVIRONMENTAL DETERMINATION

A. Major faults in the region include the Whittier/Elsinore, Norwalk, Newport/Inglewood, Santa Monica, Sierra Madre, Palos Verdes, and San Andreas faults. According to the State of California Geological Survey, no known or suspected active fault traces pass through or are located near the City. There are no designated Alquist-Priolo Special Studies Zones found within the City. In recent years, researchers have identified a previously unknown blind thrust fault that extends from the Puente Hills westerly towards downtown Los Angeles. The City is, and will continue to be, subject to ground-shaking hazards associated with earthquakes in the region. The level of risk within the City increases from a southwest to northeast direction. The most intense ground shaking is expected to

ENVIRONMENTAL DETERMINATION (CONTINUED)

take place north of Arrow Highway, over 4,478 feet to the north of the project site. In addition, the proposed project is not located in a liquefaction zone. As a result, no impacts are anticipated.

- B.** The site is currently covered over in impervious surfaces (the existing building and paved areas). No undisturbed native soils remain within the boundaries of the project site. The project Applicant will be required to implement storm water pollution control measures pursuant to the National Pollutant Discharge Elimination System (NPDES) requirements. The Applicant will also be required to prepare a Water Quality Management Plan (WQMP) utilizing Best Management Practices to control or reduce the discharge of pollutants to the maximum extent practicable. The WQMP will also identify post-construction best management practices (BMPs) that will be the responsibility of the project's future tenant to implement over the life of the project. As a result, no impacts related to the loss of top soils are anticipated with the implementation of the proposed project.
- C.** The topography of the City is generally level with the exception of the hillsides that are found in the southeasterly portion of the City. According to the Covina-Valley Hazards Mitigation Plan, a majority of the City is not located in an area where soil erosion is a major problem. The two general soil types or associations (Hanford and Ramona-Placentia), which are present in the City handle runoff, subsoil permeation, and natural drainage well. The site is underlain by the Hanford Soils Association United States Department of Agriculture, Soil Conservation Service. *Report and General Soil Map, Los Angeles County, California*. Revised 1969). As a result, the proposed project's implementation will not result in any impacts.
- D.** Expansive soils are soils that contain clay-based soils that will expand when the soils become moist and then shrink when the water content declines. If soils consist of expansive clay, damage to foundations and structures may occur. Expansive soils are not present within the project site. The project site is underlain by the Hanford Soils Association (United States Department of Agriculture, Soil Conservation Service. *Report and General Soil Map, Los Angeles County, California*. Revised 1969). As a result, no impacts are anticipated to occur with the proposed project's implementation and no impacts related to expansive soils are anticipated.
- E.** The project site is located near a sanitary sewer system. The proposed use will be required to connect to the existing sanitary sewer system to accommodate waste water. No septic tanks will be used as part of the proposed project's operation. As a result, no impacts related to the use of septic tanks will result.

SOURCES

- California Geological Survey. *Preliminary Map of Seismic Hazard Zones*. 2011.
- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and,*

Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue, Covina, California 91723. July 9, 2014.

- Covina-Valley Unified School District Natural Hazards Mitigation Plan. Draft May 22, 2006. District-Profile 2.
- Covina-Valley Unified School District Natural Hazards Mitigation Plan. Draft May 22, 2006. District-Profile 2.
- United States Department of Agriculture, Soil Conservation Service. *Report and General Soil Map, Los Angeles County, California.* Revised 1969.
- U.S. Geological Survey, *Evaluating Earthquake Hazards in the Los Angeles Region - An Earth Science Perspective, USGS Professional Paper 1360, 1985.*
- United States Department of Agriculture, Soil Conservation Service. *Report and General Soil Map, Los Angeles County, California.* Rev. 1969.

GREENHOUSE GAS EMISSIONS IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project result in the generation of greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?			X	
B. Would the project increase the potential for conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing emissions of greenhouse gases?			X	

ENVIRONMENTAL DETERMINATION

- A.** Greenhouse gas (GHG) emissions or gases that trap heat in the atmosphere are emitted by both natural processes and human activities. Examples of GHG include carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O). Carbon dioxide equivalent, or CO₂E, is a term that is used for describing different greenhouse gases in a common and collective unit. The SCAQMD has recommended the following GHG thresholds of significance for industrial projects: 10,000 metric tons of CO₂E (MTCO₂E) per year. Table 4 (provided in Attachment 3) summarizes annual greenhouse gas emissions from build-out of the proposed project. As indicated in Table 4 of Attachment 3, the CO₂E total for the project is 9,480.27 pounds per day or 4.30 MTCO₂E per day. This translates into a generation of approximately 1,548 MTCO₂E per year, which is below the threshold of 10,000 MTCO₂E for industrial projects. These emissions were calculated using the computer model CalEEMod V.2013.2.2. Therefore, the project’s GHG impacts are less than significant.
- B.** The proposed project will not involve or require any variance from the State’s Climate Action Plan policies. Furthermore, the proposed project will not involve or require any other variance from an adopted local, regional, or the State’s climate plan, policy, or regulation governing GHG emissions. There will also be a regional benefit in terms of a reduction in vehicle miles traveled (VMT) because it is an infill project that is consistent with the regional and the State’s sustainable growth objectives identified in the State’s Strategic Growth Council (SGC). As a result, the impacts related to a potential conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing emissions of greenhouse gases are less than significant.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue , Covina, California 91723.* July 9, 2014.
- California, State of. OPR Technical Advisory – CEQA and Climate Change: Addressing Climate Change through the California Environmental Quality Act (CEQA) Review. June 19, 2008.

HAZARDOUS MATERIALS IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?				X
B. Would the project create a significant hazard to the public or the environment or result in reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?				X
C. Would the project emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?			X	
D. Would the project be located on a site, which is included on a list of hazardous material sites compiled pursuant to Government Code Section 65962.5, and as a result, would it create a significant hazard to the public or the environment?				X
E. Would the project be located within an airport land use plan, or where such a plan has not been adopted, within two miles of a public airport or a public use airport, would the project result in a safety hazard for people residing or working in the project area?				X
F. Would the project be located within the vicinity of a private airstrip, result in a safety hazard for people residing or working in the project area?				X
G. Would the project impair implementation of, or physically interfere with, an adopted emergency response plan or emergency evacuation plan?				X
H. Would the project expose people or structures to a significant risk of loss, injury, or death involving wild lands fire, including where wild lands are adjacent to urbanized areas or where residences are intermixed with wild lands?				X

ENVIRONMENTAL DETERMINATION

- A. The Environmental Protection Agency's (EPA's) Environfacts Database was consulted to identify EPA-regulated facilities within the project area. The proposed project site is not included on this list. Due to the nature of the proposed project, no hazardous materials are expected to be transported to and from the newly developed site. As a result, no impacts are anticipated to occur.
- B. Future on-site demolition activities must comply with all pertinent requirements of the Fire Department, SCAQMD, Regional Water Quality Control Board, California Department of Toxic Substances Control, and other pertinent regulatory agencies. Compliance with the regulations of these agencies will reduce the potential risk to levels that are less than significant (refer to Subsection C that follows). The use of any hazardous materials will be limited to those that are commercially available and typically used in a household setting. As a result, no impacts concerning a release of hazardous materials are anticipated.
- C. The nearest sensitive receptors to the project site are the homes located along the south side of Hurst Street. These homes are adjacent to the project site, bordering the site to the north. The nearest school site is Ben Lomond Elementary School, located approximately 2,647 feet to the north. As indicated previously, the use of any hazardous materials on-site will be limited to those that are commercially available and typically used in a household setting. The project will involve the removal of the existing materials on-site and the demolition debris. In addition, any underground tanks associated with the previous land uses will need to be removed in the event any are encountered. During these activities, lead and/or asbestos-containing materials may be encountered. The Applicant and the contractors must adhere to all requirements governing the handling, removal, and disposal of asbestos-containing materials, lead paint, underground septic tanks, and other hazardous substances and materials that may be encountered during demolition and land clearance activities. Documentation as to the amount, type, and evidence of disposal of materials at an appropriate hazardous material landfill site shall be provided to the Chief Building Official prior to the issuance of any building permits. Any contamination encountered during the demolition, grading, and/or site preparation activities must also be removed and disposed of in accordance with State and Federal law prior to the issuance of any building permit. With adherence to the aforementioned standard condition, no additional mitigation will be required. As a result, the impacts will be less than significant.
- D. The project site is not included on a hazardous sites list compiled pursuant to Government Code Section 65962.5. As a result, no additional impacts related to this issue are anticipated.
- E. The project site is not located within two miles of an operational *public* airport. The nearest airport is Brackett Field Airport, located approximately five miles to the east. The nearest major airport is located in Long Beach, approximately 24 miles to the southwest. Los Angeles International Airport

ENVIRONMENTAL DETERMINATION (CONTINUED)

(LAX) is located approximately 31 miles to the west. Finally, Ontario Airport is located 15 miles to the southeast. As a result, the proposed project will not present a safety hazard related to aircraft or airport operations and no impacts will occur.

- F. The proposed development will be confined to the parcel and will not obstruct access to the surrounding lots or otherwise hinder emergency evacuation within the surrounding properties. At no time will any designated emergency evacuation routes, such as N. Grand Avenue, be closed to vehicular traffic as a result of the proposed project's implementation (no building construction will occur). The project contractors will be required to submit a construction and staging plan to the City for approval. Thus, no impacts on emergency response or evacuation are expected with the project.
- G. The project site is not located within two miles of an operational *private* airport or airstrip. As a result, the proposed project will not impact the operations of a private airstrip.
- H. As indicated previously, the project site and the adjacent properties are urbanized and there are no areas of native or natural vegetation found within the vicinity of the project site. The project site is located outside of any wildfire risk designation, or any areas where there is natural vegetation that may represent a significant wildfire risk. As a result, no risk from wildfire is anticipated.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue, Covina, California 91723.* July 9, 2014.
- California, State of, Department of Toxic Substances Control, *DTSC's Hazardous Waste and Substances Site List - Site Cleanup (Cortese List)*, Site accessed March 2nd, 2015.
- United States Environmental Protection Agency. *Environfacts Database, Multisystem Search.* www.epa.gov/envirofw/. Site accessed March 2nd, 2015.
- Green. *Managing Water-Avoiding Crisis in California.* University of California Press. 2007.
- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).

HYDROLOGY AND WATER QUALITY IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project violate any water quality standards or waste discharge requirements?				X
B. Would the project substantially deplete groundwater supplies or interfere substantially with groundwater recharge in such a way that would cause a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?				X
C. Would the project substantially alter the existing drainage pattern of the site or area, including the alteration of the course of a stream or river, in a manner, which would result in substantial erosion or siltation on- or off-site?				X
D. Would the project substantially alter the existing drainage pattern of the site or area, including the alteration of the course of a stream or river, in a manner that would result in flooding on- or off-site?				X
E. Would the project create or contribute runoff water, which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff?				X
F. Would the project substantially degrade water quality?				X
G. Would the project place housing within a 100-year flood hazard area as mapped on a Federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?				X
H. Would the project place within a 100-year flood hazard area, structures that would impede or redirect flood flows?				X
I. Would the project expose people or structures to a significant risk of flooding because of dam or levee failure?			X	
J. Would the project result in inundation by seiche, tsunami, or mudflow?				X

ENVIRONMENTAL DETERMINATION

- A.** The proposed project will be required to implement storm water pollution control measures pursuant to the National Pollutant Discharge Elimination System (NPDES) requirements. The Applicant will also be required to prepare a Water Quality Management Plan (WQMP) utilizing Best Management Practices to control or reduce the discharge of pollutants to the maximum extent practicable. The WQMP will also identify post-construction best management practices (BMPs) that will be the responsibility of the property owners to implement over the life of the project. As a result, no impacts will occur.
- B.** The proposed project's implementation will not involve any excavation that would affect a local aquifer. In addition, the proposed project will not affect any existing water well. As a result, no impacts are anticipated.
- C.** The majority of the project site is developed and covered over with impervious surfaces (concrete and asphalt). No natural drainage or riparian areas remain within the project site or surrounding area due to earlier development. The project will not affect or alter any existing drainage pattern of a stream or river. The proposed project, post development, will improve the existing drainage characteristics. New facilities, including a pump structure, containing a submersible pump will be used as treating stormwater discharges during major storm events. The landscaping located along the Edna Place frontage and near the entries will also serve to detain storm water runoff. However, there will be no change in the quantity or velocity of storm water runoff. As a result, no impacts are anticipated.
- D.** As indicated previously, no naturally occurring permanent surface water features exist within the project site or in the adjacent properties. The existing topographical character of the site will not substantially change as part of the proposed project's construction. In addition, the site is presently covered over in impervious surfaces. The proposed project will not substantially alter the existing on-site drainage characteristics. As indicated previously, the proposed project, post development, will improve the existing drainage characteristics. The landscaping located along the Edna Place frontage and near the entries will also serve to detain storm water runoff. However, there will be no change in the quantity or velocity of storm water runoff. As a result, no impacts are anticipated.
- E.** As indicated previously, no naturally occurring permanent surface water features exist within the project site or in the immediate area. The proposed project will not substantially alter the existing on-site drainage pattern. The project site is paved, though the pavement is deteriorating. Nevertheless, the implementation of the proposed project will neither alter the site's existing drainage characteristics nor lead to on-site or off-site flooding. New facilities, including a pump structure containing a submersible pump and bioswales, will be used for the treatment and retention of storm water discharges during major storms. The landscaping located along the Edna Place frontage and near the entries will also serve to detain storm water runoff. The additional storm water runoff controls will reduce the amount of polluted runoff discharged to the local streets. As a result, no impacts are anticipated.

ENVIRONMENTAL DETERMINATION (CONTINUED)

- F. The proposed project will be required to implement storm water pollution control measures pursuant to the National Pollutant Discharge Elimination System (NPDES) requirements. The Applicant will also be required to prepare a Water Quality Management Plan (WQMP) utilizing Best Management Practices to control or reduce the discharge of pollutants to the maximum extent practicable. The WQMP will also identify post-construction best management practices (BMPs) that will be the responsibility of the property owners to implement over the life of the project. The project will be required to meet all discharge requirements in accordance with the Clean Water Act. As a result, no impacts are anticipated.
- G. The proposed project will not place housing within a 100-year flood zone because the City itself is not located in within the 100-year flood hazard area. As a result, no impacts are anticipated.
- H. The proposed project is not located within a 100-year flood zone nor will place any structures in a 100-year flood hazard zone; therefore, no impacts are anticipated.
- I. The project site is located north of the potential inundation areas of Puddingstone Dam. The project site is also located just inside a potential inundation area of San Dimas Dam which is located to the north of the City. Virtually the entire City is located within the inundation area of this dam. The impacts will not be unique for this since the majority of the City is in a similar zone.
- J. The project site will not be exposed to a tsunami since the site is located approximately 27 miles inland from the Pacific Ocean. There are no hillsides located in the area that would result in mudslides. In addition, there are no surface water bodies located in the immediate area that would result in a seiche. As a result, no impacts are expected.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue, Covina, California 91723.* July 9, 2014.
- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016)
- United State Geological Survey. *Covina 7½ Minute Quadrangle.* Release Date March 25, 1999.
- Federal Emergency Management Agency. Intranetix Viewer. [http:// map1.msc.fema.gov /idms/IntraView](http://map1.msc.fema.gov/idms/IntraView)
- City of Covina. *Final Environmental Impact Report [for the] City of Covina General Plan.*

LAND USE AND PLANNING IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project physically divide an established community, or otherwise result in an incompatible land use?				X
B. Would the project conflict with an applicable land use plan, policy, or regulation of an agency with jurisdiction over the project adopted for the purpose of avoiding or mitigating an environmental effect?				X
C. Would the project conflict with any applicable habitat conservation or natural community conservation plan?				X

ENVIRONMENTAL DETERMINATION

- A.** The proposed development will be confined to the project site. The project site is located in an urban setting and is surrounded on all sides by development. The project site is currently zoned for commercial and industrial uses. The project site is zoned as *Light Manufacturing (M-1)*. No additional land area will be required to accommodate the proposed development and no division of an existing residential neighborhood will occur as part of the proposed project’s implementation. Furthermore, no residential land uses or areas designated for residential uses are located within the project site. As a result, no impacts related to the division of an established residential neighborhood will occur as part of the proposed project’s implementation.

- B.** The Covina General Plan and Zoning Ordinance define the permitted land uses and the corresponding development standards within the City. The General Plan designation that is applicable to the project site is *General Industrial* and the applicable Zoning designation is *Light Manufacturing (M-1)*. The approval of the proposed project will not be in conflict with any regional land use or environmental plans. As proposed, the project is a permitted use and will not require a variance or general plan amendment. The project will be required to conform to all applicable land use regulations and plans and no impacts are anticipated.

- C.** The project site is located in the midst of an existing urbanized area. No natural or native habitats are found within the site or within the adjacent parcels. In addition, there are no areas within the immediate vicinity that are subject to habitat conservation plans. As a result, no impacts are anticipated.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue , Covina, California 91723.* July 9, 2014.
- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).
- United State Geological Survey. *Covina 7½ Minute Quadrangle.* Release Date March 25, 1999.
- Covina, City of. *Covina General Plan.* As amended 2015.
- Covina, City of. *Zoning Ordinance.* As amended 2015.

MINERAL RESOURCES IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the State?				X
B. Would the project result in the loss or availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan, or other land use plan?				X

ENVIRONMENTAL DETERMINATION

- A.** The project site does not contain sand, gravel, mineral, or timber resources. There are no active oil wells or natural resource extraction activities within the project site. A review of the California Division of Oil and Gas field records indicates that no abandoned wells are located in the vicinity of the project site. As a result, no impacts are anticipated.

- B.** There are no mineral, oil, or energy extraction and/or generation activities within the project site or in the immediate area. The resources and materials used in the proposed project’s construction will not include any materials that are considered to be rare or unique. The site has not been identified for purposes of mineral resource recovery by the General Plan or any other plan. Thus, the project will not result in any impacts on mineral resources in the region.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue , Covina, California 91723.* July 9, 2014.

- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).

- United State Geological Survey. *Covina 7½ Minute Quadrangle.* Release Date March 25, 1999.

- California, State of. Department of Conservation. *Oil, Gas, and Geothermal – District 1 Maps.* 2016.

NOISE IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project result in exposure of persons to, or generation of, noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?				X
B. Would the project result in exposure of people to, or generation of, excessive ground-borne noise levels?				X
C. Would the project result in substantial permanent increase in ambient noise levels in the project vicinity above noise levels existing without the project?			X	
D. Would the project result in substantial temporary or periodic increases in ambient noise levels in the project vicinity above levels existing without the project?			X	
E. For a project located with an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?				X
F. For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?				X

ENVIRONMENTAL DETERMINATION

A. The project site is located within an urbanized setting and the ambient noise characteristics reflect the surrounding urban environment. The predominant source of noise in the area is related to traffic on N. Grand Avenue and Edna Place. Stationary noise is also present from the industrial uses located along Edna Place. Finally, the railroad, located 370 feet to the south of the project site, is an additional source of noise. Noise sensitive receptors in the immediate area include the residences in the Charter Oaks neighborhood located to the north of the site. Noise sensitive receptors in the immediate area include the residences in the Charter Oaks neighborhood located to the north of the site. There are a number of noise control regulations that are relevant to this project:

- *State of California Building Code.* The State of California has adopted noise standards in areas of regulation not preempted by the Federal government. The State standards regulate noise levels of motor vehicles, sound transmission through buildings, occupational noise control, and noise insulation. Title 24 of the California Code of Regulations, also known as the California Building Code, establishes building standards applicable to all occupancies throughout the State.

ENVIRONMENTAL DETERMINATION (CONTINUED)

- *State of California General Plan Guidelines.* The California Governor's Office of Planning and Research (OPR) provide guidance for the compatibility of projects within areas of specific noise exposure. The OPR Guidelines include a Noise and Land Use Compatibility Matrix that identifies acceptable and unacceptable community noise exposure limits for various land use categories.
- *California Environmental Quality Act.* The California Environmental Quality Act Guidelines establishes significance criteria related to noise. Roadway noise impacts would be considered significant if the project increases noise levels at a noise sensitive land use by 3.0 dBA CNEL and if: (1) the existing noise levels already exceed the residential land use compatibility standard for "normally acceptable" or (2) the project increases noise levels from below the 65 dBA CNEL standard to above 65 dBA CNEL. A substantial increase in noise levels due to stationary noise sources shall be considered 5.0 dBA L_{eq} .

In addition to the aforementioned requirements, the City of Covina Municipal Code has established sound limit regulations that are applicable to commercial development: 65 dBA between 7:00 AM to 10:00 PM and 55 dBA between 10:00 PM to 7:00 AM. Other applicable noise requirements included within the City's Noise Control regulations include the following:

- No person shall construct, or cause to be constructed, in any area of the City a commercial or industrial development in an area adjacent to residential properties that will increase noise levels above the standards, unless mitigation measures are provided to reduce the increased noise levels. Prior to the issuance of building permits for such a project, a registered engineer shall certify that the construction plans provide for noise reduction features. In addition, prior to occupancy a random selection of adjacent residential units shall be tested to provide evidence that all required noise levels are achieved.

The noise sensitive receptors located in the vicinity of the project site include the single-family homes along Hurst Street located adjacent to the north side of the project site. In addition, a wall extends along the rear yard of those homes that face the project site. The future occupants will be required to comply with all pertinent noise regulations contained in the City of Covina's Municipal Code including the City's Vibration Standards outlined in Section 9.40.120(J) of the municipal code. Therefore, no impacts are anticipated to occur.

- B.** The proposed project is not anticipated to generate excessive ground-borne noise levels that would exceed the ground-borne noise standards outlined in the City of Covina General Plan or those noise exposure limits identified in the City of Covina Municipal Code (refer to the previous section). The proposed project's construction noise impacts and its operational impacts are addressed herein in Sections C and D, respectively. There is an 80-foot separation between the proposed new industrial buildings and the homes located to the north. In addition, the individual industrial units will most likely be incubator spaces and smaller offices. No large truck high doors will be provided and larger tractor trailers will not regularly travel to the site.

ENVIRONMENTAL DETERMINATION (CONTINUED)

The future commercial tenants will be required to comply with all pertinent noise regulations contained in the City of Covina's Municipal Code including the following requirements:

- City Code requirements governing loitering and vehicle noise must be enforced at all times.
- Security and door alarms that are audible in the exterior areas will not be permitted. The businesses will be required to employ "silent alarms."
- Lot maintenance and sweeping activities that use mechanical devices must adhere to the City's Noise Control Ordinance.
- Trash dumpsters must be located away from the noise sensitive residences on the north side.
- Adherence to the standards established for vibration outlined in Section 9.40.120(J) of the municipal code.

The proposed project's noise impacts will be less than significance with adherence to the aforementioned requirements. As a result, the impacts are considered to be less than significant.

- C** The proposed project will not result in any significant noise levels once occupied. The proposed project's traffic will not be great enough to result in a measurable or perceptible increase in traffic noise (it typically requires a doubling of traffic volumes to increase the ambient noise levels to 3.0 dBA or greater). In addition, the individual industrial units will most likely be incubator spaces and smaller offices. No large truck high doors will be provided and larger tractor trailers will not regularly travel to the site. The proposed project's daily trip generation will be 353 trips per day. Of this total, 30 trips will occur during the AM peak hour and 32 trips will occur during the PM peak hour. These project volumes will not be great enough to cause a doubling in traffic volumes which is the number that is required to result in a perceptible increase in ambient noise levels. As a result, the traffic noise impacts resulting from the proposed project's occupancy are deemed to be less than significant.
- D.** The noise levels are those that would be expected at a distance of 50 feet from the noise source. Composite construction noise is best characterized in a study prepared by Bolt, Beranek, and Newman. In the aforementioned study, the noisiest phases of construction are anticipated to be 89 dBA as measured at a distance of 50 feet from the construction activity. This value takes into account both the number of pieces and spacing of the heavy equipment typically used in a construction effort. In later phases during building erection, noise levels are typically reduced from these values and the physical structures further break up line-of-sight noise. However, as a worst-case scenario, the 89 dBA value was used as an average noise level for the construction activities. As indicated previously, the areas between the future buildings and the north property line is 80 feet in width. This area will include landscaping and surface parking. As a result, there will be a buffer between the noise sensitive receptors and the major construction activities that will involve the building erection. The major construction activities will end with the building erection. The contractors will be required to adhere

to the City's noise control regulations. As a result, the short-term noise impacts will be less than significant.

- E. The project site is not located within two miles of an operational *public* airport. The nearest airport is Brackett Field Airport, located approximately five miles to the east. The nearest major airport is located in Long Beach, approximately 24 miles to the southwest. Los Angeles International Airport (LAX) is located approximately 31 miles to the west. Finally, Ontario Airport is located 15 miles to the southeast. As a result, the proposed project will not present a noise hazard related to aircraft or airport operations and no impacts will occur.
- F. The project site is not located within two miles of an operational private airport. The proposed project will not involve the exposure of persons to aircraft noise from operations at any private airport in the area and no impacts will occur.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue, Covina, California 91723.* July 9, 2014.
- Bugliarello, et. al., *The Impact of Noise Pollution*, Chapter 127, 1975.
- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).
- United States Geological Survey. TerraServer USA. *The National Map – Covina, California.* July 1, 1979.
- USEPA, *Protective Noise Levels.* 1971.

POPULATION AND HOUSING IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project induce substantial growth in an area either directly or indirectly (e.g., through projects in an undeveloped area or extension of major infrastructure)?				X
B. Would the project displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?				X
C. Would the project displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?				X

ENVIRONMENTAL DETERMINATION

- A.** The proposed project will not result in an exceedance of regional or local projections for employment or population. No additional housing units will be provided by the proposed project and no growth-inducing impacts are anticipated. In addition, the infrastructure connections (i.e., the natural gas line) will be extended only to the project site and not to the adjacent properties. As a result, no growth-inducing impacts will result from the proposed project’s implementation.
- B.** No housing units are located within the project site. As a result, no housing displacement necessitating the construction of new replacement housing elsewhere in the City will occur with the proposed project’s implementation.
- C.** As indicated previously, the proposed project will not result in any housing displacement, nor necessitate the construction of replacement housing elsewhere. As a result, no impacts associated with the displacement of persons will occur.

Sources

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue, Covina, California 91723.* July 9, 2014.
- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).
- Bureau of the Census. *American Fact-finder, 2010 Census.* 2012.

PUBLIC SERVICES IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, the construction of which would cause significant environmental impacts in order to maintain acceptable service ratios, response times, or other performance objectives in <i>fire protection services</i> ?			X	
B. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, the construction of which would cause significant environmental impacts in order to maintain acceptable service ratios, response times, or other performance objectives in <i>police protection services</i> ?				X
C. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, the construction of which would cause significant environmental impacts in order to maintain acceptable service ratios, response times, or other performance objectives in <i>school services</i> ?				X
D. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, the construction of which would cause significant environmental impacts in order to maintain acceptable service ratios, response times, or other performance objectives in <i>other governmental services</i> ?				X

ENVIRONMENTAL DETERMINATION

A. The City of Covina contracts with the Los Angeles County Fire Department which operates three fire stations in the City. The nearest (first response) station is Station 154 located at 401 N. 2nd Avenue, which is approximately 0.7 miles east of the project site. This potential increase in demand will be largely offset by the increase in property tax and other revenue that will accrue as part of the proposed project's implementation. The proposed uses will also be required to conform to the current fire safety standards. The proposed project will be subject to review and approval by the LACFD to ensure that safety and fire prevention measures are incorporated into the project. As part of the project review process, the LACFD will review the project and make recommendations for fire protection services and fire flow rates. Depending on the outcome of the review, any required improvements to the water system (e.g. additional hydrants) would be provided at the expense of the project Applicant. In addition, the proposed project would comply with all applicable State and local codes and ordinances related to fire protection. Compliance with the following mitigation, as well as the pertinent codes and ordinances, would reduce the impacts to levels that are less than significant.

ENVIRONMENTAL DETERMINATION (CONTINUED)

- B.** The City of Covina Police Department (CPD) provides law enforcement services in the City. The CPD operates out of the main police station located approximately one mile west of the project site. The addition of the 67 units and attendant potential population increase will lead to a potential increase in the calls for law enforcement services. This potential increase in demand will be largely offset by the increase in property tax and other revenue that will accrue as part of the proposed project's implementation. The existing site is not occupied and subject to vandalism and loitering. The new development will also bring in a full-time population that will discourage vandalism and other criminal behavior. The CPD shall review the site plan to ensure that no security issues will result from the proposed plan. The CPD will also review the site plan for the commercial component to ensure it adheres to all security and safety measures. The project must conform to all CPD requirements related to site visibility, alarms, and employee safety. As a result, no impacts will occur.
- C.** The Covina-Valley Unified School District (CVUSD) serves the City, with ten elementary schools, three middle schools, and three high schools. The nearest educational facility to the proposed project site is Ben Lomond which is operated by CVUSD. The project would be served by the following CVUSD schools: Ben Lomond (621 E Covina Boulevard), Sierra Vista Middle School (777 Puente Avenue), and Covina High School (463 S. Hollenbeck Avenue). The proposed project will also be required to pay all pertinent school district development fees. Pursuant to Senate Bill 50, payment of school impact fees constitutes complete mitigation for project-related impacts to school services. Therefore, mandatory payment of school impact fees would reduce the impact to a level below significant, and no mitigation would be required. The implementation of the proposed project will not involve the introduction of any residential units within the project area. As a result, no direct student generation impacts are anticipated and no impacts on school services will result.
- D.** No new governmental services will be needed, and the proposed project is not expected to have any impact on existing governmental services. As a result, no impacts are anticipated.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue, Covina, California 91723.* July 9, 2014.
- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).
- County of Los Angeles Fire Department. Hometown Fire Stations. <http://fire.lacounty.gov/HometownFireStations/> HometownFireStations.asp
- County of Los Angeles Sheriff's Department. <http://sheriff.lacounty.gov/wps/portal/lasd>

RECREATION IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?				X
B. Would the project affect existing recreational facilities or require the construction or expansion of recreational facilities that might have an adverse physical effect on the environment?				X

ENVIRONMENTAL DETERMINATION

- A.** The City of Covina Parks and Recreation Department operates eight parks located throughout the City. The nearest park to the project site is Kelby Park, located at 815 Barranca Avenue, in the City of Covina. This park is located approximately 2,190 feet to the northeast of the project site. Kahler Russell Park is the next closest park, located approximately 3,244 feet to the east of the project site. The proposed project site is not located immediately adjacent to any existing park, nor is it utilized for any recreational use. Additionally, the proposed project will not lead to any new employment. As a result, no impacts upon recreational facilities are anticipated.

- B.** The proposed project will not significantly affect existing park facilities in the City. The proposed project site is not located immediately adjacent to any existing park, nor is it utilized for any recreational use. Additionally, the proposed project will not lead to any new employment. As a result, no impacts upon recreational facilities are anticipated.

SOURCES

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue, Covina, California 91723.* July 9, 2014.

- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).

- City of Covina. *Final Environmental Impact Report [for the] City of Covina General Plan Update.*

TRANSPORTATION IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project cause a conflict with an applicable plan, ordinance, or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to, intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?				X
B. Would the project exceed, either individually or cumulatively, a level of service standard established by the County Congestion Management Agency for designated roads or highways?				X
C. Would the project result in a change in air traffic patterns, including either an increase in traffic levels or a change in the location that results in substantial safety risks?				X
D. Would the project substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?				X
E. Would the project result in inadequate emergency access?				X
F. Would the project conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?				X

ENVIRONMENTAL DETERMINATION

A. The proposed light industrial development will consist of 99,272 square feet of floor area. According to the Institute of Transportation Engineers, 9th Edition, light industrial and warehousing uses will generate 3.56 daily trips per 1,000 square feet of floor area. The morning (AM) peak hour trip generation is 0.3 trips per 1,000 square feet of floor area and the evening (PM) peak hour trip rate is 0.32 trips per 1,000 square feet. The proposed project's daily trip generation will be 353 trips per day. Of this total, 30 trips will occur during the AM peak hour and 32 trips will occur during the PM peak hour. This projected trip generation is comparable with that of the other business located along E. Edna Place. The intersection of Edna Place and Grand Avenue is currently operating at a LOS A. The aforementioned intersection will continue to operate at a LOS following the implementation and occupation of the proposed project. As a result, no impacts will occur.

ENVIRONMENTAL DETERMINATION (CONTINUED)

B. The CMP was created statewide because of Proposition 111 and was implemented locally by the Los Angeles County Metropolitan Transportation Authority (Metro). The CMP for Los Angeles County requires that the traffic impact of individual development projects of potentially regional significance be analyzed. A specific system of arterial roadways plus all freeways comprises the CMP system. Per CMP Transportation Impact Analysis (TIA) Guidelines, a traffic impact analysis is conducted where:

- At CMP arterial monitoring intersections, including freeway on-ramps or off-ramps, where the proposed project will add 50 or more vehicle trips during either morning or afternoon weekday peak hours.
- At CMP mainline freeway-monitoring locations, where the project will add 150 or more trips, in either direction, during the either the morning or afternoon weekday peak hours.

The nearest CMP arterial monitoring intersections to the project site are including the following: CMP #14 - Azusa Avenue and Arrow Highway (2.2 miles from project site) and CMP #159 - Azusa Avenue and Workman Avenue (2.3 miles from project site). Based on the trip generation and distribution of the project, it is not expected that 50 or more new project trips per hour would be added at these CMP intersections. Therefore, no further analysis of potential CMP impacts is required. The nearest CMP mainline freeway-monitoring location to the project site is on the Interstate 10 freeway, east of Grand Avenue. This location is approximately 1.5 miles from the project site. The proposed project is expected to add less than 150 new trips per hour to any freeway segments. Therefore, no further analysis of CMP freeway monitoring stations is required and no impacts are anticipated to occur.

C. The City of Covina is not located adjacent to a port or harbor facility. The nearest commercial port is located in Long Beach, approximately 29 miles to the southwest. The nearest airport is Brackett Field Airport located approximately five miles to the east. The proposed project will not involve the installation of any new facilities and/or improvements that would result in impacts to waterborne or air traffic. Thus, no impacts on air or waterborne transportation systems are anticipated with the implementation of the proposed project.

D. The overall local circulation system will not change from existing conditions. The proposed project will provide a total of 201 parking stalls. Of that number, eight will be handicap stalls. Access to the industrial condominiums will be provided by two driveways located along the north side of E. Edna Place. There is enough clearance available to accommodate vehicular ingress and egress. None of the uses that will occupy the site require the installation of dock high loading doors. Therefore, no large trucks or trailers will be maneuvering on-site and the site's internal circulation will not be impacted. As a result, no impacts are anticipated to occur.

E. At no time will N. Grand Avenue or E. Edna Place be closed to traffic during construction activities. As a result, no impacts on emergency access routes are associated with the proposed project's implementation.

ENVIRONMENTAL DETERMINATION (CONTINUED)

F. The Los Angeles Metropolitan Transit Authority operates fixed route bus service in the City. Additionally, the project study area is served by bus transit lines operated by Foothill Transit and the City of Glendora. No bus stops will be impacted by the proposed project. Furthermore, the proposed project will not significantly affect patrons. As a result, no impacts will result from the proposed project's implementation.

Sources

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue, Covina, California 91723. July 9, 2014.*
- City of Covina. *Final Environmental Impact Report [for the] City of Covina General Plan Update.*
- Blodgett Baylosis Environmental Planning. *Site Survey* (the site survey was conducted on March 29, 2016).

UTILITIES IMPACTS	Potentially Significant Impact	Less Than Significant Impact With Mitigation	Less Than Significant Impact	No Impact
A. Would the project exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?			X	
B. Would the project require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental impacts?			X	
C. Would the project require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				X
D. Would the project have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?			X	
E. Would the project result in a determination by the provider that serves or may serve the project that it has inadequate capacity to serve the project's projected demand in addition to the provider's existing commitments?			X	
F. Would the project be served by a landfill with insufficient permitted capacity to accommodate the project's solid waste disposal needs?			X	
G. Would the project comply with Federal, State, and local statutes and regulations related to solid waste?				X

ENVIRONMENTAL DETERMINATION

A. The project site is located within District 22 in the Los Angeles County Sanitation District (LACSD). San Jose Creek Water Reclamation Plant (WRP) is the designated water treatment facility for the City of Covina. The San Jose Creek WRP has a permitted capacity to treat up to 100 million gallons of waste water per day. The proposed project is expected to generate approximately 11,277 gallons of sewage per day, well within the daily average totals for the San Jose Creek WRP. This generation rate assumed 0.11 gallons of effluent per square foot per day. This rate was derived from the Orange County Sanitation District. As a result, the impacts are expected to be less than significant.

ENVIRONMENTAL DETERMINATION (CONTINUED)

- B.** Once in operation, the project is projected to consume approximately 14,097 gallons of water per day. This water consumption rate assumed 0.14 gallons of effluent per square foot per day. This rate was also derived from the Orange County Sanitation District. The proposed project is expected to generate approximately 11,277 gallons of sewage per day. All wastewater generated by the project will be discharged into a local sewer main and conveyed to the County Sanitation Districts of Los Angeles County's San Jose Creek Water Reclamation Plant for treatment. This facility has a capacity of treating 100 million gallons per day (mgd) and currently handles approximately 78.6 mgd. The remaining treatment capacity of the San Jose Treatment Plant (22.4 mgd) is more than adequate to accommodate the proposed project's waste water treatment requirements. The City of Covina Water Division (CWD) supplies potable water to the site. The City purchases drinking water from Covina Irrigating Company (CIC). The CIC pumps groundwater from the Main San Gabriel Groundwater Basin (Main Basin) and filters the water prior to domestic deliveries. CIC's water supply sources include surface water diversions from the San Gabriel River and groundwater pumped from the Main Basin. CIC currently has three active wells (Baldwin Park Wells No. 1, No. 2, and No. 3) which are all located in the Main Basin. Water produced from these wells is pumped into the Baldwin Park Reservoir, which is then pumped through the distribution system. As indicated above, the proposed project is projected to consume 14,097 gallons of water of a daily basis. Based on the availability of water from the San Gabriel Reservoir and Morris Reservoir for surface water diversion; current management practices in the Main Basin; and the reliability of the imported water supply from the Upper District to recharge the Main Basin, the minimum water supplies available at the end of an average water year, a single dry year, and multiple dry years would be at least equal if not greater than the CIC's water demand. According to the civil engineer, the local sewers and water lines have enough capacity to accommodate the projected increase in demand. As a result, the water demand may be met by existing supplies and the impact would be less than significant.
- C.** The City of Covina is served by the Los Angeles County Flood Control District which operates and maintains regional and municipal storm drainage facilities. The City works with the Flood Control District in making local drainage plans and improvements. The project site is covered in impervious surfaces consisting of asphalt and concrete. All of these surfaces are poorly maintained. Following development, the amount of impervious surfaces will decrease somewhat due to the installation of landscaping and yard areas. The proposed project, post development, will improve the existing drainage characteristics. New facilities, including a pump structure containing a submersible pump and bioswales, will be used for the treatment and retention of storm water discharges during major storms. The landscaping located along the Edna Place frontage and near the entries will also serve to detain storm water runoff. However, there will be no change in the quantity or velocity of storm water runoff. The proposed project will be required to implement storm water pollution control measures pursuant to the National Pollutant Discharge Elimination System (NPDES) requirements. The Applicant will also be required to prepare a Water Quality Management Plan (WQMP) utilizing Best Management Practices to control or reduce the discharge of pollutants to the maximum extent practicable.

ENVIRONMENTAL DETERMINATION (CONTINUED)

The WQMP will also identify post-construction best management practices (BMPs) that will be the responsibility of the owner to implement over the life of the project. As a result, no impacts are anticipated to occur with the implementation of the proposed project.

- D. As indicated previously, the CIC is the primary water provider for the City of Covina. The CIC's water supply is obtained from the Main San Gabriel Groundwater Basin and from the San Gabriel River. The Metropolitan Water District of Southern California (MWD) serves as the City's back-up water supplier. MWD's primary sources of water include the Colorado River and other sources in Northern California. This water is provided to the City through Three Valleys Water District. The average water consumption in the City is approximately eight mgd. The proposed project's daily consumption is projected to be 14,097 gallons of water per day. Based on the availability of water from the San Gabriel Reservoir and Morris Reservoir for surface water diversion; current management practices in the Main Basin; and the reliability of the imported water supply from the Upper District to recharge the Main Basin, the minimum water supplies available at the end of an average water year, a single dry year, and multiple dry years would be at least equal if not greater than the CIC's water demand. As a result, the water demand may be met by existing supplies and the impact would be less than significant.
- E. The average water consumption in the City is approximately eight mgd. The proposed project's water consumption is anticipated to be 14,097 gallons of water. As indicated in the previous section (D), this consumption is not anticipated to exceed available supplies. As a result, the impacts of proposed project are expected to be less than significant.
- F. Solid waste collection services in the City of Covina are provided by Athens Waste Disposal Services, Inc. Solid waste collected in Covina is transported to the City of Industry Materials Recovery Facility (MRF) that is operated by Athens. The daily permitted capacity for this MRF is 5,000 tons per day (TPD). The project is expected to produce 596 pounds of waste on a daily basis which represents (0.3 tons per day) which is a small fraction of the facility's permitted capacity. This solid waste generation assumes 6.0 pounds per day per 1,000 square feet of floor area. These rates were derived from City of Los Angeles Solid Waste Rates included in the City's CEQA Guidelines. Approximately 50 percent of the total waste stream is recycled leaving the remainder for disposal at local landfills or incineration at the local waste to energy plant in Commerce. As a result, the impacts are less than significant.
- G. Future development will be required to comply with any existing or future waste reduction and/or recycling City-initiated programs pursuant to AB-939 requirements. No unique types of waste will be generated by the proposed project. As a result, no impacts are expected.

SOURCES

- Los Angeles County Sanitation Districts. www.lacsd.org/about/serviceareamap.asp
- City of Covina. *Final Environmental Impact Report [for the] City of Covina General Plan Update*. August 2007.

- Blodgett Baylosis Environmental Planning. *Initial Study and Mitigated Negative Declaration [prepared for] General Plan Amendment (GPA) No. 14-002; Zone Change (ZC) No.14-001; and, Tentative tract map (TTM) 72721. Planned Residential & Commercial Development, 777 Edna Place & 731 Grand Avenue, Covina, California 91723. July 9, 2014.*

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ATTACHMENT 2
ENVIRONMENTAL ASSESSMENT EXHIBITS

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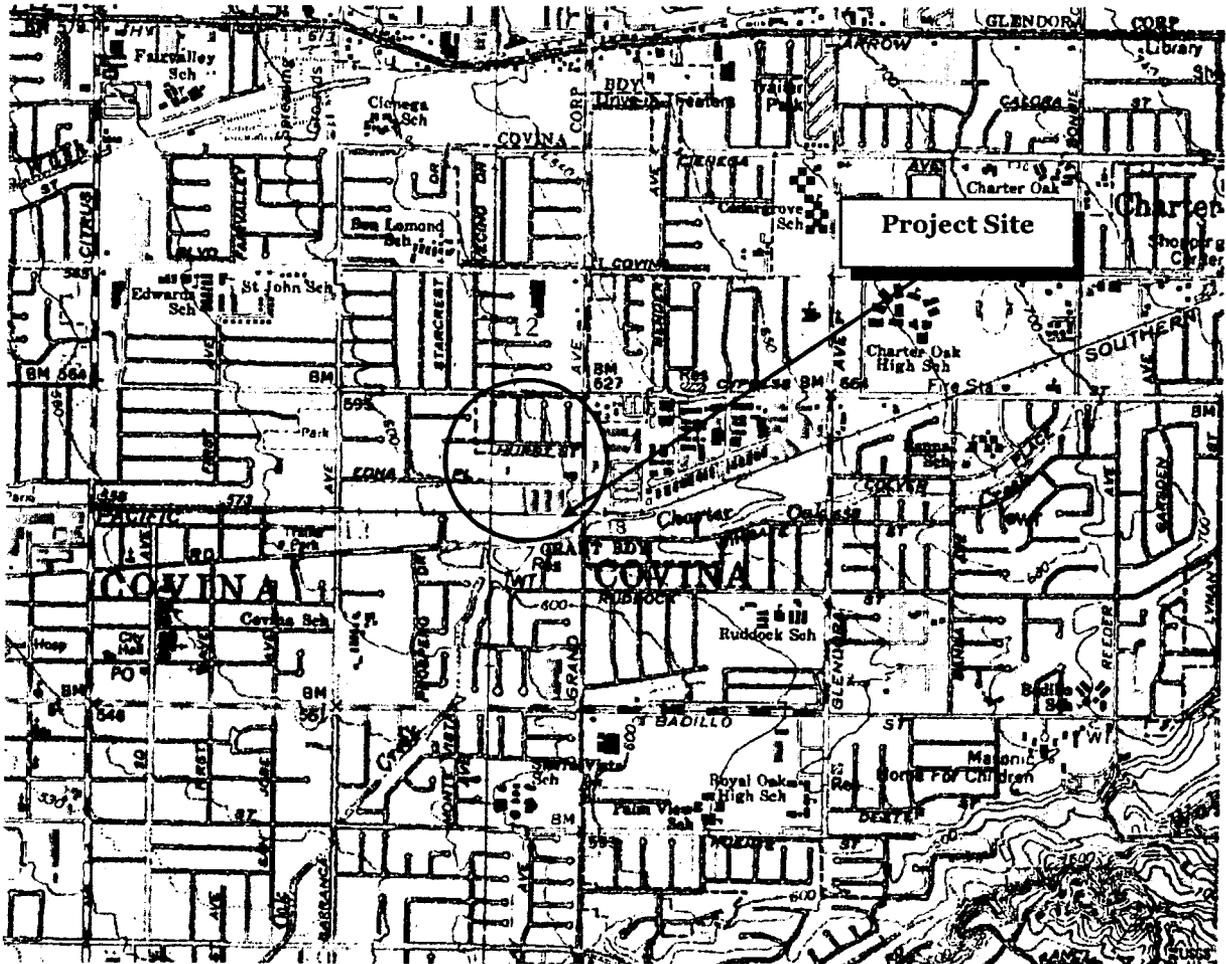


EXHIBIT 1
LAND COVER IN THE PROJECT AREA
Source: United States Geological Survey

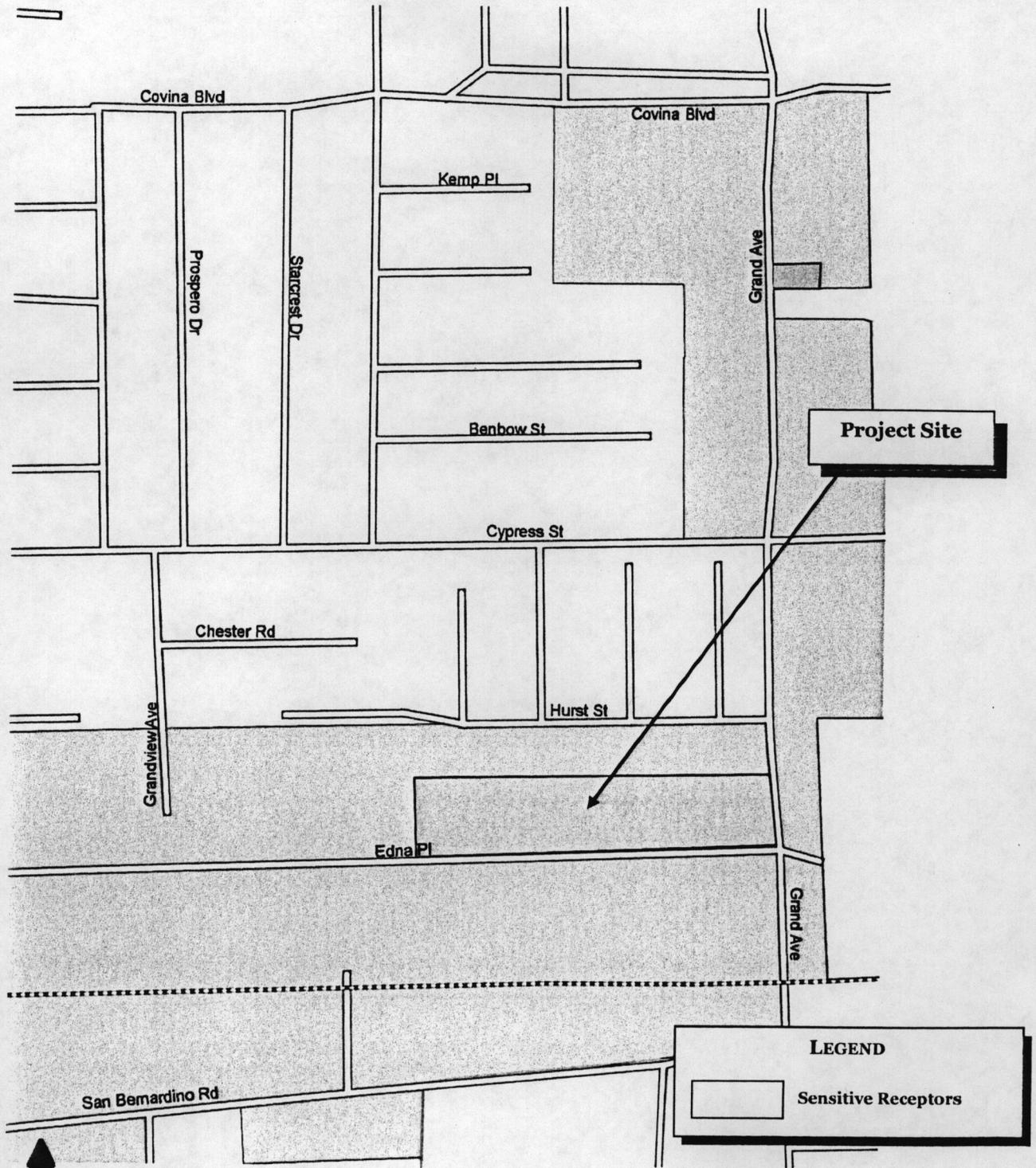


EXHIBIT 2
AIR QUALITY SENSITIVE RECEPTORS
Source: Blodgett/Baylosis Environmental Planning

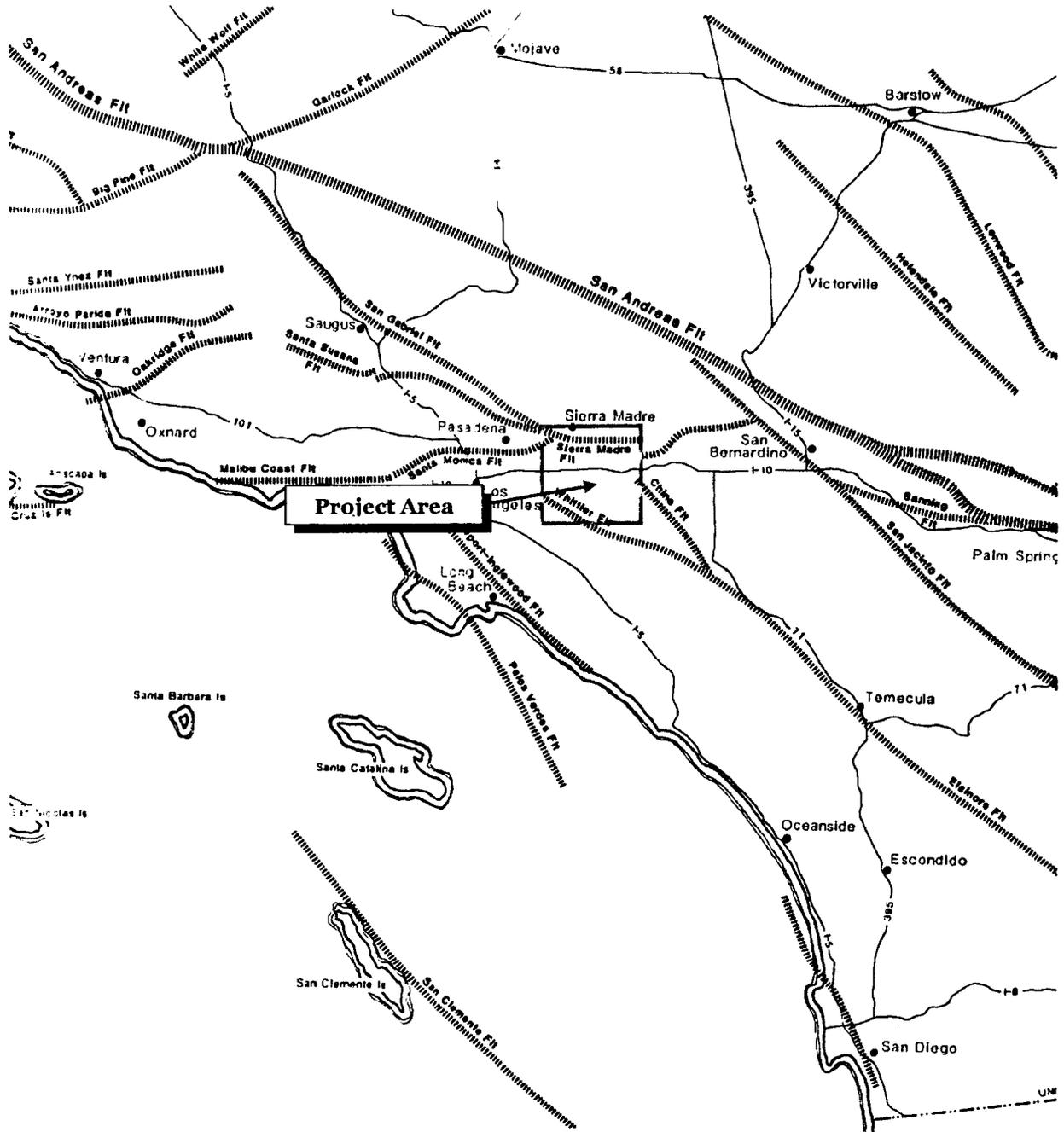


EXHIBIT 3
GENERAL LOCATION OF MAJOR SOUTHERN CALIFORNIA
FAULTS

Source: United States Geological Survey

 Areas where there is a potential risk for liquefaction

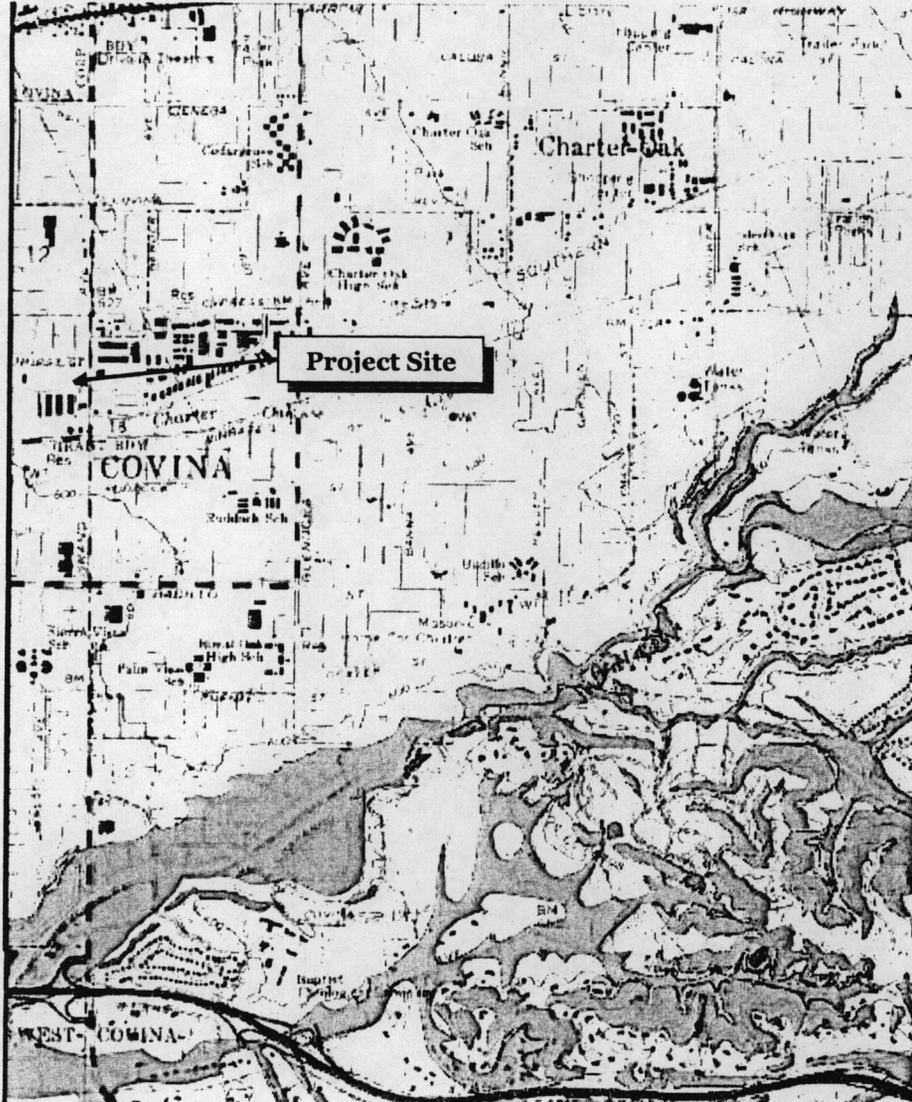
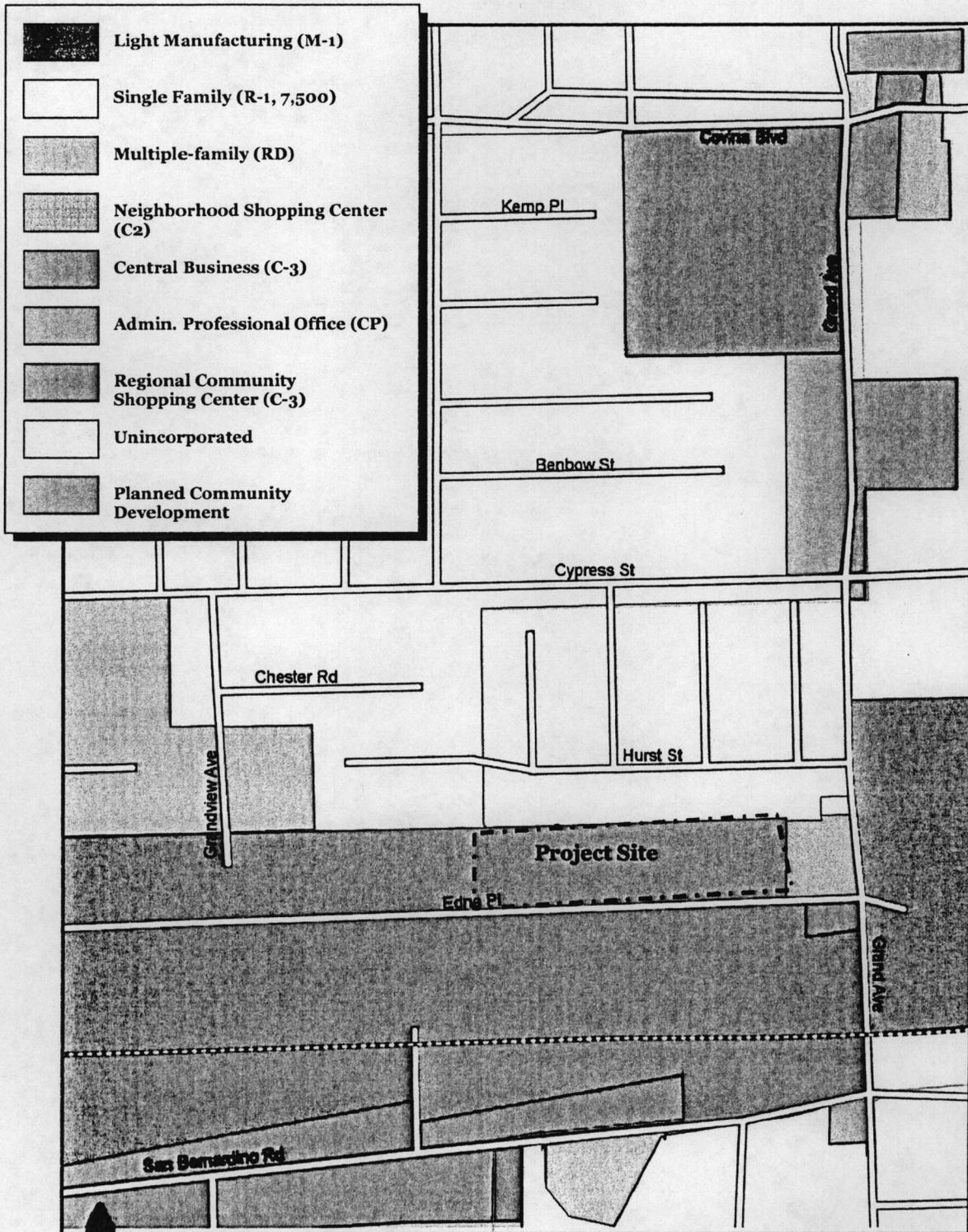


EXHIBIT 4
LIQUEFACTION POTENTIAL
Source: California Geological Survey



**EXHIBIT 5
 EXISTING ZONING**

Source: City of Covina

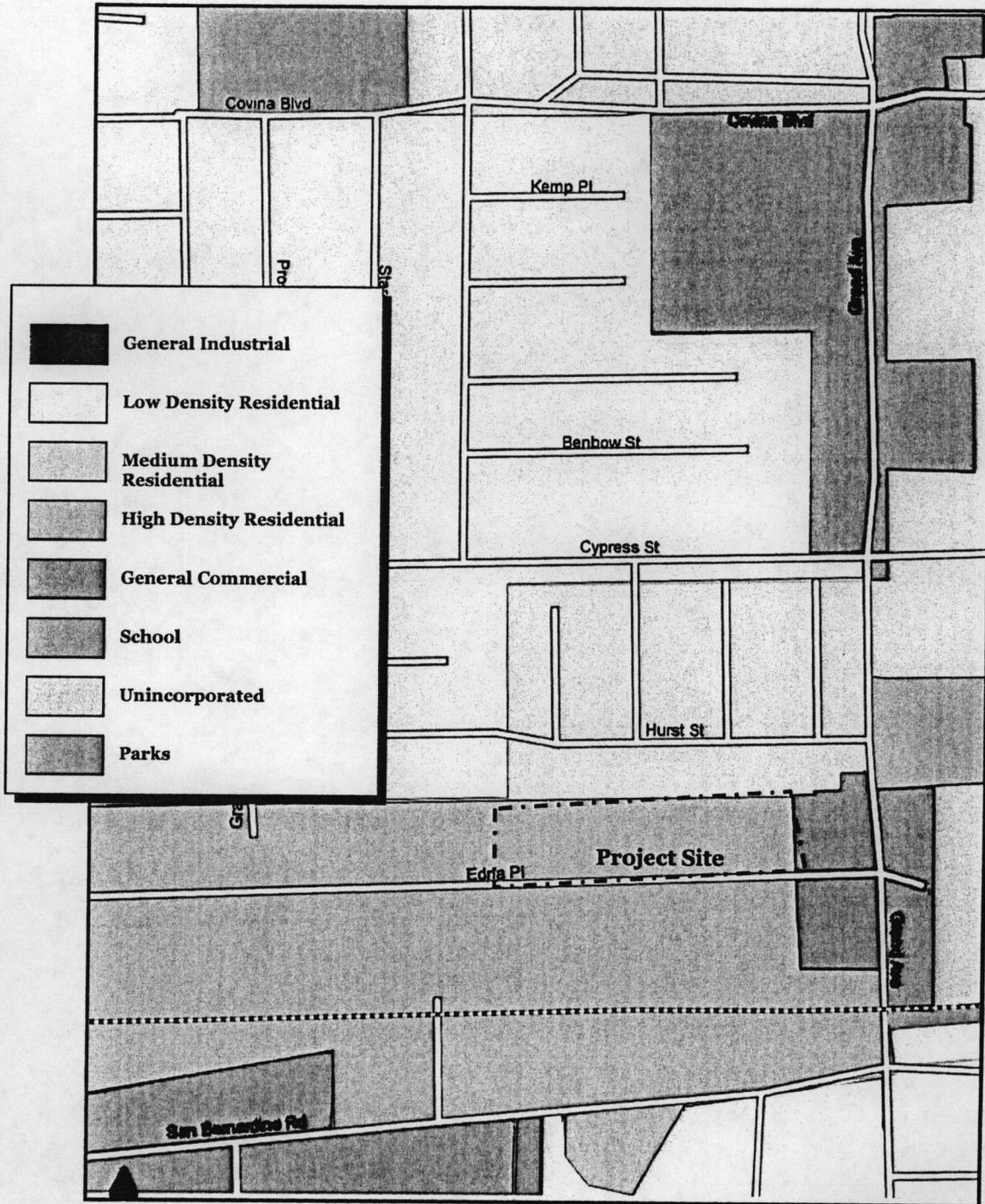


EXHIBIT 6
EXISTING GENERAL PLAN
Source: Quantum GIS

**ATTACHMENT 3
AIR QUALITY ANALYSIS AND CALEEMOD
WORKSHEETS**

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Air Quality Analysis

The potential construction-related emissions from the proposed project were estimated using the computer program CalEEMod (V.2013.2.2) developed for the SCAQMD.

Construction Related Air Quality Impacts

For purposes of analysis, the construction period was expected to last for approximately 12 months and would include the demolition of the existing on-site improvements (removal of asphalt, the existing building, etc.) site preparation, erection of the new buildings, and the finishing of the project (paving, painting, and the installation of landscaping). As shown in Table 1, daily construction emissions will not exceed the SCAQMD significance thresholds. Therefore, the proposed project's maximum daily construction-related emissions would be less than significant.

Table 1
Estimated Daily Construction Emissions

Construction Phase	ROG	NO ₂	CO	SO ₂	PM _{1.0}	PM _{2.5}
Demolition (on-site)	4.28	45.65	35.03	0.03	2.29	2.13
Demolition (off-site)	0.31	0.08	1.04	--	0.16	0.04
Total Demolition Phase	4.59	45.73	36.07	0.03	2.45	2.17
Site Preparation (on-site)	5.07	54.63	41.10	0.03	21.00	12.63
Site Preparation (off-site)	0.37	0.10	1.24	--	0.20	0.05
Total Site Preparation	5.44	54.73	42.34	0.03	21.20	12.68
Grading (on-site)	3.66	38.44	26.07	0.02	8.46	5.36
Grading (off-site)	2.19	14.83	11.51	0.04	1.30	0.49
Total Grading	5.85	53.27	37.58	0.06	9.76	5.85
Building Construction (on-site) 2017	3.10	26.40	18.12	0.02	1.78	1.67
Building Construction (off-site) 2017	1.95	2.87	7.92	0.01	1.12	0.33
Total Building Construction 2017	5.05	29.27	26.04	0.03	2.90	2.00
Paving (on-site)	1.88	16.80	12.48	0.01	1.00	0.92
Paving (off-site)	0.39	0.10	1.25	--	0.22	0.06
Total Paving	2.27	16.90	13.73	0.01	1.22	0.98
Architectural Coatings (on-site)	34.90	2.18	1.86	--	0.17	0.17
Architectural Coatings (off-site)	0.31	0.08	1.00	--	0.18	0.04
Total Architectural Coatings	35.21	2.26	2.86	--	0.35	0.21
Maximum Daily Emissions	35.21	54.73	42.35	0.07	21.20	12.68
Daily Thresholds	75	100	550	150	150	55

Source: California Air Resources Board CalEEMod [computer program].

Long Term (Operational) Impacts

Long-term emissions refer to those air quality impacts that will occur once the proposed project has been constructed and is operational. These impacts will continue over the operational life of the project. Table 2 (shown below) depicts the estimated project operational emissions related to the project's operation.

Table 2
Estimated Operational Emissions in lbs/day - Unmitigated

Emission Source	ROG	NO ₂	CO	SO ₂	PM ₁₀	PM _{2.5}
Area-wide (lbs/day)	4.40	--	0.03	--	--	--
Energy (lbs/day)	0.05	0.54	0.45	--	0.04	0.04
Mobile (lbs/day)	9.89	9.31	36.75	0.10	7.16	2.01
Total (lbs/day)	14.35	9.85	37.23	0.10	7.20	2.05
Daily Thresholds	55	55	550	150	150	55

Source: California Air Resources Board CalEEMod [computer program].

As indicated in Table 2, the projected long-term emissions are below thresholds considered to represent a significant adverse impact. In addition, the following SCAQMD regulations will also be applicable to the proposed project:

- All unpaved demolition and construction areas shall be watered up to three times per day during excavation, grading and construction, and temporary dust covers shall be used to reduce dust emissions and meet SCAQMD Rule 403. Watering could reduce fugitive dust by as much as 55 percent.
- All materials transported off-site shall be securely covered to prevent excessive amounts of dust and spillage.
- All clearing, earthmoving, or excavation activities shall be discontinued during periods of high winds (i.e. greater than 15 mph), so as to prevent excessive amounts of fugitive dust.
- The Applicant shall ensure that trucks carrying demolition debris from the existing asphalt parking area are hosed off before leaving the construction site pursuant to the approval of the Community Development Department.

These are standard conditions that are required by the SCAQMD.

Local Significant Thresholds (LSTs)

Sensitive receptors include homes and schools located in the vicinity of the proposed project site. The nearest sensitive receptors to the project site are the single-family houses located to the north. These homes abut the project site's northern property line. Table 3 indicates the LSTs that would be applicable to the proposed project along with the projected emissions. Based on the analysis of LST impacts summarized in Table 3, the potential impacts will be less than significant.

**Table 3
 Local Significance Thresholds Exceedance SRA 9 for 5-Acre Sites (the site is 4.38 acres)**

Emissions	Project Emissions (lbs/day)	Type	Allowable Emissions Threshold (lbs/day) and a Specified Distance from Receptor (in meters)				
			25	50	100	200	500
NO ₂	54.73	Construction	203	227	286	368	584
NO ₂	9.85	Operations	203	227	286	368	584
CO	42.35	Construction	1,733	2,299	3,680	7,600	25,558
CO	37.23	Operations	1,733	2,299	3,680	7,600	25,558
PM ₁₀	3.60	Operations	4	11	16	26	55
PM ₁₀	11.26	Construction	14	43	63	105	229
PM _{2.5}	2.05	Operations	2	3	5	9	28
PM _{2.5}	7.21	Construction	8	11	17	35	116

Greenhouse Gas Impacts

The SCAQMD has recommended the following GHG thresholds of significance for industrial projects: 10,000 metric tons of CO₂E (MTCO₂E) per year. Table 4 summarizes annual greenhouse gas emissions from build-out of the proposed project. As indicated in Table 4, the CO₂E total for the project is 9,480.27 pounds per day or 4.30 MTCO₂E per day. This translates into a generation of approximately 1,548 MTCO₂E per year, which is below the threshold of 10,000 MTCO₂E for industrial projects. Therefore, the project's GHG impacts are less than significant.

**Table 4
 Greenhouse Gas Emissions Inventory**

Source	GHG Emissions (Lbs/Day)			
	CO ₂	CH ₄	N ₂ O	CO ₂ E
Construction Phase - Demolition	4,273.63	1.12	--	4,297.19
Construction Phase - Site Preparation	4,286.22	1.23	--	4,312.22
Construction Phase - Grading	7,239.99	0.96	--	7,260.41
Construction Phase - Construction 2017	4,246.17	0.9	--	4,260.94
Construction Phase - Paving	2,110.42	0.56	--	2,122.42
Construction Phase - Coatings	470.72	0.02	--	471.56
Long-term Area Emissions	0.06	--	--	0.07
Long-term Energy Emissions	648.62	0.01	0.01	652.56
Long-term Mobile Emissions	8,820.68	0.33	--	8,827.62
Total Long-term Emissions	9,469.37	0.34	0.01	9,480.27

Source: CalEEMod.

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Edna Place Industrial Condominiums
 Los Angeles-South Coast County, Summer

1.0 Project Characteristics

1.1 Land Usage

Land Uses	Size	Metric	Lot Acreage	Floor Surface Area	Population
General Light Industry	19.73	1000sqft	0.45	19,728.00	0
General Light Industry	87.53	1000sqft	1.55	87,531.00	0
General Light Industry	19.73	1000sqft	0.45	19,728.00	0
Parking Lot	201.00	Space	1.81	80,400.00	0

1.2 Other Project Characteristics

Urbanization	Urban	Wind Speed (m/s)	2.2	Precipitation Freq (Days)	33
Climate Zone	9	Operational Year	2018		
Utility Company	Southern California Edison				
CO2 Intensity (lb/MWhr)	830.89	CH4 Intensity (lb/MWhr)	0.029	N2O Intensity (lb/MWhr)	0.006

1.3 User Entered Comments & Non-Default Data

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- Project Characteristics -
- Land Use -
- Construction Phase - Construction times discussed in NOE.
- Grading - Size of site.
- Architectural Coating - Per SCAQMD.
- Construction Off-road Equipment Mitigation - pre set data.
- Mobile Land Use Mitigation -
- Water Mitigation -

Table Name	Column Name	Default Value	New Value
tblArchitecturalCoating	EF_Nonresidential_Exterior	250.00	150.00
tblArchitecturalCoating	EF_Nonresidential_Interior	250.00	150.00
tblConstDustMitigation	WaterExposedAreaPM10 PercentReduction	81	55
tblConstDustMitigation	WaterExposedAreaPM25 PercentReduction	81	55
tblConstructionPhase	NumDays	18.00	44.00
tblConstructionPhase	NumDays	230.00	130.00
tblConstructionPhase	NumDays	20.00	22.00
tblConstructionPhase	NumDays	8.00	22.00
tblConstructionPhase	NumDays	18.00	21.00
tblConstructionPhase	NumDays	5.00	43.00
tblConstructionPhase	PhaseEndDate	9/29/2017	9/30/2017
tblConstructionPhase	PhaseEndDate	12/30/2016	12/31/2016
tblGrading	AcresOfGrading	11.00	4.00
tblGrading	MaterialExported	0.00	5,935.00
tblGrading	MaterialImported	0.00	3,332.00
tblProjectCharacteristics	OperationalYear	2014	2018

2.0 Emissions Summary

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2.1 Overall Construction (Maximum Daily Emission)

Unmitigated Construction

Year	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
	lb/day										lb/day					
2016	5.6616	54.7332	42.3539	0.0712	18.2375	2.9408	21.2080	9.9840	2.7053	12.6894	0.0000	7,239,999.1	7,239,999.1	1.2362	0.0000	7,248,001.2
2017	35.2176	29.2792	26.0535	0.0451	1.0764	1.8270	2.9034	0.2892	1.7151	2.0043	0.0000	4,243,179.3	4,243,179.3	0.7034	0.0000	4,250,950.6
Total	41.0794	84.0124	68.4074	0.1163	19.3439	4.7678	24.1115	10.2733	4.4204	14.6937	0.0000	11,483,178.4	11,483,178.4	1.9416	0.0000	11,528,951.8

Mitigated Construction

Year	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
	lb/day										lb/day					
2016	5.6533	54.9831	42.3182	0.0712	18.5166	2.9379	20.9330	9.3848	2.7029	7.8079	0.0000	7,237,180.7	7,237,180.7	1.2371	0.0000	7,243,139.2
2017	35.2175	29.2550	26.0368	0.0451	1.0764	1.8254	2.9018	0.2892	1.7136	2.0028	0.0000	4,243,757.4	4,243,757.4	0.7028	0.0000	4,250,518.2
Total	41.0757	83.9381	68.3630	0.1163	19.5930	4.7632	23.8348	9.6740	4.4164	9.8106	0.0000	11,480,938.1	11,480,938.1	1.9399	0.0000	11,521,655.4

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Percent Reduction	8.9336e-003	0.0885	0.0784	0.0618	-1.2878	0.0918	1.1474	44.7684	0.0909	34.5835	0.0000	0.0458	0.0458	0.0686	0.0000	0.0468

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2.2 Overall Operational

Unmitigated Operational

Category	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
	lb/day										lb/day					
Area	4.4078	3.9000e-004	0.0319	0.0000		1.000e-004	1.000e-004	1.000e-004	1.000e-004		0.0674	0.0674	1.800e-004			0.0713
Energy	0.0595	0.5405	0.4540	3.2400e-003		0.0411	0.0411	0.0411	0.0411		648.8222	648.8222	0.0124	0.0119		652.5996
Mobile	9.6914	9.3187	36.7537	0.0665	7.0131	0.1479	7.1610	1.8754	0.1363	2.0117	8.820.6814	8.820.6814	0.3308			8,827.629
Total	14.3587	9.8596	37.2394	0.1068	7.0131	0.1891	7.2022	1.8754	0.1775	2.0528		9,468.3719	9,468.3719	0.3435	0.0119	9,486.2709

Mitigated Operational

Category	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
	lb/day										lb/day					
Area	4.4078	3.0000e-004	0.0319	0.0000		1.000e-004	1.000e-004	1.000e-004	1.000e-004		0.0674	0.0674	1.800e-004			0.0713
Energy	0.0595	0.5405	0.4540	3.2400e-003		0.0411	0.0411	0.0411	0.0411		648.8222	648.8222	0.0124	0.0119		652.5996
Mobile	9.0498	8.5387	33.6888	0.0967	8.3530	0.1346	8.4665	1.6598	0.1239	1.8226	8,004.7731	8,004.7731	0.3015			8,011.1040
Total	13.5172	9.0866	34.3747	0.0999	8.3520	0.1757	8.5277	1.6996	0.1651	1.8637		8,653.4627	8,653.4627	0.3141	0.0119	8,663.7248

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	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Percent Reduction	5.8610	7.9018	7.6932	6.9749	9.4263	7.0750	9.3944	9.4263	8.9428	9.2116	0.0000	8.6163	8.6163	8.5616	0.0008	8.6129

3.0 Construction Detail

Construction Phase

Phase Number	Phase Name	Phase Type	Start Date	End Date	Num Days Week	Num Days	Phase Description
1	Demolition	Demolition	9/1/2016	9/30/2016	5	22	
2	Site Preparation	Site Preparation	10/1/2016	11/30/2016	5	43	
3	Grading	Grading	12/1/2016	12/31/2016	5	22	
4	Building Construction	Building Construction	1/1/2017	6/30/2017	5	130	
5	Paving	Paving	7/1/2017	7/31/2017	5	21	
6	Architectural Coating	Architectural Coating	8/1/2017	9/30/2017	5	44	

OffRoad Equipment

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Phase Name	Offroad Equipment Type	Amount	Usage Hours	Horse Power	Load Factor
Architectural Coating	Air Compressors	1	6.00	79	0.48
Paving	Cement and Mortar Mixers	2	6.00	91	0.56
Demolition	Concrete/Industrial Saws	1	8.00	81	0.73
Demolition	Excavators	3	8.00	162	0.38
Building Construction	Cranes	1	7.00	226	0.29
Building Construction	Forklifts	3	8.00	89	0.20
Grading	Excavators	1	8.00	162	0.38
Paving	Pavers	1	8.00	125	0.42
Paving	Rollers	2	6.00	80	0.38
Demolition	Rubber Tired Dozers	2	8.00	255	0.40
Grading	Rubber Tired Dozers	1	8.00	255	0.40
Building Construction	Tractors/Loaders/Backhoes	3	7.00	97	0.37
Building Construction	Generator Sets	1	9.00	84	0.74
Grading	Tractors/Loaders/Backhoes	3	9.00	97	0.37
Paving	Tractors/Loaders/Backhoes	1	8.00	97	0.37
Site Preparation	Tractors/Loaders/Backhoes	4	9.00	97	0.37
Grading	Graders	1	8.00	174	0.41
Paving	Paving Equipment	2	6.00	130	0.38
Site Preparation	Rubber Tired Dozers	3	8.00	255	0.40
Building Construction	Welders	1	8.00	46	0.45

Trips and VMT

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Phase Name	Offroad Equipment Count	Worker Trip Number	Vendor Trip Number	Hauling Trip Number	Worker Trip Length	Vendor Trip Length	Hauling Trip Length	Worker Vehicle Class	Vendor Vehicle Class	Hauling Vehicle Class
Demolition	6	15.00	0.00	0.00	14.70	6.90	20.00	LD_Mix	HDT_Mix	HHDT
Site Preparation	7	18.00	0.00	0.00	14.70	6.90	20.00	LD_Mix	HDT_Mix	HHDT
Grading	6	15.00	0.00	1,158.00	14.70	6.90	20.00	LD_Mix	HDT_Mix	HHDT
Building Construction	9	79.00	31.00	0.00	14.70	6.90	20.00	LD_Mix	HDT_Mix	HHDT
Paving	8	20.00	0.00	0.00	14.70	6.90	20.00	LD_Mix	HDT_Mix	HHDT
Architectural Coating	1	18.00	0.00	0.00	14.70	6.90	20.00	LD_Mix	HDT_Mix	HHDT

3.1 Mitigation Measures Construction

Water Exposed Area
 Clean Paved Roads

3.2 Demolition - 2016

Unmitigated Construction On-Site

Acres of Grading: 0

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	ib/day										ib/day					
Off-Road	4.2876	45.8559	35.0303	0.0399		2.2921	2.2921		2.1365	2.1365		4,089,284.1	4,089,284.1	1.1121		4,112,637.4
Total	4.2876	45.8559	35.0303	0.0399		2.2921	2.2921		2.1365	2.1365		4,089,284.1	4,089,284.1	1.1121		4,112,637.4

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3.2 Demolition - 2016

Unmitigated Construction Off-Site

Acres of Grading: 0

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	ib/day										ib/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.3182	0.0841	1.0406	2.1800e-003	0.1677	1.5900e-003	0.1693	0.0445	1.4600e-003	0.0459		184.3532	184.3532	0.0106		184.5639
Total	0.3182	0.0841	1.0406	2.1800e-003	0.1677	1.5900e-003	0.1693	0.0445	1.4600e-003	0.0459		184.3532	184.3532	0.0106		184.5639

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	ib/day										ib/day					
Off-Road	4.2837	45.8140	34.9982	0.0399		2.2900	2.2900		2.1346	2.1346	0.0000	4,085,532.4	4,085,532.4	1.1110		4,108,864.2
Total	4.2837	45.8140	34.9982	0.0399		2.2900	2.2900		2.1346	2.1346	0.0000	4,085,532.4	4,085,532.4	1.1110		4,108,864.2

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3.2 Demolition - 2016

Mitigated Construction Off-Site

Acres of Grading: 0

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e	
Category	lb/day										lb/day						
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000			0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000			0.0000
Worker	0.3182	0.0841	1.0408	2.1300e-003	0.1677	1.5900e-003	0.1693	0.0446	1.4800e-003	0.0459		184.3532	184.3532	0.0100			184.5638
Total	0.3182	0.0841	1.0408	2.1300e-003	0.1677	1.5900e-003	0.1693	0.0446	1.4800e-003	0.0459		184.3532	184.3532	0.0100			184.5638

3.3 Site Preparation - 2016

Unmitigated Construction On-Site

Acres of Grading: 4

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e	
Category	lb/day										lb/day						
Fugitive Dust					18.0863	0.0000	18.0863	9.9307	0.0000	9.9307			0.0000			0.0000	
Off-Road	5.0771	54.8323	41.1053	0.0391		2.9387	2.9387		2.7038	2.7038		4.0650053	4.0650063	1.2282			4.0857544
Total	5.0771	54.8323	41.1053	0.0391	18.0863	2.9387	21.0049	9.9307	2.7038	12.6343		4.0650053	4.0650063	1.2282			4.0857544

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3.3 Site Preparation - 2016

Unmitigated Construction Off-Site

Acres of Grading: 4

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e	
Category	lb/day										lb/day						
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000			0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000			0.0000
Worker	0.3794	0.1009	1.2487	2.6200e-003	0.2012	1.9000e-003	0.2031	0.0534	1.7500e-003	0.0551		221.2238	221.2238	0.0120			221.4767
Total	0.3794	0.1009	1.2487	2.6200e-003	0.2012	1.9000e-003	0.2031	0.0534	1.7500e-003	0.0551		221.2238	221.2238	0.0120			221.4767

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e	
Category	lb/day										lb/day						
Fugitive Dust					8.1296	0.0000	8.1296	4.4658	0.0000	4.4658			0.0000			0.0000	
Off-Road	5.0724	54.5822	41.0876	0.0391		2.9380	2.9380		2.7011	2.7011	0.0000	4.0612758	4.0612758	1.2250			4.0870014
Total	5.0724	54.5822	41.0876	0.0391	8.1296	2.9380	11.0656	4.4658	2.7011	7.1699	0.0000	4.0612758	4.0612758	1.2250			4.0870014

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3.3 Site Preparation - 2016
Mitigated Construction Off-Site

Acres of Grading: 4

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.3794	0.1009	1.2487	2.8200e-003	0.2012	1.9000e-003	0.2031	0.0534	1.7500e-003	0.0551		221.2238	221.2238	0.0120		221.4787
Total	0.3794	0.1009	1.2487	2.8200e-003	0.2012	1.9000e-003	0.2031	0.0534	1.7500e-003	0.0551		221.2238	221.2238	0.0120		221.4787

3.4 Grading - 2016
Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Fugitive Dust					6.2625	0.0000	6.2625	3.3383	0.0000	3.3383			0.0000			0.0000
Off-Road	3.6688	38.4468	26.0787	0.0298		2.1984	2.1984		2.0225	2.0225		3,093.7889	3,093.7889	0.9332		3,113.3689
Total	3.6688	38.4468	26.0787	0.0298	6.2625	2.1984	8.4609	3.3383	2.0225	5.3608		3,093.7889	3,093.7889	0.9332		3,113.3689

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3.4 Grading - 2016
Unmitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	1.8798	14.7551	10.4709	0.0393	0.9168	0.2185	1.1351	0.2510	0.0010	0.4519		3,981.8579	3,981.8579	0.0293		3,982.4722
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.3182	0.0841	1.0406	2.1900e-003	0.1877	1.5900e-003	0.1893	0.0445	1.4800e-003	0.0459		184.3532	184.3532	0.0100		184.5639
Total	2.1979	14.8391	11.5114	0.0415	1.0843	0.2201	1.3043	0.2954	0.2024	0.4979		4,144.2102	4,144.2102	0.0393		4,147.0362

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Fugitive Dust					2.8181	0.0000	2.8181	1.5022	0.0000	1.5022			0.0000			0.0000
Off-Road	3.6635	38.4113	26.0548	0.0297		2.1964	2.1964		2.0207	2.0207		3,090.9505	3,090.9505	0.9323		3,110.5297
Total	3.6635	38.4113	26.0548	0.0297	2.8181	2.1964	5.0146	1.5022	2.0207	3.5229		3,090.9505	3,090.9505	0.9323		3,110.5297

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3.4 Grading - 2016

Mitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	1.8798	14.7551	10.4709	0.0393	15.5308	0.2185	15.7492	3.8381	0.2010	4.0390		3.9818570	3.9818570	0.0293		3,982,472.2
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.3142	0.0841	1.0408	2.1300e-003	0.1877	1.5900e-003	0.1893	0.0445	1.6000e-003	0.0459		184.3532	184.3532	0.0100		184,5839
Total	2.1947	14.8391	11.5114	0.0415	15.6984	0.2281	15.9185	3.8826	0.2024	4.0850		4,148,210.2	4,148,210.2	0.0393		4,147,036.2

3.5 Building Construction - 2017

Unmitigated Construction On-Site

Acres of Paving: 0

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	3.1024	28.4057	18.1291	0.0268		1.7812	1.7812		1.8730	1.8730		2,839,805.3	2,839,805.3	0.6497		2,853,449.0
Total	3.1024	28.4057	18.1291	0.0268		1.7812	1.7812		1.8730	1.8730		2,839,805.3	2,839,805.3	0.6497		2,853,449.0

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3.5 Building Construction - 2017

Unmitigated Construction Off-Site

Acres of Paving: 0

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.4085	2.4730	2.9591	6.8000e-003	0.1934	0.0378	0.2312	0.0550	0.0348	0.0898		871.7822	871.7822	4.8500e-003		871,8840
Worker	1.5503	0.4005	4.9853	0.0115	0.8830	8.0000e-003	0.8910	0.2342	7.3600e-003	0.2416		934.5918	934.5918	0.0488		935,8178
Total	1.9588	2.8735	7.9243	0.0183	1.0764	0.0468	1.1222	0.2892	0.0421	0.3314		1,606,373.9	1,606,373.9	0.0537		1,607,501.6

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	3.0995	28.3814	18.1125	0.0268		1.7796	1.7796		1.8714	1.8714	0.0000	2,837,383.4	2,837,383.4	0.6491		2,851,014.6
Total	3.0995	28.3814	18.1125	0.0268		1.7796	1.7796		1.8714	1.8714	0.0000	2,837,383.4	2,837,383.4	0.6491		2,851,014.6

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3.5 Building Construction - 2017

Mitigated Construction Off-Site

Acres of Paving: 0

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			0.0000	0.0000		0.0000
Vendor	0.4085	2.4730	2.9591	8.6000e-003	0.1934	0.0378	0.2312	0.0550	0.0348	0.0898			871.7823	0.0000		871.8440
Worker	1.5503	0.4005	4.9653	0.0115	0.6830	8.0000e-003	0.6910	0.2342	7.3800e-003	0.2416			934.5918	0.0489		935.6178
Total	1.9588	2.8735	7.9243	0.0183	1.0764	0.0468	1.1222	0.2892	0.0421	0.3314			1,804.3739	0.0537		1,807.5018

3.6 Paving - 2017

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	1.8554	16.8035	12.4837	0.0186		1.0056	1.0056		0.9269	0.9269			1,873.8284	0.5588		1,885.5609
Paving	0.2258					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Total	1.8812	16.8035	12.4837	0.0186		1.0056	1.0056		0.9269	0.9269			1,873.8284	0.5588		1,885.5609

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3.6 Paving - 2017

Unmitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			0.0000	0.0000		0.0000
Worker	0.3925	0.1014	1.2570	2.9100e-003	0.2236	2.0300e-003	0.2256	0.0593	1.8700e-003	0.0612			236.6055	0.0124		236.8652
Total	0.3925	0.1014	1.2570	2.9100e-003	0.2236	2.0300e-003	0.2256	0.0593	1.8700e-003	0.0612			236.6055	0.0124		236.8652

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Off-Road	1.8539	16.7881	12.4722	0.0186		1.0046	1.0046		0.9260	0.9260			1,872.1073	0.5583		1,883.8310
Paving	0.2258					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Total	1.8797	16.7881	12.4722	0.0186		1.0046	1.0046		0.9260	0.9260			1,872.1073	0.5583		1,883.8310

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3.6 Paving - 2017

Mitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.3925	0.1014	1.2570	2.9100e-003	0.2236	2.0300e-003	0.2256	0.0593	1.8700e-003	0.0612		236.6056	236.6056	0.0124		236.8652
Total	0.3925	0.1014	1.2570	2.9100e-003	0.2236	2.0300e-003	0.2256	0.0593	1.8700e-003	0.0612		236.6056	236.6056	0.0124		236.8652

3.7 Architectural Coating - 2017

Unmitigated Construction On-Site

Residential Indoor: 0; Residential Outdoor: 0; Non-Residential Indoor: 164,093; Non-Residential Outdoor: 54,698

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Archit. Coating	34.5715					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Off-Road	0.3323	2.1850	1.8661	2.9700e-003		0.1733	0.1733		0.1733	0.1733		281.4481	281.4481	0.0297		282.0721
Total	34.9038	2.1850	1.8661	2.9700e-003		0.1733	0.1733		0.1733	0.1733		281.4481	281.4481	0.0297		282.0721

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3.7 Architectural Coating - 2017

Unmitigated Construction Off-Site

Residential Indoor: 0; Residential Outdoor: 0; Non-Residential Indoor: 164,093; Non-Residential Outdoor: 54,698

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.3140	0.0811	1.0056	2.3300e-003	0.1788	1.6200e-003	0.1806	0.0474	1.4900e-003	0.0489		159.2544	159.2544	9.8900e-003		169.4922
Total	0.3140	0.0811	1.0056	2.3300e-003	0.1788	1.6200e-003	0.1806	0.0474	1.4900e-003	0.0489		159.2544	159.2544	9.8900e-003		169.4922

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Archit. Coating	34.5715					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Off-Road	0.3320	2.1830	1.8664	2.9700e-003		0.1732	0.1732		0.1732	0.1732	0.0000	281.1896	281.1896	0.0297		281.8133
Total	34.9035	2.1830	1.8664	2.9700e-003		0.1732	0.1732		0.1732	0.1732	0.0000	281.1896	281.1896	0.0297		281.8133

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3.7 Architectural Coating - 2017

Mitigated Construction Off-Site

Residential Indoor: 0; Residential Outdoor: 0; Non-Residential Indoor: 164,093; Non-Residential Outdoor: 54,698

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000	0.0000		0.0000
Worker	0.3140	0.0811	1.0056	2.3300e-003	0.1788	1.8200e-003	0.1808	0.0474	1.4900e-003	0.0489		189.2844	189.2844	9.8900e-003		189.4922
Total	0.3140	0.0811	1.0056	2.3300e-003	0.1788	1.8200e-003	0.1808	0.0474	1.4900e-003	0.0489		189.2844	189.2844	9.8900e-003		189.4922

4.0 Operational Detail - Mobile

4.1 Mitigation Measures Mobile

Increase Diversity

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Mitigated	9.0499	8.5307	33.8888	0.0987	6.3520	0.1345	6.4665	1.5598	0.1239	1.8228		8,004,773.1	8,004,773.1	0.3015		8,011,104.0
Unmitigated	9.8814	9.3187	36.7537	0.1065	7.0131	0.1479	7.1610	1.8754	0.1363	2.0117		8,820,681.4	8,820,681.4	0.3308		8,827,629.1

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4.2 Trip Summary Information

Land Use	Average Daily Trip Rate			Unmitigated	Mitigated
	Weekday	Saturday	Sunday	Annual VMT	Annual VMT
General Light Industry	137.49	26.04	13.41	459,847	416,501
General Light Industry	470.69	89.14	45.92	1,574,264	1,425,869
General Light Industry	137.49	26.04	13.41	459,847	416,501
Parking Lot	0.00	0.00	0.00		
Total	745.67	141.22	72.75	2,493,958	2,258,870

4.3 Trip Type Information

Land Use	Miles			Trip %			Trip Purpose %		
	H-W or C-W	H-S or C-C	H-O or C-NW	H-W or C-W	H-S or C-C	H-O or C-NW	Primary	Diverted	Pass-by
General Light Industry	16.80	8.40	6.90	59.00	28.00	13.00	92	5	3
General Light Industry	16.80	8.40	6.90	59.00	28.00	13.00	92	5	3
General Light Industry	16.80	8.40	6.90	59.00	28.00	13.00	92	5	3
Parking Lot	16.80	8.40	6.90	0.00	0.00	0.00	0	0	0

4.4 Fleet Mix

LDA	LDT1	LDT2	MDV	LHD1	LHD2	MHD	HHD	OBUS	UBUS	MCY	SBUS	MH
0.531787	0.058060	0.178534	0.124864	0.038984	0.008284	0.016861	0.033134	0.002488	0.003151	0.003685	0.000540	0.001671

5.0 Energy Detail

Historical Energy Use: N

5.1 Mitigation Measures Energy

CEQA EXEMPTION AND ENVIRONMENTAL ASSESSMENT • TTM NO. 73588
 LIGHT INDUSTRIAL CONDOMINIUM DEVELOPMENT • 777 EAST EDNA PLACE • COVINA

CalEEMod Version: CalEEMod 2013.2

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	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e	
Category	lb/day										lb/day						
NaturalGas Mitigated	0.0595	0.5405	0.4540	3.2400e-003		0.0411	0.0411		0.0411	0.0411			948.6222	948.6222	0.0124	0.0119	652.5696
NaturalGas Unmitigated	0.0595	0.5405	0.4540	3.2400e-003		0.0411	0.0411		0.0411	0.0411			948.6222	948.6222	0.0124	0.0119	652.5696

5.2 Energy by Land Use - NaturalGas
Unmitigated

	NaturalGas Use	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e	
Land Use	kBTU/yr	lb/day										lb/day						
Parking Lot	0	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000			0.0000	0.0000	0.0000	0.0000	
General Light Industry	1018.56	0.0219	0.1963	0.1674	1.2000e-003		0.0152	0.0152		0.0152	0.0152			239.1917	239.1917	4.5800e-003	4.3900e-003	240.8473
General Light Industry	3480.16	0.0375	0.3412	0.2866	2.0500e-003		0.0259	0.0259		0.0259	0.0259			409.4305	409.4305	7.8500e-003	7.5100e-003	411.9222
Total		0.0596	0.5406	0.4540	3.2500e-003		0.0411	0.0411		0.0411	0.0411			948.6222	948.6222	0.0124	0.0119	652.5696

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5.2 Energy by Land Use - NaturalGas
Mitigated

	NaturalGas Use	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e	
Land Use	kBTU/yr	lb/day										lb/day						
General Light Industry	1018.56	0.0219	0.1963	0.1674	1.2000e-003		0.0152	0.0152		0.0152	0.0152			239.1917	239.1917	4.5800e-003	4.3900e-003	240.8473
General Light Industry	3480.16	0.0375	0.3412	0.2866	2.0500e-003		0.0259	0.0259		0.0259	0.0259			409.4305	409.4305	7.8500e-003	7.5100e-003	411.9222
Parking Lot	0	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000			0.0000	0.0000	0.0000	0.0000	0.0000
Total		0.0596	0.5406	0.4540	3.2500e-003		0.0411	0.0411		0.0411	0.0411			948.6222	948.6222	0.0124	0.0119	652.5696

6.0 Area Detail

6.1 Mitigation Measures Area

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Category	lb/day										lb/day					
Mitigated	4.4078	3.5000e-004	0.0319	0.0000		1.1000e-004	1.1000e-004		1.1000e-004	1.1000e-004			0.0674	0.0674	1.6000e-004	0.0713
Unmitigated	4.4078	3.5000e-004	0.0319	0.0000		1.1000e-004	1.1000e-004		1.1000e-004	1.1000e-004			0.0674	0.0674	1.6000e-004	0.0713

6.2 Area by SubCategory

Unmitigated

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
SubCategory	lb/day										lb/day					
Architectural Coating	0.6948					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Consumer Products	3.7102					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Landscaping	3.0500e-003	3.0000e-004	0.0319	0.0000		1.1000e-004	1.1000e-004		1.1000e-004	1.1000e-004			0.0674	0.0674	1.6000e-004	0.0713
Total	4.4078	3.0000e-004	0.0319	0.0000		1.1000e-004	1.1000e-004		1.1000e-004	1.1000e-004			0.0674	0.0674	1.6000e-004	0.0713

Mitigated

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
SubCategory	lb/day										lb/day					
Architectural Coating	0.6948					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Consumer Products	3.7102					0.0000	0.0000		0.0000	0.0000			0.0000			0.0000
Landscaping	3.0500e-003	3.0000e-004	0.0319	0.0000		1.1000e-004	1.1000e-004		1.1000e-004	1.1000e-004			0.0674	0.0674	1.6000e-004	0.0713
Total	4.4078	3.0000e-004	0.0319	0.0000		1.1000e-004	1.1000e-004		1.1000e-004	1.1000e-004			0.0674	0.0674	1.6000e-004	0.0713

7.0 Water Detail

7.1 Mitigation Measures Water

- Install Low Flow Bathroom Faucet
- Install Low Flow Kitchen Faucet
- Install Low Flow Toilet

8.0 Waste Detail

8.1 Mitigation Measures Waste

9.0 Operational Offroad

Equipment Type	Number	Hours/Day	Days/Year	Horse Power	Load Factor	Fuel Type
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10.0 Vegetation



CITY OF COVINA

INTER-OFFICE MEMORANDUM

DATE: June 23, 2016
TO: Brian Lee, Director of Community Development
FROM: David Gilbertson, City Engineer
SUBJECT: **Tentative Tract No. 73588 – 777 Edna Place**

I have reviewed Tentative Tract Map No. 73588 and Site Plan Review case 15-036 located at 777 Edna Place in the City of Covina. Following are my comments:

- Units 6 through 13 do not have a rear entrance that could be utilized for pickups and deliveries of goods and materials. Delivery companies such as Federal Express and UPS will be forced to block the main drive aisles or “double park” on Edna Place in order to make pickups or deliveries. The potential for the “double parking” of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place which allows for only two lanes of traffic in each direction and parking lanes.
- The applicant is showing parking spaces directly in front of the roll-up doors for the units. The loading and unloading of goods from the units will be in conflict with the vehicles parked in the marked stalls.
- The size of the buildings and layout of the required parking lot does not allow for a landscaped buffer between the parking lot and the buildings.
- The proposed parking stall depths are identified to be 18’ long. The proposed 5’ wide sidewalk between the buildings and the parking curb are insufficient to allow a minimum 48” ADA access width and allow for a 2’ vehicle overhang.
- The location of the proposed trash enclosures are near the rear of the development which is a detriment to Units 4 through 15, and Unit 23.

RESOLUTION NO. 16-016PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA, RECOMMENDING APPROVAL OF TENTATIVE TRACT MAP (TTM)73588 AND SITE PLAN REVIEW (SPR) NO. 15-036, FOR THE DEVELOPMENT OF THREE MULTI-TENANT INDUSTRIAL BUILDINGS FOR CONDOMINIUM PURPOSE TOTALING 99,272 SQUARE FEET ON 4.38 ACRES OF LAND WITHIN THE M-1 LIGHT MANUFACTURING ZONING DISTRICT, GENERALLY LOCATED AT 777 EDNA PLACE - APN: 8429-006-017 and 018.

WHEREAS, on September 22, 2015, Grand Covina , LLC the “ Applicant” submitted an application for a Tentative Tract Map (TTM) 73588 and Site Plan Review (SPR) 15-036, for the development of 3 multi-tenant industrial buildings for condominium purpose totaling 99,272 square feet on 4.38 acres of land within the M-1 Light Industrial Zoning District herein referenced as the “Project”; and

WHEREAS, between September 2015 and March 2016, the Project went through three incompleteness reviews and for each review, the Applicant received a comprehensive list of comments that identified the missing information, the inconsistencies with code requirements and the design issues, and with a follow-up meeting. The Applicant revised the proposed Project to address some comments and requested that the Project be forwarded to the Planning Commission for review and consideration for the remainder of the identified technical and design comments; and

WHEREAS, In April 2016, the Applicant submitted the required Environmental Assessment for CEQA Exemption to the City’s Consultant for review of completeness and adequacy of the compliance with CEQA Guidelines. After several revisions, City’s Consultant accepted the Environmental Assessment and CEQA Exemption as adequate and complete on June 20, 2016; and

WHEREAS, on June 28, 2016, at a duly noticed public hearing as prescribed by law, the Planning Commission considered the Project, at which time the City staff presented its report, and interested persons had an opportunity to and did testify either in support or in opposition to the Project. At said public hearing, the Planning Commission provided the following directions:

- Accepted Units 6 through 13 of Building 2 without rear entrances or roll-up doors;
- Required Building 1 to have 1 loading space (12 feet by 40 feet) as it is a single unit building and the gross floor area is 19,726 square feet;
- Property Owners Association and CCR’s are to regulate the assignment of parking spaces in front of roll-up doors and generally regulate to ensure all drive aisles will not be blocked;

- Increased the building to curb setback from 5 feet to 6 feet;
- Accepted the concentration of parking spaces in the rear of the Project site; and
- Accepted the building design as reviewed on June 28, 2016.

The Planning Commission then directed staff to prepare a Resolution of Approval with conditions for their consideration at the next regular meeting of July 12, 2016.

WHEREAS, on July 12, 2016 upon the close of the public hearing, the Planning Commission adopted Resolution No. 16-016PC, recommending approval of Tentative Tract Map (TTM) 73588 and Site Plan Review (SPR) 15-036 to the City Council.

WHEREAS, all legal prerequisites prior to adoption of this Resolution have occurred.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct and are incorporated herein and made an operative part of this Resolution.

SECTION 2. After giving full consideration to all evidence presented at the public hearing, both oral and documentary, and after being fully informed, the Planning Commission does hereby find and decide, pursuant to Title 16.08.140 and Title 17.64.070 of the Covina Municipal Code:

a. Subdivision Title 16.08.140.

1. The proposed subdivision is consistent with the General Plan and all applicable codes

Fact: The project site is currently designated General Industrial and zoned M-1 “Light Manufacturing.” The proposed Project consists of 3 multi-tenant industrial buildings. It is located within an industrial area with industrial land uses located on both sides. The proposed project is consistent with the General Plan.

2. The design and improvement of the proposed subdivision is consistent with the General Plan.

Fact: The three industrial buildings are setback 80 feet from the north property boundary, which provide sufficient distance and buffer from existing single-family houses north of the project site. There are 201 parking spaces for on-site parking which meets the CMC Chapter 17.72.010 of the parking ordinance. Furthermore, the project will provide 1 loading space for the largest single unit building (Building 1), which meets CMC Chapter 17.72.140 of the parking ordinance. There are two points of access that serves the project site. The overall building design show sufficient articulation with a pattern of reveal line, roof cornice treatment and accented stacked stones materials at building entries. Therefore, the design and improvement of the proposed Project with conditions of approval is consistent with the General Plan.

3. The subdivision is physically suitable for the type and proposed density of development proposed by the tentative map.

Fact: The overall project design meets the minimum standards for yards and setbacks and the percentage of landscaping within the M-1 “Light Manufacturing” zone. The project design meets the required 201 parking spaces for the proposed 99,272 square feet of building gross floor area. There are two points of access that serves the project site.

4. The design of the subdivision and proposed improvements, with conditions of approval will not be likely to cause significant environmental damage or substantially and avoidably injure fish or wildlife or their habitat; or

Fact: The project site is about 4.38 acres in size, in a predominantly urban location and is surrounded by existing single-family homes to the north, commercial uses to the east and industrial uses to the west and south. The project site is currently underutilized and deteriorating, and the development proposal would constitute an in-fill development. The site is not designated fish or wildlife habitat nor is it located nearby to any such territory. Further, as noted in the Initial Study for this project, the City determines that the proposed project qualifies for a Class 32 In-fill Development Project (CEQA §15332). Therefore, the subdivision will not be likely to cause significant environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

5. The design of the subdivision and the type of improvements are not likely to cause serious public health problems.

Fact: The project site abuts single-family homes to the north that have been there for over 50 years. The proposed project meets the buffer requirement by providing an 80 feet setback for the buildings, 13 feet wide landscape area along the entire north property boundary, and a continuous six-foot high block wall. The project site abuts existing industrial uses to the west and south and the proposed industrial project will be compatible to the surrounding existing industrial uses. Therefore, the design of the subdivision and the type of the improvements are not likely to cause serious public health problems.

6. The design of the subdivision provide for future passive or natural heating and cooling opportunities in the subdivision to the extent feasible.

Fact: The design of the subdivision and its proposed industrial project will provide the possibility and opportunity to have passive solar cooling and heating for the buildings. Furthermore, the proposed project will have to comply with Title 24 of the Uniform Building Code.

7. Focusing on the design of the subdivision and the type of improvements to be required, the Project will not conflict with easements acquired by the public at large for access through or the use of the subdivision or with the design of alternate easements that are substantially equivalent to those previously acquired by the public.

Fact: The design of the subdivision will not conflict with existing City rights-of-way or other public access easements. According to City records, there are no alternate or potential easements that would be affected by the Project.

8. The Project with its subdivision design is consistent with the city's parkland dedication requirements (Quimby Act – Chapter 16.28 CMC).

Fact: The proposed project is an industrial condominium and is not subject to Parkland Impact Fee to the City, pursuant to the City's Quimby Act Ordinance (CMC Chapter 16.28).

9. The Applicant has demonstrated that a sufficient water supply will be available to serve the subdivision, in accordance with California Government Code Section 66473.7.

Fact: According to the City's Public Works Department, the City has sufficient capacity to provide water to serve the subdivision without negative impact to other properties in the City.

b. Site Plan Review, Title 17.64.070.

1. All provisions of the Zoning Ordinance are complied with.

Fact: The three industrial buildings are setback 80 feet from the north property boundary, which provide sufficient distance and buffer from existing single-family houses north of the project site. There are 201 parking spaces for on-site parking which meets CMC Chapter 17.72.010 of the parking ordinance. Furthermore, the project will provide 1 loading space for the largest single unit building (Building 1), which meets CMC Chapter 17.72.140 of the parking ordinance. There are two points of access that serves the project site. The overall building design show sufficient articulation with a pattern of reveal line, roof cornice treatment and accented stacked stones materials at building entries. Therefore, the design and improvements of the proposed Project with conditions of approval are consistent with the General Plan.

2. The basic project elements are so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and no adverse effects will occur on surrounding properties.

Fact: The surrounding streets have sufficient capacity to handle future project-

related traffic. New sidewalk will be required along the project site Edna Place frontage, which will connect to the pedestrian walkway within the project site for connectivity.

3. The project design conforms to the General Plan and any design guidelines or specific plans that may be applicable to the project.

Fact: The Project with 52 percent lot coverage complies with the industrial intensity provisions of the General Plan. The project design includes a minimum 10-foot landscape buffer area with a dense grove of trees and decorative property boundary wall along the northern property boundary consistent with Covina Design Guidelines Section IV-C. The overall building design show sufficient articulation with a pattern of reveal line, roof cornice treatment and accented stacked stones materials at building entries consistent with Covina Design Guidelines Section II-A.

4. The project design is harmonious, consistent, and complete within itself and functionally and visually compatible with neighboring land uses.

Fact: The project site abuts single-family homes to the north that have been there for over 50 years. The proposed project meets the buffer requirement by providing an 80 foot setback for the buildings, 13 feet wide landscape area along the entire north property boundary, and a continuous six-foot high block wall. The project site abuts existing industrial uses to the west and south and the proposed industrial development will be compatible to the surrounding existing industrial uses.

5. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community.

Fact: See Findings under **b1**, **b2** and **b3** above.

6. Proposed lighting is so arranged as to reflect the light away from adjoining properties.

Fact: All outside lighting would be required as a standard condition of approval to be designed and sited in a manner that prohibits glare onto adjacent properties.

7. Proposed signs will not, by size, location, color, or lighting, interfere with traffic or limit visibility.

Fact: No signs are currently proposed for the project.

8. Utility and street improvements pursuant to CMC 17.64.120 and 17.64.130.

Fact: Utility and street improvements would be required as a standard condition of approval.

SECTION 3. The Planning Commission has reviewed the Community Development Department staff's determination of exemption, and recommends that the City Council, based on its own independent judgment, concur in staff's determination that the Project is categorically exempt pursuant to the California Environmental Quality Act (CEQA), Class 32 In-fill Development Project (CEQA §15332). The determination is based on the following:

- a. The proposed project is allowed under the General Industrial designation of the Covina General Plan and under the M-1 "Light Manufacturing" zone of the Zoning Ordinance. The proposed project site is located within an industrial area with industrial land uses located on two sides.
- b. The proposed project site is located within the City on a project site of less than five acres that is substantially surrounded by urban uses.
- c. The proposed project site is surrounded by development on all sides. The improvement area's small size and its isolation from other open space areas limit its utility as a habitat or an animal migration corridor. No native or natural habitats are found within the project site or on adjacent parcels.
- d. The approval of the proposed project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
- e. The proposed project site can be adequately served by all required utilities and public services. No significant adverse cumulative impacts will result from the proposed project's implementation.

SECTION 4. In consideration of the findings stated above, the Planning Commission of City of Covina hereby recommends that the City Council approve Tentative Tract Map, subject to the conditions of approval attached as Exhibit "A" to this Resolution, incorporated herein by reference.

SECTION 5. The Secretary to the Planning Commission shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the members of the Planning Commission of the City of Covina at a regular meeting thereof held on the 12th day of July 2016.

CHARLES HODAPP, CHAIRMAN
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 12th day of July 2016, by the following vote of the Planning Commission:

AYES:
NOES:
ABSENT:
ABSTAIN:

COVINA PLANNING COMMISSION SECRETARY

**EXHIBIT A
GRAND COVINA, LLC,
777 EDNA PLACE - APN: 8429-006-017 AND 018.
CONDITIONS OF APPROVAL**

Development Applications:

1. Tentative Tract Map (TTM) 73588 and Site Plan Review (SPR) 15-036, approving the development of 3 multi-tenant industrial buildings for condominium purpose totaling 99,272 square feet on 4.38 acres of land within the M-1 Light Industrial Zoning District.
-

ALL OF THE FOLLOWING CONDITIONS APPLY TO THE PROJECT

A. TIME LIMITS:

1. **Tentative Tract Map:** Approval of this application will expire two years from the date of project approval if the final map is not recorded. The applicant may apply to extend the expiration date for a maximum period of three years. Each extension shall not exceed one year upon written request to the Director of Community Development or designee a minimum of thirty (30) days prior to expiration. The request must be approved by the Planning Commission prior to expiration of the applications.
2. **Site Plan Review (SPR):** Approval of this application will be subject to revocation two years from the date of project approval if building permits are not issued. The applicant may apply to extend the expiration date for a maximum period of three years. Each extension shall not exceed one year upon written request to the Director of Community Development or designee a minimum of thirty (30) days, prior to expiration. The request must be approved by the Planning Commission, prior to expiration of the applications.

B. GENERAL REQUIREMENTS:

1. This approval will not be effective for any purposes until the Applicant and the Property Owner have filed with the Planning Division an affidavit stating that they are aware of and agree to accept all of the conditions of this approval, within 10 days from the date of this approval.
2. Applicant shall, at its own expense and with counsel selected by City, fully defend, indemnify and hold harmless City, its officials, officers, employees, and agents ("Indemnified Parties"), from and against any and all claims, suits, causes of action, fines, penalties, proceedings, damages, injuries or losses of any name, kind or description, specifically including attorneys' fees, ("Liabilities"), arising in any way out of City's approval of the Applications or the Project. Applicant's indemnification obligation shall include, but not be limited to, actions to attack, set aside, void, or annul the City's approval of the Applications, and Liabilities premised on, related to or invoking CEQA, including those arising out of City's decisions related to the Project's CEQA documents. City shall promptly notify Applicant of any such claim, action or proceeding, and shall cooperate fully in the defense of such claim, action, or proceeding. Applicant's indemnification obligations shall not be limited to the amount of

insurance coverage that may be available to Applicant, and shall not otherwise be restricted or confined by the presence or absence of any policy of insurance held by City or Applicant.

3. Pursuant to California Government §66474.9, the Applicant/Subdivider also agrees to defend, indemnify and hold harmless, the Indemnified Parties from any claim, action or proceeding against the Indemnified Parties to attack, set aside, void or annul any map approval of the City, whether by its City Council, Planning Commission or other authorized board or officer of this subdivision, which action is brought within the time period provided for in Government Code §66499.37. The City shall promptly notify the Applicant/Subdivider and applicant of any such claim, action or proceeding, and the City shall cooperate fully in the defense.
4. Applicant's obligations, as set forth above, shall survive the completion or abandonment of the Project or the issuance of a certificate of occupancy with respect thereto. However, Applicant's obligations after the issuance of a certificate of compliance for the Project shall be limited to indemnifying and defending the Indemnified Parties from legal challenges filed to set aside any part of the Project or its related components. The provisions of this condition are intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to the City. Further, all obligations and Liabilities under this Agreement are to be paid by the Applicant as they are incurred. Applicant's obligations to indemnify under this Agreement shall include the obligation of the Applicant to defend City with legal counsel of City's own choosing. In the event City elects not to select such counsel, the designation of such counsel shall be made by the Applicant but shall be subject to prior approval.
5. The Applicant shall reimburse the City for all fees and costs for special review of this application by both (i) the City's retained planning, engineering, and related consultants and (ii) the Covina City Attorney's Office through an executed Reimbursement Agreement. Such special review includes, but is not limited to, review of the Project's compliance with conditions of approval, final map approval, plan check process, review of CC&Rs, etc.
6. The property and all improvements, including landscaping, must be maintained in a sound, healthy, and attractive condition free of weeds, visible deterioration, graffiti, debris and/or other conditions that violate the Covina Municipal Code.
7. The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by applicant's violation of any condition or mitigation measure imposed by this application or any provision of the Covina Municipal Code must be paid by the applicant.
8. Approval of this request shall not waive compliance with all other sections of the Covina Municipal Code, the Covina Design Guidelines, and all other applicable plans and non-City laws and regulations that are in effect at the time of building permit issuance.

C. TENTATIVE TRACT MAP (TTM) - PUBLIC WORKS, ENGINEERING DIVISION

1. The project shall annex into the Landscape District and Lighting District, which shall be completed prior to recordation of the Tract Map or issuance of any permits, whichever comes first.

2. Development Impact Fees for the project shall be paid, prior to to issuance of any permits for the project.
3. All public improvements (interior streets, drainage facilities, landscaped areas, etc.) shown on the plans and/or tentative map shall be constructed to City Standards. Interior street and parking improvements shall include, but are not limited to, curb and gutter, AC pavement, drive approaches, sidewalks, street lights, and street trees.
4. Improvement Plans and Construction:
 - a. Street improvement plans, including street trees, street lights, and intersection safety, lights on future signal poles, and traffic signal plans shall be prepared by a registered Civil Engineer and shall be submitted to and approved by City Engineer.
 - b. Prior to any work being performed in public right-of-way, fees shall be paid and a construction permit shall be obtained from Public Works - Engineering Division in addition to any other permits required.
 - c. Pavement striping, marking, traffic signing, street name signing, traffic signal conduit, and interconnect conduit shall be installed to the satisfaction of City Engineer.
 - d. Access ramps for the disabled shall be installed on all corners of intersections per City Standards or as directed by the Director of Public Works or her designee.
 - e. Existing city roads requiring construction shall remain open to traffic at all times with adequate detours during construction. Street or lane closure permits are required. A cash deposit shall be provided to cover the cost of grading and paving, which shall be refunded upon completion of the construction to the satisfaction of City Engineer.
 - f. The applicant shall be responsible for any repairs within the limits of the development, including streets and paving, curbs and gutters, sidewalks, and street lights, as determined by the City Engineer.
5. Street improvement plans per City Standards shall be provided for review and approval by City Engineer. Prior to any work being performed on the streets, fees shall be paid and construction permits shall be obtained from the Engineering Division in addition to any other permits required.
6. The applicant shall submit street improvement plans for Edna Place including but not limited to drive approaches, sidewalks, cross gutters, and parkways to the satisfaction of the City Engineer.
7. A Tract Map prepared by or under the direction of a Registered Civil Engineer or Licensed Land Surveyor must be processed through the City Engineer prior to being filed with the Los Angeles County Recorder.
8. A preliminary title report and guarantee is required and such document shall show all fee interest holders; all interest holders whose interest could ripen into a fee; all trust deeds, together with the name of the trustee; and all easement holders. The account for this title report should remain open until the Tract Map is filed with the Los Angeles County Recorder.
9. The applicant/developer shall submit a preliminary subdivision guarantee if grants, dedications, or offers of dedication are to be made by certificate on the Tract Map. A final subdivision guarantee will be required at the time of filing of the Tract Map with the Los Angeles County Recorder.

10. The applicant shall execute a Subdivision Agreement and submit security in an amount acceptable to the City Engineer and the City Attorney to guarantee construction of the public and private improvements. All security must be accessible to the City at any time and in a form acceptable to the City Engineer.
11. The applicant shall provide a Monumentation Bond in an amount specified in writing by a Registered Engineer or Licensed Land Surveyor of Record.
12. The applicant's engineer or surveyor shall set durable monuments to the satisfaction of the City Engineer in conformance with Section 66495 of the Subdivision Map Act.
13. All easements existing at the time of the Tract Map approval must be accounted for on the approved Tentative Map. This includes the location, owner, purpose, and recording reference for all existing easements. If an easement is blanket in nature or indeterminate in nature, a statement to that effect must be shown on the Tentative Map in lieu of its location.
14. The applicant shall provide drainage improvements to carry runoff of storm water in the area proposed to be developed, and for contributing drainage from adjoining properties to the satisfaction of the City Engineer. The proposed drainage improvements shall be based on a detailed hydrology study conforming to the current Los Angeles County Methodology. The proposed storm drain improvements shall be privately maintained by each property owner.
15. Prior to issuance of any permits, all utilities shall be placed underground in accordance with Covina Municipal Code Section 16.30.020, including facilities and wires for the supply and distribution of electrical energy, telephone, cable television, etc., to the satisfaction of the Director of Community Development and City Engineer.
16. The applicant shall install sewer improvements for the proposed development to the satisfaction of the City Engineer and the Los Angeles County Department of Public Works, Sewer Maintenance District.
17. Prior to issuance of any permits, the applicant shall verify that any required sewer connection fees have been paid to the City of Covina and the County of Los Angeles Department of Public Works, Sewer Maintenance District.
18. Prior to issuance of any permits, the applicant shall verify that the proposed development is annexed into the Los Angeles County Sanitation District.
19. Water plans for domestic, irrigation and fire protection shall be submitted to Public Works Engineering for review and approval, prior to recordation of Tract Map. The applicant shall install water improvements for the proposed development to the satisfaction of the City Engineer and the Water Division.

D. SITE DEVELOPMENT

1. The site shall be developed and maintained in accordance with the approved plans on file with the Community Development Department, all representations of record made by the applicant(s), the conditions contained herein, the Covina Municipal Code, and the Covina Design Guidelines. In addition, any future proposed changes or modifications in the design of any site component approved herein shall not proceed without City approval.

2. If applicable, the Applicant shall submit a Phasing Plan illustrating the number and sequence of each development phase. All phases of development shall be completed by the Applicant.
3. Final plans incorporating all conditions of approval and any plan-related changes required in the approval process shall be submitted for the Director of Community Development or his designee review and approval, prior to submittal for Plan Check process.
4. One loading space (12 feet wide by 40 feet length) shall be provided to Building 1, subject to Director of Community Development or designee review and approval prior to submittal of plan check.
5. A minimum 6 feet setback from the parking curb to buildings is required.
6. For submittal of building and grading plan checks, a copy of the signed City Council Resolution and conditions of approval shall be included on the plans (full size). The sheet(s) are for information only to all parties involved in the construction/grading activities and are not required to be wet sealed/stamped by a licensed Engineer/Architect.
7. A complete building materials illustration board, describing material, brands, types, and applicable reference numbers shall be submitted to the Planning Division. Minor modifications in elevation details and/or colors may be submitted with detailed drawings and/or information to the Director of Community Development or his designee for review and approval, prior to or during the subsequent Plan Check process.
8. All site, grading, landscape, irrigation, and street improvement plans shall be coordinated for consistency, prior to issuance of any permits.
9. All ground mounted utility appurtenance such as transformers, AC condensers, etc. shall be located out of public view and adequately screened using a combination of concrete or masonry walls, and or landscaping to the satisfaction of the Director of Community Development or his designee.
10. All roof appurtenances, including AC condensers and other mounted equipment and/or projections shall be screened from all sides and the sound buffered from adjacent properties and streets. Such screening shall be architecturally integrated with the building design and constructed to the satisfaction of the Director of Community Development.
11. The Applicant shall contact the U.S. Postal Service to determine the appropriate type and location of mailboxes. The final placement of the mailboxes shall be subject to Director or his designee for review and approval, prior to issuance of building permit.
12. All grading and all exterior (during construction and following project completion) drainage on the property shall conform to all applicable requirements of the Public Works Department.
13. The Covenants, Conditions and Restrictions (CC&R's) shall establish a Property Owners Association (POA) for the project and shall be submitted to the Directors of Public Works and Community Development or their designees and the City Attorney for review and approval. The Applicant shall reimburse the City for all fees and costs associated with the review of the project-related CC&Rs by the City Attorney's Office. The CC&Rs shall be recorded with the Final Map, prior to the issuance of building permits. The CC&R's shall grant the City the right but not the obligation to enforce their terms. The CC&R's shall

- include provisions regulating (i) the distribution of assign parking spaces for each condominium unit, (ii) the loading and loading or delivery services to each condomium unit shall not block any drive aisle within the project site, (iii) the property management company for the Property Owners Association shall enforce the provisions of the Codes, Covenants and Restrictions. The Homeowners' Association shall submit to the Planning Division a list of names and addresses of their officers on or before January 1 of each and every year and whenever said information changes.
14. Signs shall be conveniently posted on site for "no overnight parking," "guest parking," "employee parking," and "no blocking of drive aisles."
 15. Any signs proposed for the Project shall comply with the Sign Ordinance and shall require separate application and approval by the Community Development Department prior to issuance of any sign permits and/or installation. A Uniform Sign Program for tenant signs shall be submitted for review and approval prior to issuance of building permits.
 16. A complete exterior lighting plan, including photometric, shall be submitted for review and approval, prior to issuance of building permits. The plan shall illustrate light fixture features, locations, height, and the compliance with applicable City Code provisions on illumination, design, and lighting orientation/glare prevention and the minimum one-foot candle standard.
 17. All building and site improvements along with landscaping and irrigation must be installed in accordance with plans and information on file with the Planning, Building, and Engineering Divisions, and the irrigation systems must be fully operational, prior to release of occupancy of any buildings or units.
 18. Graffiti shall be removed within 72 hours.
 19. The project site must be clean and free of trash and construction debris, and all construction equipment must be removed from the site, prior to release of the last unit of the project, and acceptance of the completion of the Final Map.
 20. Grading
 - a. Grading of the subject property shall be in accordance with current adopted California Building Code, City Grading Standards, and accepted grading practices. The Rough Grading Plan and Precise Grading and Drainage Plan(s) shall be in substantial conformance with the approved conceptual grading and drainage plan.
 - b. A soils report shall be prepared by a qualified engineer licensed by the State of California to perform such work. Two copies will be provided at grading and drainage plan submittal for review. Plans shall implement design recommendations per said report.
 - c. A geologic report shall be prepared by a qualified engineer or engineering geologist and submitted at the time of application for Grading and Drainage Plan review.
 - d. The Precise Grading and Drainage Plan, appropriate certifications and compaction reports shall be completed, submitted, and approved by the Building and Safety Official prior to the issuance of Building Permits.
 - e. This project shall comply with the accessibility requirements of the current adopted California Building Code.

- f. Roof storm water is not permitted to flow over the public parkway and shall be directed to an under parkway culvert per City requirements prior to issuance of a Grading Permit.
- 21. Any block wall including retaining wall shall be of decorative material such as grey slump block or split face block and with a decorative cap. Final design shall be subjected to Director of Community Development or his designee for review and approval prior to issuance of building permits.
- 22. The trash enclosure design shall be compatible to the building design. The trash enclosure wall shall be of decorative material such as split face block and with a decorative cap. Final design shall be subjected to Director of Community Development or his designee for review and approval prior to issuance of building permits.
- 23. In the event that archaeological resources are unearthed during ground-disturbing activities associated with the proposed Project, the contractor shall cease all earth-disturbing activities within 100 feet of the discovery. The Applicant shall retain a qualified archaeologist and/or qualified paleontologist meeting the Secretary of the Interior's Professional Qualification Standards. The archaeologist and/or paleontologist shall evaluate the significance of the find and determine whether or not additional study is warranted. Construction activities may continue in other areas. If the discovery proves to be significant, additional work, such as data recovery excavation or resource recovery, may be warranted and would be discussed in consultation with the appropriate regulatory agency.

E. LANDSCAPING AND WATER EFFICIENT REQUIREMENTS

- 1. All landscape or planter areas shown on the approved landscape plan shall remain landscaped in perpetuity. These areas shall not be paved or used for storage or any similar purpose inconsistent with the intent of this approval. Any damaged, dead, deceased or decaying plant material shall be replaced within 30 days from the date of damage. All landscaped area shall be kept free from weeds and debris and maintained in healthy and thriving conditions, and shall receive regular pruning, fertilizing, mowing and trimming.
- 2. Detailed on-site and off-site landscape and irrigation plans shall be submitted to the Director of Community Development or his designee for review and approval, prior to issuance of building permits. The landscaped and planter areas shall conform to applicable standards and requirements of the City's Water Efficient Landscape Regulations and the July 2015 Updated Model State Water Efficient Landscape Ordinance of the State of California Water Commission.
- 3. Trees, shrubs and ground cover shall be provided along the entire landscape setback area off Edna Place. The density of the trees shall be at a rate of 1 tree per 25 lineal feet of the street frontage.
- 4. Provide three half diamond shape tree wells of 4 feet dimension extending into the parking spaces along the east side of Building 1, west and east sides of Building 2 and west side of Building 3. Provide five half diamond shape tree wells of 4 feet dimension extending into the parking spaces along the north side of Building 2. The tree species to be planted within the tree wells shall be of drought tolerant and of small scale.

5. Drought tolerant and evergreen tree species shall be used along the Edna Place street frontage, as it is the south side with the longest duration of the sun.
6. Large specimen size trees such as 36-inch box or larger or multi-trunk shall be planted within the landscaped areas at the two driveway entries off Edna Place and as an accent into the project.
7. The landscaped area along the north property boundary shall have trees planted at 25 feet on center with 5-gallon size shrubs planted at 5 feet on center and appropriate depth of mulch.
8. In accordance with Chapter 11.36 of the Covina Municipal Code, no street trees adjacent to the project site shall be cut or trimmed in any manner by any persons associated with property unless a written permit from the Public Works Department is first obtained.
9. The final design of the perimeter parkways, walls, landscaping and sidewalks shall be included in the required detailed landscape and irrigation plans and shall be subjected to Director of Community Development or his designee and City Engineer review and approval, and coordinated for consistent with the any parkway landscaping plan, which may be required by the Public Works, Engineering Division.
10. Landscaping and irrigation systems required to be installed within the public-right-way on the perimeter of the project shall be continuously maintained the Applicant for the duration of the project construction and by the Property Owners Association in perpetuity after project completion.

F. CONSTRUCTION MITIGATION PLAN

1. All construction must comply with the below-noted construction mitigation plan and the City Noise Ordinance.
2. The Applicant shall prepare a construction mitigation plan to mitigate noise as well as other construction-related impacts. This construction mitigation plan is in addition to the public noticing program for residential construction projects required by Building and safety Division. The construction-related activities shall conform to the following requirements that address potential noise and other construction-related impacts:
 - a. The construction mitigation plan shall address the following areas: 1) site supervision, 2) construction access and schedule, 3) delivery/haul route and traffic control, 4) material storage and staging, 5) construction parking, 6) work hours, 7) noise reduction, 8) erosion control, 9) dust and mud control, 10) debris cleanup, 11) street sweeping, 12) pedestrian and neighborhood safety, 13) project contact-related signage, and 14) subcontractor education and security measures.
 - b. Construction-related activities including grading activities shall be prohibited between 6:00 pm and 7:00 am on Monday through Friday and between 5:00 pm and 8:00 am on Saturday and all day on Sundays and Holidays (except by special permit), whichever is stricter.
 - c. All construction equipment shall be in proper operating condition and shall be fitted with standard factory noise attenuation features. All equipment shall further be properly maintained to assure that no additional noise, due to worn or improperly maintained parts, would be generated.

- d. The applicant and/or his representative(s) shall frequently monitor for and, if detected, remove any and all graffiti on and/or repair damaged or vandalized construction-related fencing and/or related elements as quickly as possible.
 - e. Loud noise generating activities such as crushing concrete pavement will be restricted to 7:00 am – 6:00 pm on Monday through Friday.
 - f. Signs (multiple) shall be posted on site stating the days and hours of construction allowed, prohibiting “drinking, loitering and music” at all times, and including phone listings for community concerns.
 - g. View-obscuring construction fencing shall be provided around the entire site. Construction entries shall have gates with view-obscuring material.
3. At least thirty days prior to the commencement of any project-related grading, the applicant and/or his/her representative(s) shall notify the occupants of all residential and institutional properties that lie within 500 feet of the subject property of the general parameters of the impending grading and construction activities. In addition, the applicant and/or his/her representative(s) shall attempt to address any neighbor complaints to the greatest extent practical and as expeditiously as possible.

G. BUILDING AND SAFETY DIVISION

1. Submit **6** sets of complete plans including any proposed utilities and earthwork/grading. The project must comply with the 2013 California Building Standards and 2013 energy code.
2. Two sets each of any structural and energy calculations shall be submitted with the above mentioned plans. All calculations must bear an original signature from the documented author.
3. This project must comply with Federal and State Accessibility requirements to and throughout the building. Include compliance methods and structural details on the plans.
4. Demolition and renovations activities require an asbestos containing materials (ACM) survey. (SCAQMD RULE 1403) The ACM report shall be prepared by an accredited testing laboratory in accordance with SCAQMD rules and regulations. Proof of notification to the South Coast Air Quality Management District (SCAQMD), Office of Operations, shall be submitted to the Building Division with your permit application for all renovations and demolition activities. Contact the SCAQMD at the address or number below for more information. Once any demolition activity has been approved by the SCAQMD, a formal demolition plan and permit must be obtained from the Building and Safety Division.
 - o **SCAQMD Headquarters; 21865 Copley Drive, Diamond Bar, CA, (909) 396-2381**
5. Please provide an additional digital copy (pdf preferred) of the building floor plan, elevations, and site plan to be submitted to the LA County Assessor. This copy should be in sufficient detail to allow the assessor to determine the square footage of the building and, in the case of residential buildings, the intended use of each room. **For additional information, please contact the LA County Assessor’s, Public Service Desk at 888-807-2111.**
6. The City of Covina has formally adopted a public noticing program for residential construction projects to provide the public with an opportunity to verify the validity of construction within their neighborhoods. This program requires the property owner and/or contractor to place a sign 14” high x 22” wide using a minimum black 24 point font (Arial) on a white background. The

noticing sign must be suitable for outdoor use and placed within the front yard where it is clearly visible from the public right-of-way. The following items must be included on the residential noticing sign:

- a. Address of construction project
 - b. Type of construction project
 - c. Name of contractor/owner
 - d. Telephone number of contact person
 - e. Contractor's license number
 - f. Permit number with date of issuance
 - g. City of Covina Building Division telephone number
 - h. Construction activity prohibited Monday through Saturday from 6:00 pm-7:00 am and all day on Sundays or Holidays unless otherwise permitted.
7. School District application and approval including any related fees must be provided before permit issuance.
 8. Construction activity within 500' of a residential zone is prohibited between the hours of 6:00 pm and 7:00 am on Monday through Friday and between 5 pm and 8 am on Saturday and all day on Sunday and Holidays unless otherwise permitted.

H. PUBLIC WORKS – ENVIRONMENTAL SERVICES DIVISION

1. A geotechnical letter must be submitted stating that soil will not exhibit instability as a result of implementing proposed treatment BMPs, and infiltration base is at least 10ft above groundwater, along with wet signature/stamp.
2. Comply with the Low Impact Development requirements and Stormwater plan check comments dated October 13, 2015.
3. OC1 - Complete form, sign, return original, attach copy to field plans.
4. ES-CD1: Construction & Demolition Debris Recycling - Complete form, sign, return original, attach copy to field plans, fax copy to Athens Services when requesting waste container; also request Athens Load Characterization upon completion of C&D.
5. ES-CD2: Construction & Demolition Debris Recycling - Upon completion of C&D, complete form, sign, return original with Athens Load Characterization Report.
6. Only Athens Services/Covina Disposal, 888-336-6100, is allowed to provide bins and pickup and dispose of trash and recyclables, including all C&D projects. Exception: Project contractor, using his own equipment and staff, can take recyclables to a recycling facility.
7. PC: Priority Project Checklist - Complete form, sign, return original.
8. P1: Priority Development & Redevelopment Projects - Complete form, return original.
9. P2: Stormwater Treatment Certification - Complete form, return original.
10. LSWPPP: Local Stormwater Pollution Prevention Plan - Complete form, return original.

11. Report, SWPPP: Project area is 1 acre or greater (required by State Water Resources Control Board). 3 reports, including plans; signatures and stamps must have wet-ink application.
12. Report, SUSMP: Project meets LA Regional Water Quality Control Board's criteria for a Priority Planning Project. 3 reports, including plans; signatures and stamps must have wet-ink application. SWPPP must be provided.
13. Construction site stormwater compliance inspection and reinspection: \$75 - \$125 per inspection may apply.
14. Master Covenant agreement: See application instructions, checklist, and Agreement.

I. LOS ANGELES COUNTY FIRE DEPARTMENT – FIRE PREVENTION DIVISION

Final Map Requirements:

1. Final Map shall be submitted to our office for review and approval prior recordation.
2. Prior to Final Map clearance, submit a minimum of three (3) copies of the water plans indicating the new public fire hydrant locations to the Fire Department’s Land development Unit for review.

Verification for compliance will be performed during the architectural plan review prior to building permit issuance:

3. All on-site Fire Department vehicular access roads shall be labeled as “Private Driveway and Fire Lane” on the site plan along with the widths clearly depicted on the plan. Labeling is necessary to assure the access availability for Fire Department use. The designation allows for appropriate signage prohibiting parking.
4. Fire Department vehicular access roads must be installed and maintained in a serviceable manner prior to and during the time of construction. Fire Code 501.4
5. All fire lanes shall be clear of all encroachments, and shall be maintained in accordance with the Title 32, County of Los Angeles Fire Code.
6. Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved Fire Department turnaround. Fire Code 503.2.5
7. The Fire Apparatus Access Roads and designated fire lanes shall be measured from flow line to flow line.
8. Provide a minimum unobstructed width of 26 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance “clear to sky” Fire Department vehicular access to within 150 feet of all portions of the exterior walls of the first story of the building, as measured by an approved route around the exterior of the building. Fire Code 503.1.1 & 503.2.2
9. The dimensions of the approved Fire Apparatus Access Roads shall be maintained as originally approved by the fire code official. Fire Code 503.2.2.1

10. Fire Department vehicular access roads shall be provided with a 32 foot centerline turning radius. Fire Code 503.2.4
11. Indicate the centerline, inside and outside turning radii for each change in direction on the site plan.
12. Fire Apparatus Access Roads shall be designed and maintained to support the imposed load of fire apparatus weighing 37 ½ tons and shall be surfaced so as to provide all-weather driving capabilities. Fire apparatus access roads having a grade of 10 percent or greater shall have a paved or concrete surface. Fire Code 503.2.3
13. Provide approved signs or other approved notices or markings that include the words "NO PARKING - FIRE LANE". Signs shall have a minimum dimension of 12 inches wide by 18 inches high and have red letters on a white reflective background. Signs shall be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof and at intervals, as required by the Fire Inspector. Fire Code 503.3
14. A minimum 5-foot wide approved firefighter access walkway leading from the fire department access road to all required openings in the building's exterior walls shall be provided for firefighting and rescue purposes. Fire Code 504.1
15. Approved building address numbers, building numbers or approved building identification shall be provided and maintained so as to be plainly visible and legible from the street fronting the property. The numbers shall contrast with their background, be Arabic numerals or alphabet letters, and be a minimum of 4 inches high with a minimum stroke width of 0.5 inch. Fire Code 505.1

Water System Requirements:

16. All fire hydrants shall measure 6"x 4"x 2-1/2" brass or bronze, conforming to current AWWA standard C503 or approved equal, and shall be installed in accordance with the County of Los Angeles Fire Department Regulation 8.
17. All on-site fire hydrants shall be installed a minimum of 25' feet from a structure or protected by a two (2) hour rated firewall. Exception: For fully sprinkled multi-family structures, on-site hydrants may be installed a minimum of 10 feet from the structure. Fire Code Appendix C106
18. All private on-site fire hydrants shall be installed, tested and approved prior to building occupancy. Fire Code 901.5.1
19. Plans showing underground piping for private on-site fire hydrants shall be submitted to the Sprinkler Plan Check Unit for review and approval prior to installation. Fire Code 901.2 & County of Los Angeles Fire Department Regulation 7.
20. The required fire flow for the public fire hydrants for this project is 3500 gpm at 20 psi residual pressure for 3 hours. Three public fire hydrant(s) flowing simultaneously may be used to achieve the required fire flow. Fire Code 507.3 & Appendix B105.1
21. Install 2 public fire hydrants on the Edna Place as shown on Site Plan dated 03-21-2016 filed in the LDU Office.

22. The required fire flow for the on-site private fire hydrants for this project is 1250 gpm at 20 psi residual pressure for two hours. Two on-site fire hydrant(s) flowing simultaneously may be used to achieve the required fire flow.
23. Install 1 Private on-site fire hydrant as shown on Site Plan dated 03-21-2016 filed in the LDU Office.
24. An approved automatic fire sprinkler system is required for the proposed buildings within this development. Submit design plans to the Fire Department Sprinkler Plan Check Unit for review and approval prior to installation.

Additional Fire Department requirements will be determined by Fire Prevention Engineering during the architectural Plan review.

For any questions regarding the report, please contact FPEA Claudia Soiza at (323) 890-4243 or at Claudia.Soiza@fire.lacounty.gov

END OF CONDITIONS



CITY OF COVINA

PLANNING COMMISSION AGENDA REPORT ITEM NUMBER PH 1 June 28, 2016

TO: Chairman and Members of the Planning Commission

FROM: Brian K. Lee, AICP, Director of Community Development

SUBJECT: Applications Tentative Tract Map (TTM) No. 73588 and Site Plan Review (SPR) No. 15-036, the development of 3 multi-tenant industrial buildings for condominium purpose totaling 99,272 square feet on 4.38 acres of land within the M-1 Light Industrial Zoning District, generally located at 777 Edna Place - APN: 8429-006-017 and 018.

SITE AND PROJECT DESCRIPTION

A. Project Information:

Request: 26 industrial condominium units totaling 99,272 square feet
 Applicant: Don Cook
 Property Owner: Grand Covina, LLC
 Location: 777 Edna Place
 Assessor Parcel
 Map No: 8429-006-017 and 018

B. Site and Surrounding Land Uses-Table 1:

	General Plan	Zoning	Existing Uses
Site	General Commercial	C-2 "Neighborhood Shopping Center"	Developed with a building and parking area, unoccupied
North	Residential	Los Angeles County	Single-family residences
South	General Industrial	M-1 "Light Manufacturing" and C-4 "Highway Commercial"	Industrial/warehouse uses and a fast food restaurant with drive-through
East	General Industrial	M-1 "Light Manufacturing"	Industrial/warehouse uses and a car wash
West	General Industrial	M-1 "Light Manufacturing"	Industrial /warehouse uses

- C. Site Characteristics: The project site consists of two legal parcels and is approximately 4.38 acres in size. The westerly parcel is located at 777 Edna Place, the site contains a structure built in 1964, and the pavement of the parking area is in poor condition. It was formerly used as an outdoor equipment and auto storage yard with a long history of nuisance issues. The parcel east of 777 Edna is vacant. Both parcels are fenced for security purposes.

ANALYSIS

- A. Background: In August 2014, the Planning Commission considered the project site plus the corner parcel at Grand Avenue and Edna Place for a General Plan Amendment and Zone Change. At the time, the request was to change the General Plan Land Use designation from “General Industrial” to “Medium Density Residential and change the Zoning Districts from M-1 “Light Manufacturing” and C-2 “Neighborhood Shopping Center” to RD-3,300 “Residential-Medium Density Multiple Family” and C-4 “Highway Commercial.” The previous development proposal was for a mixed use of 67 residential units and 2 retail buildings with drive-through facilities. The Planning Commission did not recommend approval of the then proposed land use and zone changes, as they were inconsistent with the General Plan goals and objectives. After several public hearings with public testimony from both opponents and proponents of the prior project, the City Council denied the prior proposed land use and zone changes in January 2015.

Fast forward to today, the Applicant submitted Tentative Tract Map and Site Plan Review applications in September 2015. Prior to the formal submittal of the two applications, the Applicant provided staff a concept plan for industrial development for preliminary review and comments between the period of April and July 2015. Staff reviewed the concept plan twice and provided comments and feedback to assist him in modifying the concept plan to comply with the Zoning Code and Design Guidelines.

- B. Development Review Process: During the development review process between September 2015 and March 2016, staff performed three incompleteness reviews of the proposed project. For each review, staff provided to the Applicant a comprehensive list of comments that identified the missing information, the inconsistencies with code requirements and the design issues, and with a follow-up meeting. The Applicant has revised the proposed project to address some comments but has “agreed to disagree” with the rest of the comments from staff. The attached Exhibit “4” is the chronology of the processing for the proposed project, including the October 2015, November 2015, February 2016 and March 2016 incompleteness letters to the Applicant. In April 2016, the Applicant submitted the required Environmental Assessment for CEQA Exemption to the City’s Consultant for review of completeness and adequacy of the compliance with CEQA Guidelines. The City’s Consultant has accepted the Environmental Assessment and CEQA Exemption as complete. The Applicant requested that his proposed project be

scheduled for Planning Commission consideration with discussion of staff's identified remaining technical and design issues (see Section E of the report).

C. Description of Proposed Project and Applicable Regulations:

Proposed Project - The proposed project consists of three industrial buildings oriented perpendicular to Edna Place. The gross floor area for the three buildings is 19,726 square feet for Building 1, 67,531 square feet for Building 2 and 12,015 square feet for Building 3. There are 21 units within Building 2 and 4 units within Building 3. Two driveways off Edna Place provide access to the project site and the driveway is separated by over 420 feet. There are 201 parking spaces proposed including 8 handicapped spaces. The proposed buildings are tilt-up concrete, painted and with a pattern of reveal lines, roof cornice treatment and accented stacked stones materials at the entries to the units.

Applicable Regulations - Per Subdivision Ordinance CMC Section 16.08.120, the Planning Commission is a recommending body to the City Council for the Tentative Tract Map application. Although the Site Plan Review application is subject to Planning Commission review and approval, in this case, staff recommends that the Planning Commission forward the decision (whether approval or denial) for both the Site Plan Review and Tentative Tract Map to the City Council for review and final action.

D. Development Standards for the Project - Table 2:

	Development Standards for M-1 "Light Manufacturing" (CMC17.54)	Code Requirements	Proposed	Comments
1.	Lot Area	None	NA	
2.	Lot Dimensions			
	Width	None	NA	
	Depth	150 feet	273 feet	
3.	Building Height	50 feet	28 feet	
4.	Yards/Setbacks adjoining commercial or manufacturing zone			
	A. Front, sides or rears on major/secondary highway which is a boundary from any commercial or manufacturing zone	25 feet	NA	
	B. Front, sides or rears on local street which is a boundary from any commercial or manufacturing zone	10 feet	10 feet	
5	Yards/Setbacks adjoining residential or agricultural zone			

	A. Front, sides or rears on major/secondary highway which is a boundary from any residential or agricultural zone	50 feet	NA	
	B. Front, sides or rears on local street which is a boundary from any residential or agricultural zone	85 feet	NA	
	C. Sides or rears on alley and any residential or agricultural zone	80 feet	NA	
	D. Sides or rears on railroad which is a boundary from any residential or agricultural zone	50 feet	NA	
	E. Sides or rears on drainage channel which is a boundary any residential or agricultural zone	80 feet	NA	
	F. Sides or rears directly on a residential or agricultural zone	80 feet	80 feet	
	G. Fronts directly on a public park or fronts on a street with public park	25 feet	NA	
6.	Distance between Buildings	None	NA	
7.	Off-Street Parking			
	Manufacturing uses at 1 space /500 square feet of gross floor area (CMC17.72.010)	199	201	Of 201 spaces, 8 are handicapped spaces. See below Section D4 of report for discussion on parking & loading.
8.	Off-Street Loading Spaces for over 50,001 of gross floor area (CMC17.72.140)	3	None	Required loading dimensions are 12 feet by 40 feet.
9.	Fence/Wall Height	6 feet	6 feet	
10.	Landscaped Areas at 2% of gross parking area	14,723 square feet - 2% of 1.69 acres (72,616 square feet)	15,489 square feet	

- E. The Compliance of Proposed Project with Zoning Ordinance and Design Guidelines: This section of the report focuses on examining whether the proposed project complies with all pertinent sections of the Zoning Ordinance and the adopted 2009 Design Guidelines. Based on the latest set of site development plans dated March 2016, staff determined that overall site design complies with most of the minimum development standards as outlined in the above Table 2. However, as communicated previously with the Applicant, there are a few technical and design issues that need to be discussed and addressed, as follows:
1. Staff understands the need for cost efficiency in construction by clustering units 2 through 17 into one building, especially for a tilt-up concrete construction method. However, the clustering of the units created an issue where units 6 through 13 do not have rear entrances (roll-up doors) that could be utilized for pick-up of goods and materials. Delivery companies such as Federal Express and UPS will be forced to block the main drive aisles or “double park” on Edna Place in order to make pickups and deliveries. The potential for the “double parking” of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place, which allows for only two lanes of traffic in each direction and parking lanes. Attached is Exhibit 8, City Engineer’s comments regarding the proposed project. Using the public street for services and deliveries will increase the liability for the City. A possible solution is to provide a service drive aisle through the middle of Building 2.
 2. The Applicant is showing parking spaces directly in front of the roll-up doors for the units. The loading and unloading of goods from the units will be in conflict with the vehicles parked in the marked stalls. Therefore, the area in front of the roll-up door shall not be striped for parking spaces and be counted toward the total provided parking spaces. There are 21 roll-up doors and the number of parking spaces in front of them is 36 spaces.
 3. Zoning Ordinance Section 17.72.140 states that if the total gross floor area of the building space is over 50,001 square feet, three (3) loading spaces are required. The loading spaces dimensions are 14 feet by 40 feet. The proposed project did not provide for the 3 loading spaces.
 4. The Parking and Circulation Section of the Design Guidelines (Pages 16 and 17, IV-A1 and IV-B9) states that the parking should be conveniently located for users’ benefit; and, that any parking lot over 60 spaces should be laid out in an irregular manner to break up the monotonous and add interest. The proposed site plan shows more than 60 percent of the required parking spaces are located in the rear of the property where it becomes inconvenient for visitors/customers of the tenants in the industrial complex to walk especially to units 6 through 13. A possible solution is to redistribute the parking spaces by creating parking pods closer to the tier of lots that front on Edna Place.

5. The placement of buildings should create opportunities for plazas and open space areas for the project, which could become a focal point and add interest and amenity to the project. Plaza is an amenity to the proposed project. It does not have to be huge in size but enough area that create people spaces and provide the connectivity within the industrial complex. The Land Use Element of the General Plan, Policy E1(L) ensures that all developments achieve a high degree of architectural integrity and landscaping, site design efficiency, good workmanship, a respect of physical and environmental constraints, and adequate amenities that enhance the quality of life for residents, workers, shoppers and others. The proposed project does not provide for such amenity.
6. Zoning Ordinance CMC Section 17.72.030 (f)(4) states that when vehicle parking spaces, or driveways on private property are adjacent to a public or pedestrian walkway, it shall be separated with a landscaped area. The depth of the setback from building to parking spaces curb around the 3 buildings is only 5 feet, which are insufficient to allow a minimum 48" ADA access width and allow for a 2' vehicle overhang. Therefore, the building setback from the parking space curb should be increased so there will be room for actual landscape with placement of trees and shrubs and a walkway.
7. The revised elevations for the 3 buildings showed some articulation to the building planes with additional reveals lines, additional roof cornice treatment and accented stacked stones materials. The Architecture Section of the Design Guidelines (Page 3 II-A7) states that the architectural treatment of buildings shall extend on all of its publicly visible sides. The Design Guidelines (Page 7, III-A) further states that the building design shall avoid large monotonous facades, reduced building mass with varying height and the length of any publicly visible straight wall or façade shall not exceed 120 feet in commercial or industrial structures. Staff believes that the 3 buildings could use more architectural enhancement, such as, but are limited to the following:
 - a. Project entries should have more enhanced surface materials to the concrete wall, addition of spandrel glass and other architectural elements.
 - b. Besides the addition of a pattern of reveal lines, blank building walls could have sandblasted bands.
 - c. Add vision or spandrel glass band so the windows for the units do not appear to be in a pattern of two "eyes."
8. Landscaping Plan. The Applicant agreed to provide the information later. Staff feels comfortable in placing conditions of approval to ensure that the landscape concept will comply with the City's Water Efficient Landscape Regulations (CMC Section 17. 82).

Given the above comments and required changes to the site plan, staff recommends that the Planning Commission direct the Applicant to continue working with staff in addressing the above-identified technical and design issues.

F. Finding of Facts for Tentative Tract Map: In order to approve the proposed subdivision for 26 industrial condominium units totaling 99,272 square feet, the Planning Commission shall make the following facts to support the findings.

1. The proposed subdivision is consistent with the general plan and any applicable specific plan for the area.

Findings of Facts: The project site is currently designated General Industrial and zoned M-1 "Light Manufacturing." The proposed project consists of 3 multi-tenant industrial buildings. It is located within an industrial area with industrial land uses located on both sides. The proposed project is consistent with the General Plan.

2. The design or improvement of the proposed subdivision is not consistent with the general plan and any applicable specific plan for the area.

Findings of Facts: The Land Use Element of the General Plan Policy 3a 15 requires that new industrial development comply with Zoning, Design Guidelines, and other standards and incorporate adequate amenities that contribute to a high quality of life for workers and patrons. The design and improvement of the proposed subdivision do not comply with the General Plan in the following ways:

- a. Units 6 through 13 do not have rear entrances (roll-up doors) that could be utilized for pick-up of goods and materials. Delivery companies such as Federal Empress and UPS will be forced to block the main drive aisles or "double park" on Edna Place in order to make pickups and deliveries. The potential for the "double parking" of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place which allows for only two lanes of traffic in each direction and parking lanes. The primary purpose of public streets is to carry traffic, vehicles moving from designation to another designation. Using the public street for services and deliveries will increase the liability for the City.
- b. Zoning Ordinance Section 17.72.140 states that if the total gross floor area of the building space is over 50,001 square feet, three (3) loading spaces (14 feet by 40 feet) are required. The proposed project did not provide the 3 loading spaces.
- c. The Applicant is showing parking spaces directly in front of the roll-up doors for the units. The loading and unloading of goods from the units will be in conflict with the vehicles parked in the marked stalls. Therefore, the area in front of the roll-up door shall not be striped for parking spaces and be counted

toward the total provided parking spaces. There are 21 roll-up doors and the number of parking spaces in front of them is 36 spaces.

- d. The Parking and Circulation Section of the Design Guidelines (Pages 16 and 17, IV-A1 and IV-B9) stated that the parking should be conveniently located for users' benefit; and, that any parking lots over 60 spaces should be laid out in an irregular manner to break up the monotonous and add interest. The proposed site plan shows more than 60 percent of the required parking spaces are located in the rear of the property where it becomes inconvenient for visitors/customers of the tenants in the industrial complex to walk, especially to units 6 through units 13.
 - e. Zoning Ordinance CMC Section 17.72.030 (f)(4) states that when vehicle parking spaces, or driveways on private property are adjacent to a public or pedestrian walkway, it shall be separated with a landscaped area. The depth of the setback from building to parking spaces curb around the 3 buildings is only 5 feet, which are insufficient to allow a minimum 48" ADA access width and allow for a 2' vehicle overhang.
 - f. The Land Use Element of the General Plan, Policy E1(l) ensures that all developments achieve a high degree of architectural integrity and landscaping, site design efficiency, good workmanship, a respect of physical and environmental constraints, and adequate amenities that enhance the quality of life for residents, workers, shoppers and others. The proposed site plan design and the placement of the 3 buildings did not create opportunities for plazas and open space areas for the project, which could become a focal point and add interest and amenity to the project.
3. The subdivision is not physically suitable for the type and proposed density of development proposed by the tentative map.

Findings of Facts: The overall project design meets the minimum standards for yards and setbacks and the percentage of landscaping within the M-1 "Light Manufacturing" zone. Although the project design shows it meets the required 201 parking spaces for the proposed 99,272 square feet of building gross floor area, 36 of the total required parking spaces are in front of the 21 roll-up doors. Without the 36 parking spaces, the gross floor area for the building would have to reduce from the proposed 99,272 square feet. There are possible design solutions to the subdivision and its design and improvements that have not been explored.

4. The design of the subdivision and proposed improvements, with conditions of approval, are not likely to cause significant environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

Findings of Facts: The project site is about 4.38 acres in size, in a predominantly urban location and is surrounded by existing single-family homes to the north, commercial uses to the east and industrial uses to the west and south. The project

site is currently underutilized and deteriorating, and the development proposal would constitute an in-fill development. The site is not designated fish or wildlife habitat nor is it located nearby to any such territory. Further, as noted in the Initial Study for this project, the City determines that the proposed project qualifies for a Class 32 In-fill Development Project (CEQA §15332). Therefore, the subdivision will not be likely to cause significant environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

5. The design of the subdivision and the type of improvements are not likely to cause serious public health problems.

Findings of Facts: The project site abuts single-family homes to the north that have been there for over 50 years. The proposed project meets the buffer requirement by providing an 80 foot setback for the buildings, 13 feet wide landscape area along the entire north property boundary, and a continuous six-foot high block wall. The project site abuts existing industrial uses to the west and south and the proposed industrial project will be compatible to the surrounding existing industrial uses. Therefore, the design of the subdivision and the type of the improvements are not likely to cause serious public health problems.

6. The design of the subdivision provides for future passive or natural heating and cooling opportunities in the subdivision to the extent feasible.

Findings of Facts: The design of the subdivision and its proposed industrial project will provide the possibility and opportunity to have passive solar cooling and heating for the buildings. Furthermore, the proposed project will have to comply with Title 24 of the Uniform Building Code.

7. The design of the subdivision and the type of improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision, or the design of the alternate easements which are substantially equivalent to those previously acquired by the public will not be provided.

Findings of Facts: The design of the subdivision will not conflict with existing City rights-of-way or other public access easements. According to City records, there are no alternate or potential easements that would be affected by the proposed project.

8. The subdivision is consistent with the city's parkland dedication requirements (Quimby Act).

Findings of Facts: The proposed project is an industrial condominium and is not subject to Parkland Impact Fee to the City, pursuant to the City's Quimby Act Ordinance (CMC Chapter 16.28).

9. The subdivider is able to demonstrate that a sufficient water supply will be available to serve the subdivision, in accordance with California Government Code Section 66473.7. (Ord. 05-1915 § 1, 2005.)

Findings of Facts: According to the City's Public Works Department, the City has sufficient capacity to provide water to serve the subdivision without negative impact to other properties in the City.

- G. Finding of Facts for Site Plan Review: In order to approve the proposed Site Plan Review, the Planning Commission shall make the following facts to support the findings:

1. All provisions of the Zoning Ordinance are not complied with.

Finding of Facts: The design and improvement of the proposed development do not comply with pertinent sections of the Zoning Ordinance in the following ways:

- a. Units 6 through 13 do not have rear entrances (roll-up doors) that could be utilized for pick-up of goods and materials. Delivery companies such as Federal Express and UPS will be forced to block the main drive aisles or "double park" on Edna Place in order to make pickups and deliveries. The potential for the "double parking" of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place which allows for only two lanes of traffic in each direction and parking lanes. The primary purpose of public streets is to carry traffic, vehicles moving from designation to another designation. Using the public street for services and deliveries will increase the liability for the City.
- b. Zoning Ordinance Section 17.72.140 states that if the total gross floor area of the building space is over 50,001 square feet, three (3) loading spaces (14 feet by 40 feet) are required. The proposed project did not provide the 3 loading spaces.
- c. The Applicant is showing parking spaces directly in front of the roll-up doors for the units. The loading and unloading of goods from the units will be in conflict with the vehicles parked in the marked stalls. Therefore, the area in front of the roll-up doors shall not be striped for parking spaces and be counted toward the total provided parking spaces. There are 21 roll-up doors and the number of parking spaces in front of them is 36 spaces.
- e. Zoning Ordinance CMC Section 17.72.030 (f)(4) states that when vehicle parking spaces, or driveways on private property are adjacent to a public or pedestrian walkway, it shall be separated with a landscaped area. The depth of the setback from building to parking spaces curb around the 3 buildings is only 5 feet, which are insufficient to allow a minimum 48" ADA access width and allow for a 2' vehicle overhang.

2. The basic project elements are not so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and no adverse effects will occur on surrounding properties.

Findings of Fact: The surrounding streets have sufficient capacity to handle future project-related traffic. New sidewalk will be required along the project site Edna Place frontage, which will connect to the pedestrian walkway within the project site for connectivity. However, units 6 through 13 do not have rear entrances (roll-up doors) that could be utilized for pick-up of goods and materials. Delivery companies such as Federal Empress and UPS will be forced to block the main drive aisles or “double park” on Edna Place in order to make pickups and deliveries. The potential for the “double parking” of delivery vehicles on Edna Place would create a public safety hazard due to the limited roadway width for Edna Place which allows for only two lanes of traffic in each direction and parking lanes. The primary purpose of public streets is to carry traffic, vehicles moving from designation to another designation. Using the public street for services and deliveries will increase the liability for the City.

3. The project design does not conform to the General Plan and any design guidelines or specific plans that may be applicable to the project.

Findings Fact: The Land Use Element of the General Plan Policy 3a 15 requires that new industrial development complies with Zoning, Design Guidelines, and other standards and incorporates adequate amenities that contribute to a high quality of life for workers and patrons. The design and improvement of the proposed project do not comply with pertinent sections of the Design Guidelines in the following ways:

- a. The Parking and Circulation Section of the Design Guidelines (Pages 16 and 17, IV-A1 and IV-B9) states that the parking should be conveniently located for users’ benefit; and, that any parking lots over 60 spaces should be laid out in an irregular manner to break up the monotonous and add interest. The proposed site plan shows more than 60 percent of the required parking spaces are located in the rear of the property where it becomes inconvenient for visitors/customers of the tenants in the industrial complex to walk especially to units 6 through units 13.
- b. The Design Guidelines (Page 7, III-A) states that the building design shall avoid large monotonous facades, reduced building mass with varying height and the length of any publicly visible straight wall or façade shall not exceed 120 feet in commercial or industrial structures. Staff believes that the 3 buildings could use more architectural enhancement such as, but are limited to the following:
 - i. Project entries should have more enhanced surface materials to the concrete wall, addition of spandrel glass and other architectural elements.
 - ii. Besides the addition of a pattern of reveal lines, blank building walls could have sandblasted bands.

iii. Add vision or spandrel glass band so the windows for the units do not appear to be in a pattern of two “eyes.”

4. The project design is harmonious, consistent, and complete within itself and functionally and visually compatible with neighboring land uses.

Findings of Fact: The project site abuts single-family homes to the north that have been there for over 50 years. The proposed project meets the buffer requirement by providing an 80 foot setback for the buildings, 13 feet wide landscape area along the entire north property boundary, and a continuous six-foot high block wall. The project site abuts existing industrial uses to the west and south and the proposed industrial development will be compatible to the surrounding existing industrial uses.

5. The development will not constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community.

Findings of Fact: See Findings under 1 and 3 above.

6. Proposed lighting is so arranged as to reflect the light away from adjoining properties.

Findings of Fact: All outside lighting would be required as a standard condition of approval to be designed and sited in a manner that prohibits glare onto adjacent properties.

7. Proposed signs will not, by size, location, color, or lighting, interfere with traffic or limit visibility.

Findings of Fact: No signs are currently proposed for the project.

8. Utility and street improvements pursuant to CMC 17.64.120 and 17.64.130.

Findings of Fact: Utility and street improvements would be required as a standard condition of approval.

PUBLIC HEARING NOTICE AND NOTIFICATION

The applicant was given a copy of the staff report and the exhibits. All property owners within a radius of at least 300 feet from the overall project site were mailed the Planning Commission public hearing notices on June 16, 2016, a minimum of ten (10) days before the hearing as required by law. In addition, the public hearing notice was published in the San Gabriel Examiner newspaper on June 16, 2016.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the Applicant and his consultant submitted an Initial Study and made the determination that the project is categorically exempt and qualifies for a Class 32 In-fill Development Project (CEQA §15332). Staff's environmental consultant has conducted a peer review of the Applicant's Initial Study and determination of categorically exemption. The City's environmental consultant concurred with the determination. Therefore, staff recommends that the Planning Commission make the determination that the proposed project is categorically exempt and that it would not result in any significant effects on the environment. The determination is based on the following:

- The proposed project is allowed under the General Industrial designation of the Covina General Plan and under the M-1 "Light Manufacturing" zone of the Zoning Ordinance. The proposed project site is located within an industrial area with industrial land uses located on two sides.
- The proposed project site is located within the City on a project site of less than five acres that is substantially surrounded by urban uses.
- The proposed project site is surrounded by development on all sides. The improvement area's small size and its isolation from other open space areas limit its utility as a habitat or an animal migration corridor. No native or natural habitats are found within the project site or on adjacent parcels.
- The approval of the proposed project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
- The proposed project site can be adequately served by all required utilities and public services. No significant adverse cumulative impacts will result from the proposed project's implementation.

OPTIONS FOR THE PLANNING COMMISSION

The Planning Commission should conduct the public hearing to receive oral and written report and/or evidence from staff, Applicant and testimony from the public.

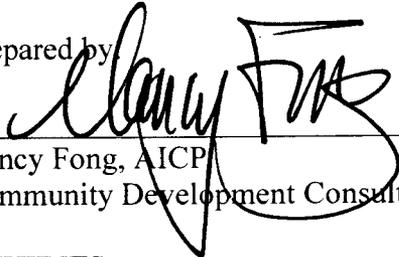
1. If the Planning Commission, based on reviewing the staff report and all evidence presented including public testimony, can make the facts to support each finding, then direct staff to prepare resolution of approval for the Planning Commission review and adoption at the next regular meeting. The Planning Commission will have to provide the pertinent facts to support the findings for items F-2, F-3, G-1, G-2 and G-3 above.
2. If the Planning Commission, based on reviewing the staff report and all evidence presented including public testimony, cannot make the facts to support each finding, then direct staff to prepare a resolution of denial for the Planning Commission review and adoption at the next regular meeting.

3. The Planning Commission could direct the Applicant to work with staff in addressing all the identified technical and design issues and bring back the revised development plans for Planning Commission for review and action.

RECOMMENDATION

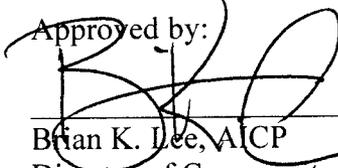
Staff recommends that the Planning Commission choose option no. 3 and direct the Applicant to work with staff in addressing all the identified technical and design issues and bring back the revised development plans for Planning Commission for review and action at the next regular meeting.

Prepared by



Nancy Fong, AICP
Community Development Consultant

Approved by:



Brian K. Lee, AICP
Director of Community Development

EXHIBITS

1. Area Map
2. 300-foot Radius Map and Notification List
3. Application for TTM and SPR
4. Chronology of the project processing with September 2015 Letter, November 2015 Memo, February 2016 letter and March 2016 letter
5. Project Plans (reductions)
6. Suggestion for site plan improvement
7. Environment Assessment and CEQA Exemption
8. Comments from City Engineer.



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 12

MEETING DATE: July 19, 2016

TITLE: First Amendment to Professional Services Agreement with Covina Irrigating Company for Water System and Water Quality Consulting Services

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Authorize the Interim City Manager to execute the attached First Amendment to the Professional Services Agreement with Covina Irrigating Company for water system and water quality consulting services.

BACKGROUND:

On June 21, 2016, the City Council authorized the Interim City Manager to execute the Professional Services Agreement with Covina Irrigating Company for water system and water quality consulting services. As the Department of Public Works and Covina Irrigating Company initiated discussions on the type of support required by the City, it became evident that the addition of another Covina Irrigating Company employee to the Approved Fee Schedule in Exhibit A of the Professional Services Agreement would be advantageous to the City.

DISCUSSION:

At this juncture, the Department of Public Works is seeking City Council authorization for the Interim City Manager to execute the attached First Amendment to the Professional Services Agreement with Covina Irrigating Company. The proposed First Amendment would add a D3/T3 certified operator to the Approved Fee Schedule. Covina Irrigating Company will be assisting the City with water pumping operations. There are times when this appropriately certified employee would be involved in the support of City pumping operations and as such, needs to be included in the Approved Fee Schedule.

FISCAL IMPACT:

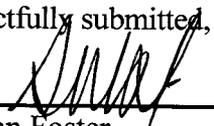
There is no fiscal impact associated with the proposed First Amendment, as the First Amendment does not alter the Compensation value of the Professional Services Agreement. There could be savings, however, as a result of the addition of the employee to the Approved Fee Schedule, since the hourly rates for the D3/T3 certified operator are less than those of other personnel included in the schedule.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The actions proposed herein have been reviewed for compliance with the California Environmental Quality Act (CEQA) and are exempt per Section 15061 (b) (3). The actions are covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The proposed First Amendment to the

Professional Services Agreement with Covina Irrigating Company for water system and water quality consulting services will not result in any significant effect on the environment.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENT:

Attachment A: First Amendment to the Professional Services Agreement with Covina Irrigating Company

Attachment B: Item CC5, Approved by the City Council on June 21, 2016

**FIRST AMENDMENT TO AGREEMENT BETWEEN THE CITY OF COVINA AND
COVINA IRRIGATION COMPANY**

This First Amendment is made and entered into as of July 19, 2016 by and between the City of Covina, a California municipal corporation (hereinafter referred to as "City"), and Covina Irrigation Company, a California Corporation (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This First Amendment is made with the respect to the following facts and purposes:

a. On June 21, 2016 the City and Consultant entered into that certain Professional Services Agreement to provide water system and water quality consulting services in the not to exceed amount of fifty-five thousand dollars (\$55,000) (the "maximum compensation").

b. The parties now desire to amend Exhibit A ("Approved Fee Schedule") to add the rates of additional CIC personnel to provide services to the City as set forth in the Agreement.

2. Exhibit A to the Agreement is hereby amended by adding thereto the items set forth on Attachment "A" to this Amendment, which is attached hereto and incorporated herein as though set forth in full.

3. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

The parties, through their duly authorized representatives, are signing this First Amendment on the date stated in the introductory clause.

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

Consultant:

[Consultant's Legal Name],
a [Legal Form of Entity]

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

*(Two signatures of corporate officers required
for corporations under Corporations Code
Section 313, unless corporate documents
authorize only one person to sign this
Agreement on behalf of the corporation.)*

ATTACHMENT A

Attached hereto and incorporated herein is the additional scope of work and associated cost as provided by the Consultant.

ATTACHMENT A

Table 1-Hourly Rates for Covina Irrigation Company Personnel (revised per First Amendment)

Personnel	Regular Rate	Overtime Rate
David De Jesus –President/CEO D5/T5 Certified	\$ 215.00	\$ 322.00
Steven Sherman – D5/T5 Certified	\$ 125.00	\$ 187.50
Matthew Kuns – D4/T4 Certified	\$ 90.00	\$ 135.00
Joe Enclona – D3/T3 Certified	\$ 75.00	\$ 112.00



CITY OF COVINA AGENDA REPORT

ITEM NO. CC 5

STAPLETON
NO

<input checked="" type="checkbox"/>	Approved by vote <u>3/1 KING ABSENT</u>
<input type="checkbox"/>	Not approved/Denied by vote _____
<input type="checkbox"/>	Continued to _____
<input type="checkbox"/>	Adopted Resolution No. _____
<input type="checkbox"/>	Introduced/Adopted Ordinance No. _____

MEETING DATE: June 21, 2016

TITLE: Authorization to Execute Professional Services Agreement with Covina Irrigating Company for Water System and Water Quality Consulting Services

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Authorize the Interim City Manager to execute the attached Professional Services Agreement with Covina Irrigating Company for water system and water quality consulting services in an amount not-to-exceed \$55,000.

BACKGROUND:

The Water Division of the Department of Public Works is in a transitional period with the recent and anticipated retirements of high-level, seasoned, long-tenured employees. In recent months, the Division experienced the departure of a Water Crew Leader and Water Pump Operator and additional retirements are anticipated during fiscal year 2016-17. It is prudent at this juncture for the Department of Public Works to implement a transition plan to ensure the continued effective and efficient operation of the water system, in accordance with the requirements of the City's Water Supply Permit (Permit #04-07-15P-013), issued by the State Water Resources Control Board Division of Drinking Water on January 20, 2016, while the City recruits and fills the key vacancies.

The City of Covina distribution system is classified as a Distribution Operator 4 water system. The chief operator must possess at a minimum, a Distribution Operator 4 certification. The shift operators must possess a Distribution Operator Class 3 certification. No certified treatment operators are required as the City itself does not treat its water. However, the City does have certified treatment operators on staff.

In developing a transition plan, two needs are paramount. First, the City must have appropriately certified personnel available during hours of operation. And secondly, existing familiarity with the City's water system is advantageous, as it allows the supporting agency to come in and hit the ground running. To this end, the Department of Public Works, with the concurrence of the City Manager, reached out to Covina Irrigating Company to ascertain its interest in providing professional services to assist the City's Water Division during this transitional period.

Covina Municipal Code Section 2.20.175 (Purchase – Professional and Specialized Services) recognizes that some professional services are so specialized that procurement of such services by competitive means is not necessary or in the City's best interest. In this case, the availability of appropriately certified personnel familiar with City's water system is critical.

Covina Irrigating Company's longstanding role as the City's largest water supplier, its immediate proximity to the City's water system, and familiarity with the City's system, makes the company uniquely qualified to provide the necessary assistance. By treating and supplying the majority of the City's water supply and providing technical expertise to City staff on an ongoing basis, Covina Irrigating Company personnel have a thorough understanding of the City's water quality and have learned intimately over the years, how the City's water system operates. Adding to this familiarity is the fact that Covina Irrigating Company provided general oversight to the City as it related to water quality inquiries from regulatory agencies on a limited basis between 2001 and 2015.

In terms of appropriately certified personnel, Covina Irrigating Company has two personnel who possess Distribution Operator 5 and Treatment Operator 5 certifications. Another employee is Distribution Operator 4 and Treatment Operator 4 certified.

Following the City's overture, Covina Irrigating Company expressed an interest in assisting the City's Water Division for a limited period of time. With the City Manager's concurrence, the Department of Public Works initiated negotiations with Covina Irrigating Company to develop the proposed transition plan.

DISCUSSION:

The proposed Professional Services Agreement with Covina Irrigating Company for water system and water quality consulting services is for an amount not-to-exceed \$55,000. The Scope of Services is comprised of two components. One is a fixed fee component of \$7,500/month that would provide for general supervision of field personnel and water supply and quality monitoring by a qualified treatment/distribution operator. This encompasses system monitoring and adjustments as necessary and after hours, on-call standby services.

The Scope of Services also provides for the provision of services on an as needed basis, subject to the hourly rates contained in the Approved Fee Schedule. Such services may include operations oversight, emergency field responses, water quality compliance, capital improvement program management coordination, grant application, award servicing, and compliance, as detailed in the Scope of Services contained in Exhibit B of the Agreement.

Under the terms of the proposed Agreement, Covina Irrigating Company will commence services on a date mutually acceptable to both parties, on or reasonably close to the effective date of the Agreement. The goal of this contractual arrangement is for the City to effectively weather the transition of personnel and emerge with a fully functioning, self-reliant Water Division comprised of a sufficient number of appropriately certified and trained personnel within approximately six months' time.

FISCAL IMPACT:

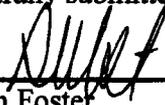
The Water Fund impact associated with the proposed agreement is an amount not-to-exceed \$55,000. The current year's budget contains sufficient budget savings to fund any costs incurred in June 2016. Additional funding for water system and water quality consulting services will be included in the 2016-17 Department of Public Works budget. There is no General Fund impact associated with the proposed Agreement.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The actions proposed herein have been reviewed for compliance with the California Environmental Quality Act (CEQA) and are exempt per Section 15061 (b) (3). The actions are covered by the general rule that CEQA only applies to projects that have the potential for

causing a significant effect on the environment. The proposed Professional Services Agreement with Covina Irrigating Company for water system and water quality consulting services will not result in any significant effect on the environment.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENTS:

Attachment A: Professional Services Agreement with Covina Irrigating Company

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is dated June 21, 2016 (“Effective Date”) and is between the City of Covina, a California municipal corporation (“City”) and Covina Irrigating Company], a [California corporation, (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. City desires to utilize the services of Consultant as an independent contractor to provide water system and water quality consulting services.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education, certifications, and expertise of its principals and employees.

C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The parties therefore agree as follows:

1. **Term of Agreement.** The term of this Agreement shall be from the Effective Date through December 20, 2016, unless sooner terminated as provided in Section 13 of this Agreement. The City may, upon mutual agreement, extend the contract for one (1) one year term. In no event shall the contract be extended beyond December 20, 2017.

2. Compensation.

A. **Compensation.** As full compensation for Consultant’s services provided under this Agreement, City shall pay Consultant a sum not to exceed Fifty-five Thousand Dollars (\$55,000) (the “maximum compensation”) based on the hourly rates and fixed pricing set forth in the Approved Fee Schedule, attached hereto as **Exhibit A**, and consistent with the Scope of Services, attached hereto as **Exhibit B**. Any terms in **Exhibit A**, other than the payment rates and schedule of payment, are null and void.

B. **Expenses.** City shall only reimburse Consultant for those expenses authorized in writing by the City’s representative. In no event shall reimbursable expenses collectively exceed the total sum of Five Hundred Dollars (\$500).

C. **Additional Services.** City shall not allow any claims for additional services performed by Consultant, unless the City Council and the Consultant Representative authorize the additional services in writing prior to Consultant’s performance of the additional services or inurrence of additional expenses. Any additional services or expenses authorized by the City Council shall be compensated at the rates set forth in **Exhibit A**, or, if not specified, at a rate mutually agreed to by the parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

3. Consultant's Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services, attached as **Exhibit B**. City may request, in writing, changes in the scope of services to be performed. Any changes mutually agreed upon by the parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be David De Jesus, President/Chief Executive Officer (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

C. Time for Performance. Consultant shall commence the Services on a date mutually acceptable to the Consultant and the City, on or reasonably soon after the Effective Date, and the Consultant shall perform all services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all competent personnel required to perform the services required under this Agreement. All of the services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services.

F. Compliance with Laws. The Consultant shall keep itself informed of all local, state and federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City and its agents shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

F. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement, including a business license.

4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis, for actual services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period, hourly rates charged, if applicable, and the amount due. If City disputes any of Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

B. **Payment.** City shall pay all undisputed invoice amounts within thirty (30) calendar days after receipt up to the maximum compensation set forth in Section 2 of this Agreement. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. For all reimbursements authorized by this Agreement, Consultant shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Finance Director.

C. **Audit of Records.** Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this agreement available during Consultant's regular working hours to City for review and audit by City.

5. Ownership of Documents. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed ("written products") pursuant to this Agreement shall become the sole property of the City without restriction or limitation upon its use and may be used, reused, disseminated or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

6. Independent Contractor.

A. Consultant is, and shall at all times remain as to City, a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

7. Confidentiality. All data, documents, discussion, or other information (collectively "data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential. Consultant shall keep all data confidential and shall not disclose any data to any person or entity without City's prior written consent. City shall grant such consent if disclosure is legally required. Consultant shall return all data to City upon the expiration or termination of this Agreement. Consultant's covenant under this Section 7 shall survive the expiration or termination of this Agreement.

8. Conflicts of Interest. Consultant and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this Agreement, including the Political Reform Act (Gov. Code, § 81000 *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section 8 into any subcontract that Consultant executes in connection with the performance of this Agreement.

9. Indemnification.

A. Consultant.

1) Covina Irrigating Company agrees to defend, indemnify and hold harmless the City of Covina, its City Council Members, officers, employees, Directors and agents from and against any and all liabilities, claims, suits, actions, demands, settlements, losses, judgments, costs, damages, expenses (including reasonable attorneys' fees), fines, penalties, and all reasonable costs of defense (collectively "Losses") arising out of, caused by or resulting from: (i) any negligent act error or omission by Covina Irrigating Company, its officers, directors, employees, representatives, contractors, consultants and sub-producers related to or arising out of this Agreement; or (ii) a breach by Covina Irrigating Company of any of its representations, warranties or covenants contained in this Agreement (including, without limitation, any failure of Covina Irrigating Company to comply with applicable local, state or federal regulations applicable to the performance of services hereunder).

B. City of Covina

1) The City of Covina agrees to defend, indemnify and hold harmless Covina Irrigating Company, its officers, directors, employees and agents from and against any and all liabilities, claims, suits, actions, demands, settlements, losses, judgments, costs, damages, expenses (including reasonable attorneys' fees), fines, penalties, and all reasonable costs of defense (collectively "Losses") solely arising out of, caused by or resulting from: (i) any negligent act or omission by the City of Covina or its City Council Members, officers, or employees directly related to or arising out of this Agreement; or (ii) a breach by the City of Covina or any of its representations, warranties or covenants contained in this Agreement (including, without limitation, any failure of the City of Covina to comply with applicable local, state or federal regulations).

C. Mutual Responsibility

1) Any right to indemnification under this Section 9 shall not be conditioned upon whether the indemnified parties gives timely written notice to the indemnifying party of the

claim, except to the extent that the indemnifying party is materially prejudiced thereby. The indemnifying party shall conduct the defense for all claims or suits with counsel of its choice, and decide, in its sole opinion, whether any such claims or suits may be settled, provided, however, that the General Liability Carrier for Covina Irrigating Company shall be entitled to conduct the defense in connection with a claim or suit described in Section 9.A.1 with counsel of its choice and that the City of Covina shall be entitled to conduct the defense in connection with a claim or suit described in Section 9.B.1 with counsel of its choice. Covina Irrigating Company shall pay all reasonable costs of defense, expenses and any judgment or settlement amounts in connection with claims or suits described in Section 9.A.1.

10. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of Two Million Dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of Two Million Dollars (\$2,000,000) per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of Two Million Dollars (\$2,000,000) per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of services under this Agreement, Consultant shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under Subparagraph A. 1) of this Section 10.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per accident for bodily injury or disease. If Consultant has no employees while performing services under this Agreement, workers' compensation policy is not required, but Consultant shall provide an executed declaration that it has no employees.

B. Acceptability of Insurers. The insurance policies required under this Section 10 shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self insurance shall not be considered to comply with the insurance requirements under this Section 10.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming the City, its officers, employees, agents and volunteers as additional insureds.

D. Primary and Non-Contributing. The insurance policies required under this Section 10 shall apply on a primary non-contributing basis in relation to any other insurance or

self-insurance available to City, but only with respect to Consultant's negligence. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it but only with respect to Consultant's negligence.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section 10 shall not prohibit Consultant and Consultant's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City, and City hereby waives all rights of subrogation against Consultant.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section 10 during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail thirty (30) calendar days' prior written notice to City. If any insurance policy required under this Section 10 is canceled or reduced in coverage or limits, Consultant shall, within two (2) business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section 10 in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section 10, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of services under this Agreement, Consultant shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section 10. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two (2) weeks prior to the expiration of the coverages.

11. Mutual Cooperation.

A. City's Cooperation. City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for Consultant's proper performance of the services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against the City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render all reasonable assistance that City requires.

12. Records and Inspections. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of five (5) years). Consultant shall, without charge, provide City with access to the records during normal business hours. City may examine and audit the records and make transcripts therefrom, and inspect all program data, documents, proceedings and activities.

13. Termination or Suspension of Agreement.

A. Right to Terminate or Suspend. City may terminate or suspend this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least seven (7) calendar days before the termination or suspension is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least seven (7) calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. 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 the Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) calendar days of the request.

14. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to strikes, lockouts, labor disputes, embargoes, acts of God, reasonable inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

15. Notices. Any notices, consents, requests, demands, bills, invoices, reports or other communications which either party may desire to give to the other party under this Agreement must be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by reputable document delivery service or courier service during Consultant's and City's

regular business hours, or (c) five business days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the party to be notified as set forth below:

If to City:
Attn: Siobhan Foster
City of Covina
125 E. College Street
Covina, California 91723

If to Consultant:
David De Jesus
Covina Irrigating Company
146 E. College Street
Covina, California 91723

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section 17 shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section 17, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

21. Entire Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty except those expressly set forth in this Agreement.

22. Amendment of Agreement. This Agreement may be amended only by a writing signed by both parties. The City Manager is authorized to sign an amendment to this Agreement on the City Council's behalf and without the City Council's prior approval to make the following non-substantive modifications to the Agreement: (a) name changes; (b) extensions of time; (c) non-monetary changes in the scope of work; and (d) termination of the Agreement.

23. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the parties to this Agreement.

24. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

25. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

26. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior or federal court with geographic jurisdiction over the City of Covina.

27. Attorneys' Fees. In any litigation or other proceeding by which on party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded reasonable attorneys' fees together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

28. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

29. Authority to Execute Agreement. The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this

Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

[SIGNATURE PAGE FOLLOWS]

The parties, through their duly authorized representatives, are signing this Agreement on the date stated in the introductory clause.

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

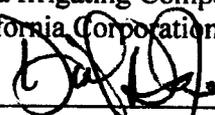
By: _____
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

Consultant:

Covina Irrigating Company,
a California Corporation

By:  _____
Name: David De Jesus
Title: President/Chief Executive Officer

By:  _____
Name: Steven Reenders
Title: Chairman

(Two signatures of corporate officers required for corporations under Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)

**EXHIBIT A
APPROVED FEE SCHEDULE**

The fixed rate for Covina Irrigating Company Grade 5 services, as required by the State Water Resources Control Board, Division of Drinking Water (SWRCB DDW) for the level of services identified in the Item 1 of the Scope of Services contained in **Exhibit B**, is a fixed fee of \$7,500 per month. A qualified treatment/distribution operator will provide daily field oversight of personnel, system monitoring/adjustments as necessary, and after-hour (on-call) standby services within 45 minutes following receipt of notification. The fixed rate service includes any and all necessary communications with the Consultant to ensure that the goals and objectives of the City are being accomplished. Actual field responses for services rendered other than those listed in Item 1 of the Scope of Services contained in **Exhibit B**, will be subject to the hourly rates reflected in Table 1 below.

For services outside of the Item 1 of the Scope of Services contained in **Exhibit B**, Consultant shall be compensated by the hourly rates listed below. An invoice shall be presented for payment on a monthly basis. Work shall be performed Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Any hours performed outside this scheduled time frame shall be compensated at the overtime rate.

For insurance expenses, the City shall reimburse Consultant for actual expenses incurred, in an amount not-to-exceed \$4,750 associated with the Consultant's retention of insurance coverages required in Section 10 (Insurance of this Agreement). Said insurance must be submitted to the City prior to the date of City Council consideration of this Agreement.

In no event shall the City pay Consultant an amount that exceeds \$55,000 under this Agreement without a written amendment to this Agreement.

Table 1 – Hourly Rates for Covina Irrigating Company Personnel

Personnel	Regular Rate	Overtime Rate
David De Jesus – President/CEO, D5/T5 Certified Operator	\$215.00	\$322.00
Steve Sherman – D5/T5 Certified Operator	\$125.00	\$187.50
Matthew Kuns – D4/T4 Certified Operator	\$90.00	\$135.00

EXHIBIT B SCOPE OF SERVICES

1. Field Operations Administrative Oversight and Management

This service would eliminate the need to either hire or replace a State Water Resources Control Board. Division of Drinking Water (SWRCB DDW) operator of sufficient Grade Level Certification to act on behalf of the City. The previous contract with Covina Irrigating Company included this function under a very limited basis with general oversight as it related to water quality inquiries from regulatory agencies. When requested the Consultant agrees to attend staff meetings to ensure that goals and objectives are being accomplished and ensuring that certified operators maintain required certification, through the coordinated attendance of classes and training without impacting the day-to-day operations. In addition, the Consultant will provide management insight regarding CIC leases, City owned water right transfers, and its import water allocation to ensure the best economic value to the City. Consultant shall receive monthly compensation for services rendered under this item (Item 1) of the Scope of Services of this agreement at the amount set forth in **Exhibit A**, in addition to the hourly rates provided under **Exhibit A, Table 1** for other services rendered.

2. Water Division Operations Oversight

This service will ensure that existing field personnel are being utilized effectively and efficiently. This will include oversight and/or supervision of operations staff as may be defined and negotiated. Water supply assurance will be complied with by providing remote system monitoring and directing the on call pumper in making the necessary flow adjustments from the available water supply sources maintaining water quality integrity and economic value as a goal. Other services will include interaction with SCE field representatives to ensure optimal efficiency to reduce long term operational costs. Recommendations for improvements will be included if requested. In addition, existing CIC staff will be made available to make recommendations to the SCADA System and coordinate those upgrades or repairs to provide reliable operations to its residents. Consultant shall receive hourly compensation for services rendered under this item (Item 2) of the Scope of Services of this agreement at the amount set forth in **Exhibit A, Table 1**.

3. Water Quality Compliance

This function was previously under contract with Covina Irrigating Company under a very limited basis by providing field staff with assistance to their water quality inquiries. This proposal will expand this function to include an extensive range of assistance including but not limited to emergency sampling and delivery to the water quality laboratory minimizing disruption of field operations. Responses to all SWRCB DDW requests regarding issues of concern and assisting with customer complaints and ensuring that all required reporting are completed and submitted as required in a timely manner. The Consultant may be asked to

provide an Annual Consumer Confidence Report, which would be negotiated at the time the task is agreed upon. Consultant shall receive hourly compensation for services rendered under this item (Item 3) of the Scope of Services of this agreement at the amount set forth in **Exhibit A, Table 1**.

4. Capital Improvement Program (C.I.P.) Management Coordination

This service will provide additional assistance during construction of approved projects. Provide support during budget process and system recommendations for future projects. This would reduce, to a degree, the number of billable hours from outside consultants and contracted project inspectors. This service will enhance and provide a realistic view and approach based on ongoing communications with staff, facility maintenance and repair records. Consultant shall receive hourly compensation for services rendered under this item (Item 4) of the Scope of Services of this agreement at the amount set forth in **Exhibit A, Table 1**.

5. Grant Application/Award Servicing and Compliance

These services will include project identification, assistance in grant submission and attendance of required meetings and provide presentations to the appropriate entities for possible award. In addition, services could include oversight of State labor compliance and reporting requirements. Consultant shall receive hourly compensation for services rendered under this item (Item 5) of the Scope of Services of this agreement at the amount set forth in **Exhibit A, Table 1**.



CITY OF COVINA

AGENDA REPORT

ITEM NO. PH 1

MEETING DATE: July 19, 2016

TITLE: Public Hearing – Adopt Resolution Confirming the Engineer’s Report Dated June 21, 2016 and Ordering the Levying of Assessments on the Covina Landscaping District No. 1 for Fiscal Year 2016-17

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Conduct the public hearing and consider all testimony that may be forthcoming; and
- 2) Adopt Resolution No. 16-7498 confirming the Engineer’s Report dated June 21, 2016 and ordering the levying of assessments on the Covina Landscaping District No. 1 for fiscal year 2016-17.

BACKGROUND:

On June 21, 2016, the City Council adopted Resolution No. 16-7492 ordering the City’s Licensed Engineer to prepare and file a report levying assessments within the Covina Landscaping District No. 1 for fiscal year 2016-17, and Resolution No. 16-7493 approving the City Engineer’s report and declaring its intention to levy and collect assessments on the Covina Landscaping District No. 1 for fiscal year 2016-17, and appointing Tuesday, July 19, 2016, at 7:30 p.m. in the Council Chamber, 125 East College Street, Covina, California, as the time and place for hearing protests as to the question of levying and collecting assessments on the Covina Landscaping District No. 1 for fiscal year 2016-17.

The Covina Landscaping District No. 1 (hereafter referred to as “District”) was formed April 6, 1981 pursuant to the provisions of the California Streets and Highways Code, Division 15, Part 2, Landscaping and Lighting Act of 1972 (hereafter referred to as “1972 Act”), in order to provide and maintain public landscape improvements in specified areas within the City of Covina.

Each fiscal year, prior to making and collecting assessments within the Covina Landscaping District No. 1, the City Council must adopt resolutions directing the City’s Licensed Engineer to prepare and file a report regarding the proposed assessment for each Zone, approving the Engineer’s Report, and declaring the City Council’s intention to levy and collect assessments for the upcoming fiscal year. Additionally, before any assessments may be made, the City Council must also adopt a resolution establishing a noticed public hearing to hear any protests against the assessment and for the approval of the Engineer’s Report and adoption of a resolution ordering the levy of assessments for the 2016-17 fiscal year.

DISCUSSION:

Zone 1 (Parque Xalapa area)

Zone 1 is generally located in the southeast region of the City, south of Covina Hills Road; north of Holt Avenue and the San Bernardino Freeway; and east of Grand Avenue. The Zone was established in 1981. The annual assessments provide for landscape maintenance in Parque Xalapa, Forest Hills Drive and Covina Hills Road Slope, and Oak Tree Park. The Department of Public Works maintains the landscape improvements within this Zone.

Zone 1 assessments are based on the lot size of each parcel regardless of land use. The annual cost of Zone improvements to be levied (balance of levy) is divided by the total number of assessment units (lot square footage) calculated for the Zone to establish the annual assessment rate (levy per 1,000 square feet of lot size). The levy cannot exceed the maximum assessment rate approved for the Zone, which is equivalent to the highest assessment rate previously established and adopted for the Zone prior to the passage of Proposition 218. For Zone 1, the maximum assessment rate is \$56.55 per 1,000 square feet of lot size.

The City recommends that the rate of \$56.55 per 1,000 square feet of land area continue to be imposed for fiscal year 2016-17, which will generate \$74,120 in revenue and cover approximately 74% of the Zone’s projected fiscal year 2016-17 expenses of \$99,781. The balance of the revenue necessary to fund the Zone’s operations will come from a \$25,661 General Fund subsidy. The Zone 1 budget is on page 7 of 21 of the 2016-17 Engineer’s Report.

Table 1 – Covina Landscaping District No. 1: Zone 1 – Fiscal Year 2016-17 Summary

Budget Item	Amount (\$)
Proposed Assessments	74,120
General Fund Subsidy	25,661
Total Projected Revenue	99,781
Landscape Maintenance Expenses	95,346
Administration	4,435
Total Projected Expenses	99,781
Previous Reserve Fund Balance	0
FY 2016-17 Reserve Fund Transfer	0
Estimated Ending Fund Balance (Reserves)	0

Every effort will be made to minimize Zone 1 expenses in fiscal year 2016-17. In the fall of 2016, for example, the Department of Public Works will be initiating a formal bid process for park and median landscape maintenance services. The impetus for combining all public landscape maintenance services into one bid package is to achieve the most favorable pricing possible due to economies of scale. Correspondingly, the department also expects to see an improvement in service quality due to tighter specifications and administrative efficiencies resulting from the need to manage only one contractor. Should the department be unable to bring Zone 1 costs in line with revenues, the City will need to explore a reduction in service levels and/or an assessment increase above the maximum assessment rate of \$56.55 per 1,000 square feet of land area.

Zone 2 (Arrow Grand Circle area)

Zone 2 is generally located in the north-central region of the City, south of Arrow Highway; north of Cienega Avenue; and west of Grand Avenue. The Zone was established in April 1981.

The annual assessments provide for landscape maintenance at the entrances to Arrow Grand Circle off of Arrow Highway and the north side of Cienega Avenue between Grand Avenue and Barranca Avenue that is adjacent to the properties within the Zone. A City contractor maintains the landscaped improvements within this Zone.

Zone 2 assessments are based on the lot size of each parcel regardless of land use. The annual cost of Zone improvements to be levied (balance of levy) is divided by the total number of assessment units (lot square footage) calculated for the Zone to establish the annual assessment rate (levy per 1,000 square feet of lot size) for the fiscal year. The levy cannot exceed the maximum assessment rate approved for the Zone, which is equivalent to the highest assessment rate previously established and adopted for the Zone prior to the passage of Proposition 218. For Zone 2, the maximum assessment rate is \$17.00 per 1,000 square feet of lot size.

The City recommends that the rate of \$17.00 per 1,000 square feet of land area continue to be imposed for fiscal year 2016-17, which will generate \$24,837 in revenue and cover the Zone’s projected fiscal year 2016-17 expenses of \$16,652 and transfer of \$8,185 to the Reserve Fund Balance. The Zone 2 budget is on page 8 of 21 of the 2016-17 Engineer’s Report.

Table 2 – Covina Landscaping District No. 1: Zone 2 – Fiscal Year 2016-17 Summary

Budget Item	Amount (\$)
Proposed Assessments	24,837
General Fund Subsidy	0
Total Projected Revenue	24,837
Landscape Maintenance Expenses	16,028
Administration	624
Total Projected Expenses	16,652
Previous Reserve Fund Balance	8,901
FY 2016-17 Reserve Fund Transfer	8,185
Estimated Ending Fund Balance (Reserves)	17,086

Zone 3 (Golden Grove Way area)

Zone 3 was established within the District in fiscal year 1983-84. Properties within Zone 3 were levied an assessment in that fiscal year, but have not been levied an assessment since then. The association of property owners along Golden Grove Way took over the maintenance of the landscape improvements originally associated with this Zone. These properties, improvements, and the Zone are no longer included as part of the District.

Zone 4

Zone 4 is currently comprised of four residential developments (single-family and condominium) generally located south of Arrow Highway and north of Puente Street along the Azusa Avenue corridor. These four residential developments are inclusive of Tract 15506, Tract 14394, Tract 18642, Tract 33882, and Tract 34224. The Zone was added to the Covina Landscaping District No. 1 in fiscal year 1986-87. The annual assessments provide for the maintenance of street landscaping (including street tree maintenance) associated with the properties, as well as, a portion of the maintenance costs of Azusa Avenue landscaping (15% of the costs).

Zone 4 assessments are based on a per dwelling unit basis for each parcel. The annual cost of Zone improvements to be levied (balance of levy) is divided by the total number of assessment units (dwelling units) calculated for the Zone to establish the annual assessment rate (levy per dwelling unit) for the fiscal year. The levy cannot exceed the maximum assessment rate approved for the Zone, which is equivalent to the highest assessment rate previously established and adopted for the Zone prior to the passage of Proposition 218. For Zone 4, the maximum assessment rate is \$21.90 per dwelling unit.

The City recommends that the rate of \$21.90 per dwelling unit continue to be imposed for fiscal year 2016-17, which will generate \$5,300 in revenue and cover the Zone’s projected fiscal year 2016-17 expenses of \$5,318. The balance of the revenue necessary to fund the Zone’s operations will come from an \$18 subsidy from other Zones’ reserves. The Zone 4 budget is on page 9 of 21 of the 2016-17 Engineer’s Report.

Table 3 – Covina Landscaping District No. 1: Zone 4 – Fiscal Year 2016-17 Summary

Budget Item	Amount (\$)
Proposed Assessments	5,300
General Fund Subsidy	0
Total Projected Revenue	5,300
Landscape Maintenance Expenses	4,984
Administration	334
Total Projected Expenses	5,318
Previous Reserve Fund Balance	191
FY 2016-17 Reserve Fund Transfer	(18)
Estimated Ending Fund Balance (Reserves)	173

Zone 5 (Azusa Avenue)

Zone 5 is comprised of commercial/industrial properties generally located south of Arrow Highway and north of Badillo Street along the Azusa Avenue corridor. The Zone was added to the Covina Landscaping District No. 1 in fiscal year 1986-87. The annual assessments provide for the maintenance of street landscaping (including street tree maintenance) specifically associated with these properties including 85% of the maintenance costs of Azusa Avenue landscaping.

Zone 5 assessments are based on the lot size of each parcel regardless of land use. The annual cost of Zone improvements to be levied (balance of levy) is divided by the total number of assessment units (lot square footage) calculated for the Zone to establish the annual assessment rate (levy per 1,000 square feet of lot size) for the fiscal year. The levy cannot exceed the maximum assessment rate approved for the Zone, which is equivalent to the highest assessment rate previously established and adopted for the Zone prior to the passage of Proposition 218. For Zone 5, the maximum assessment rate is \$10.00 per 1,000 square feet of lot size.

The City recommends that the rate of \$10.00 per 1,000 square feet of land area continue to be imposed for fiscal year 2016-17, which will generate \$69,858 in revenue and cover the Zone’s projected fiscal year 2016-17 expenses of \$45,328 and transfer of \$24,530 to the Reserve Fund Balance. The Zone 5 budget is on page 10 of 21 of the 2016-17 Engineer’s Report.

Table 4 – Covina Landscaping District No. 1: Zone 5 – Fiscal Year 2016-17 Summary

Budget Item	Amount (\$)
Proposed Assessments	69,858
General Fund Subsidy	0
Total Projected Revenue	69,858
Landscape Maintenance Expenses	44,042
Administration	1,286
Total Projected Expenses	45,328
Previous Reserve Fund Balance	26,276
FY 2016-17 Reserve Fund Transfer	24,530
Estimated Ending Fund Balance (Reserves)	50,806

FISCAL IMPACT:

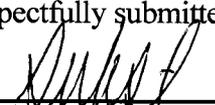
Legally required engineering and advertising costs for the Landscaping District No. 1 are included in the fiscal year 2016-17 Street Trees and Landscaping Assessment District budget (fund 2720). Accordingly, the proposed action has no impact on the General Fund.

The assessment of properties within Zone 1 of Landscaping District No. 1 under the proposed assessment rate raises only a portion of the funds needed to operate the District necessitating a General Fund subsidy of \$25,661 in fiscal year 2016-17. Without this subsidy, a reduction in service levels and/or an assessment increase would be required above the maximum assessment rate of \$56.55 per 1,000 square feet of land area. Any rate increase needs to be submitted to the affected property owners for approval. The proposed Zone 2 and Zone 5 assessments are sufficient to cover operating expenses and make contributions to their respective Reserve Fund balances. The proposed Zone 4 assessment requires an \$18 Reserve Fund contribution.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



 Siobhan Foster
 Director of Public Works

ATTACHMENTS:

- Attachment A: Resolution No. 16-7498
- Attachment B: Engineer’s Report

RESOLUTION NO. 16-7498

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, CONFIRMING THE ENGINEER'S REPORT, DATED JUNE 21, 2016,
AND ORDERING THE LEVYING ASSESSMENT ON THE "THE COVINA
LANDSCAPING DISTRICT NO. 1" FOR THE 2016/2017 FISCAL YEAR**

WHEREAS, the City Council of the City of Covina, California, did in Resolution 16-7492 pursuant to the provisions of the "Landscaping and Lighting Act of 1972" (Part 2 of Division 15, Section 22500 et seq., of the Streets and Highways Code of the State of California), require the City's Licensed Engineer to make and file with the Clerk of said City Council a report in writing presenting certain matters relating to levying assessments on the "Covina Landscaping District No. 1" for the 2016/2017 fiscal year, as contemplated under the provisions of said Act; and

WHEREAS, the City Engineer, pursuant to the requirements of said City Council, expressed in said Resolution 16-7492 did make and on June 21, 2016, file in the office of the City Clerk (who is ex officio Clerk of the City Council) of said City his report in writing responsive to the requirements of said Resolution 16-7492 and as contemplated under the provisions of said Act; and

WHEREAS, said City Council did on June 21, 2016, pass its Resolution of Intention No. 16-7493 declaring its intention to levy and collect assessments on the Covina Landscaping District No. 1 for the operation, maintenance, and servicing of improvements, appurtenances and appurtenant work thereof; and

WHEREAS, said City Council did on said Resolution 16-7493 fix and designate Tuesday, July 19, 2016, at the hour of 7:30 P.M. of said day, as the time for hearing protests as to the question of levying and collecting assessments on the Covina Landscaping District No. 1 for

for the 2016/2017 fiscal year, at the Council Chamber, 125 East College Street, in the City of Covina, California; and

WHEREAS, at the time and place above stated for hearing protests in reference to the proposed improvement and assessment, written and oral protests and objections were filed and presented; and

WHEREAS, said City Council being fully advised in the premise, does hereby proceed as follows:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. That said Council does hereby approve, confirm, and adopt the Engineer's Report dated June 21, 2016, and does hereby approve and confirm the assessment proposed for said proposed improvement set forth and referred to in said report, which said report is now on file in the office of the City Clerk of said City, open to inspection, hereby referred to and made a part hereof; and said City Council does hereby also confirm and adopt the respective instruments therein contained and designated therein as Specifications, Exhibits (Diagram), Estimate of Costs and Assessment, all of which, on file as aforesaid, are hereby incorporated herein and made a part hereof.

Section 2. That said Council does hereby order said contemplated improvement to be made in accordance with the said plan and specifications therefore, so adopted and approved, and does order and determine that the fiscal year referred to in said Resolution of Intention 16-7493 shall be, and the same is hereby, fixed and established as the period commencing on the 1st day of July, 2016, and ending on the 30th day of June, 2017, both dates inclusive, as therein set forth; and said Council does hereby levy the proposed total \$174,114 assessment in said report made to cover the costs and expenses of said improvement upon the respective several subdivisions of land in the assessment district described in said Resolution of Intention 16-7493 and as fixed and

determined by said report, dated June 21, 2016, and the proposed assessment, filed therein, as aforesaid, in the office of the City Clerk of said City, for the 2016/2017 fiscal year.

Section 3. That the City Council hereby orders and directs the City Treasurer to place into the "Covina Landscaping District No. 1 Fund" all payments of assessments received from the County Tax Collector and payments shall be made out of said special funds only for the purposes provided for in said Part 2, Division 15, Streets and Highways Code of the State of California, as set forth in Chapter 5, Section 22655, of said Code.

Section 4. That the City Clerk of said City is hereby ordered to transmit, or cause to be transmitted, to the County Auditor of Los Angeles County, State of California, as contemplated under the provisions of the "Landscaping and Lighting Act of 1972," the Exhibits and Assessment upon which levy is based, and the County Tax Collector of said County (who is also the City Tax Collector for said City) is hereby designated, requested, empowered, authorized, instructed, ordered, and directed to make collection of all assessments shown in said Assessment and to perform the acts and duties as are required by law of and to be performed by the officer, employee, or persons so designated.

Section 5. The City Clerk shall certify to the passage and adoption of this resolution, shall cause the original of the same to be entered in the book of original resolutions of said city, and shall make a minute of this passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes at which the same is passed and adopted.

Section 6. That this resolution shall take effect immediately.

APPROVED AND PASSED this 19th day of July, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7498 was duly adopted by the City Council of the City of Covina at a regular meeting held on the ___ day of _____, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk



City of Covina

Landscaping District No. 1

2016/2017 ENGINEER'S REPORT

Intent Meeting: June 21, 2016

Public Hearing: July 19, 2016

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ENGINEER'S REPORT AFFIDAVIT

Establishment of Annual Assessments for the:

Covina Landscaping District No. 1

City of Covina

Los Angeles County, State of California

This Report identifies the parcels within the District and all relevant zones therein, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this _____ day of _____, 2016.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Covina

By: _____

Jose Ometeotl, Project Manager
District Administration Services

By: _____

Richard Kopecky
R. C. E. #16742

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I. OVERVIEW

A. INTRODUCTION

The Covina Landscaping District No. 1 (hereafter referred to as “District”) was formed April 6, 1981 pursuant to the provisions of the *California Streets and Highways Code, Division 15, Part 2, Landscaping and Lighting Act of 1972* (hereafter referred to as “1972 Act”), in order to provide and maintain public landscape improvements in specified areas within the City of Covina. Since formation of the District, the City of Covina (hereafter referred to as “City”) has annually levied and collected special assessments upon properties within the District for the annual maintenance and operation, the improvements that benefit those properties pursuant to the 1972 Act. The parcels included in the original District formation and all subsequent annexations thereto, are included within a specified benefit zone (hereafter referred to as “Zone”) based on the specific development of those properties and the improvements and services from which they receive benefit.

This Engineer’s Report (hereafter referred to as the “Report”) describes the District, any proposed changes to the District and the assessments for Fiscal Year 2016/2017. The proposed assessments are based on the City’s estimated cost to maintain the improvements that provide special benefit to properties within the District. The various improvements within the District and the costs of those improvements are identified and budgeted separately for each Zone, including all expenditures, deficits, surpluses, revenues, and reserves. Each parcel within a Zone is assessed proportionately for only those improvements provided in that Zone from which the parcel receives special benefit.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessment Number by the Los Angeles County Assessor’s Office. The Los Angeles County Auditor/Controller uses Assessment Numbers and specific Fund Numbers, to identify on the tax roll, properties assessed for special District benefit assessments.

Upon conclusion of a noticed Public Hearing, the City Council will consider all testimony and written protests presented and will direct any necessary modifications to the Report and approve the Report as submitted or amended. Following final approval of the Report, the City Council will, by resolution, order the improvements to be made, and confirm the levy and collection of assessments pursuant to the 1972 Act. The assessment rates and method of apportionment described in this Report as approved by the City Council defines the assessments to be applied to each parcel within the District for Fiscal Year 2016/2017. The assessments as approved will be submitted to the Los Angeles County Auditor/Controller to be included on the property tax roll for each parcel for the Fiscal Year.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this report and approved by the City Council.

B. DISTRICT BACKGROUND

The Covina Landscaping District No. 1 was originally formed in 1981 with Zones 1 and 2 (only Zone 1 was assessed the first year). In Fiscal Year 1982/1983, Zone 2 was assessed for the first time.

In Fiscal Year 1983/1984, Zone 3 was established within the District. Properties within Zone 3 were levied an assessment that first Fiscal Year, but have not been levied an assessment since, because the association of the property owners along Golden Grove Way took over and currently provide for the maintenance of the landscape improvements originally associated with this Zone. These properties, the improvements and the Zone are no longer included as part of the District.

In 1985, the City began the process of annexing additional properties into the District that were being developed to ensure the General Fund would not be impacted by the expense of maintaining street landscaping within the City. Initially, annexation of properties to the District was done by petition (property owner consent and waiver), pursuant to Section 22608 of the 1972 Act. Through this process, the property owners signed a letter consenting to the annexation, which eliminated the lengthy process of resolutions, reports, publications, hearings, etc., otherwise required for the annexation of territory to the District. The properties annexed to the District were designated as either Zone 4 (single-family residences and condominium units) or Zone 5 (commercial/industrial developments).

In Fiscal Year 1986/1987, Zones 4 and 5 were added to the District. The City annexed six properties on the south side of San Bernardino Road, west of Hollenbeck Avenue, in conjunction with the street widening that included street tree planting.

In 1988, the District was expanded again by annexing the properties east and west of Azusa Avenue from Arrow Highway to 600 feet south of Badillo Street in connection with the Azusa Avenue beautification project. Subsequent properties have been annexed to Zones 4 and 5 via the petition of the property owners while others have been included via the public hearing process. This processes of annexation to the District continued up through Fiscal Year 1996/1997 when Proposition 218 was approved.

In Fiscal Year 2008/2009, the City initiated and conducted a property owner protest ballot proceeding for a proposed assessment increase for each zone. The proposed assessment increase was not approved by property owners; therefore, the maximum assessment rates remained the same as previously approved.

C. CHANGES TO THE DISTRICT

In 1985, the City started annexation proceedings into the landscaping District for properties not already within Zones 1, 2 and 3. As previously indicated, initially the annexation of properties to the District was done by petition (property owner consent and waiver), pursuant to Section 22608 of the 1972 Act as part of various street widening and street tree planting projects and the Azusa Avenue beautification project. Over the course of several years however, the annexation of properties to both Zone 4 and Zone 5 included several new developments and individual residents that had filed for a building permit. This annexation process eventually created various inconsistencies in the benefit that properties received from the landscape improvements provided by the

District. In response to this issue, in 2002 the City's assessment engineer evaluated the properties within the District and removed from, both, Zone 4 and Zone 5 those properties that do not receive special benefit from the improvements maintained and budgeted for the District. Although these properties have not been technically detached from the District, they are no longer included in either Zone 4 or Zone 5 and are not subject to the annual assessments for these Zones.

II. DESCRIPTION OF THE DISTRICT AND SERVICES

A. DISTRICT ZONES

The City annually levies and collects assessments in order to maintain and service specific improvements within the District based on the City's estimate of the costs associated with those improvements. The District is comprised of four (4) benefit Zones, which include specific properties and the improvements that benefit those properties. The District Zones are identified as:

Zone 1

Zone 1 is generally located in the southeast region of the City, south of Covina Hills Road; north of Holt Avenue and the San Bernardino Freeway, and east of Grand Avenue. The Zone was established in April 1981 and the annual assessments provide for the maintenance of landscaping in Parque Xalapa, Forest Hills Drive and Covina Hills Road Slope and Oak Tree Park. The City's Park and Recreation Department maintains the landscape improvements within this Zone.

Zone 2

Zone 2 is generally located in the north-central region of the City, south of Arrow Highway, north of Cienega and west of Grand Avenue. The Zone was established in April 1981 and the annual assessments for this Zone provide for the maintenance of landscaping at the entrances to Arrow Grand Circle off Arrow Highway and the north side of Cienega Street between Grand Avenue and Barranca Avenue that is adjacent to the properties within the Zone. A private contractor hired by the City maintains the landscape improvements within this Zone.

Zone 4

Zone 4 is currently comprised of four (4) residential developments (single-family and condominiums) generally located south of Arrow Highway, north of Puente Street along the Azusa Avenue corridor. These four residential developments are inclusive of Tract 15506, Tract 14394, Tract 18642, Tract 33882 and Tract 34224. The annual assessments for Zone 4 provide for the maintenance of street landscaping (including street tree maintenance) associated with the properties as well as a portion of the maintenance costs of Azusa Avenue landscaping (15% of the costs).

Zone 5

Zone 5 is currently comprised of the commercial/industrial properties generally located south of Arrow Highway, north of Badillo Street along the Azusa Avenue corridor. The annual assessments for Zone 5 provide for the maintenance of street landscaping

(including street tree maintenance) specifically associated with these properties including 85% of the maintenance costs of Azusa Avenue landscaping.

B. IMPROVEMENTS AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to this proposed District, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "Maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.

- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

C. DISTRICT IMPROVEMENTS AND SERVICES

As generally defined by the Act, the improvements and the associated assessment for each Zone may include the following:

- The installation or planting of landscaping;
- The installation, repair or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof; including but not limited to, grading, removal of debris, the installation or construction of curbs, gutters, retaining walls, sidewalks, stitch piers, paving, or water, irrigation, drainage, or electrical facilities.
- The maintenance or servicing, or both, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including, but not limited to:
 - a) repair, removal, or replacement of all or any part of any improvements;
 - b) grading, clearing, removal of debris, the installation, repair or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities;
 - c) providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury;
 - d) the removal of trimmings, rubbish, debris, and other solid waste;
 - e) the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti; and,
 - f) water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements;
- Incidental expenses associated with the improvements including, but not limited to:
 - a) the cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - b) the costs of printing, advertising, and the publishing, posting and mailing of notices;
 - c) compensation payable to the County for collection of assessments;
 - d) compensation of any engineer or attorney employed to render services;
 - e) any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements; and,
 - f) costs associated with any ballot proceedings held for the approval of a new or increased assessment.

III. METHOD OF APPORTIONMENT

Pursuant to the 1972 Act, the costs of the District may be apportioned by any formula or method that fairly distributes the net amount to be assessed, among all assessable parcels in proportion to the estimated benefits to be received by each parcel from the improvements. The benefit formula used for the District should reflect the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on special benefit to each parcel.

The Method of Apportionment described for this Report utilizes commonly accepted assessment-engineering practices and have been established pursuant to the 1972 Act and the provisions of the Constitution. The method outlined for each Zone is based on the premise that each assessed parcel receives benefit from the improvements maintained and financed by the District's assessments. The desirability of properties within each Zone is enhanced by the presence of well-maintained landscaping in close proximity to those properties. The costs associated with the improvements within each Zone are equitably spread among the benefiting parcels within the Zone and the funds collected shall be dispersed and used for only the improvements and services provided by the District.

For Zones 1, 2 and 5 the assessments are based on the lot size of each parcel regardless of land use. For Zone 4, the assessments are based on a per dwelling unit basis for each parcel. The annual cost of each Zone's improvements to be levied (Balance to Levy) is divided by the total number of assessment units (either lot square footage or dwelling units) calculated for the Zone to establish the annual assessment rate (Levy per 1,000 square feet of lot size or Levy per dwelling unit) for the Fiscal Year. These formulas are represented as follows:

Zones 1, 2 and 5:

$$\text{Balance to Levy} / \text{Total Number of 1,000 sq. ft.} = \text{Levy Per 1,000 sq. ft.}$$

The levy amount for each parcel is then calculated by multiplying the Levy per 1,000 sq. ft. (assessment rate) by the parcel's lot size (1,000 sq. ft. increments):

$$\text{Levy Per 1,000 sq. ft.} \times \text{Parcel sq. ft} = \text{Parcel Levy Amount}$$

Zone 4:

$$\text{Balance to Levy} / \text{Total Number of Units} = \text{Levy Per Unit}$$

The levy amount for each parcel is then calculated by multiplying the Levy per Unit (assessment rate) by the number of units on each parcel:

$$\text{Levy Per Unit} \times \text{Number of units on Parcel} = \text{Parcel Levy Amount}$$

IV. DISTRICT BUDGETS

The following budgets for Fiscal Year 2016/2017 have been prepared pursuant to Chapter 1, Article 4, Section 22569 of the 1972 Act.

A. ZONE 1 BUDGET, FISCAL YEAR 2016/2017

BUDGET ITEM	Zone 1 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$77,903
Landscape Utilities (Water/Electricity)	11,390
Tree Trimming	-
Maintenance & Street Infrastructure	-
Rehabilitation & Replacement	-
Professional Services	6,053
Total Annual Landscape Maintenance Expenses	\$95,346
Administration	
Administration Overhead	\$4,360
County Administration Fee	50
Legal Notices	25
Total Administration	\$4,435
Total Costs & Expenses	\$99,781
LEVY ADJUSTMENTS	
General Fund (Contribution)	(\$25,661.13)
Total Levy Adjustments	(\$25,661.13)
BALANCE TO LEVY	\$74,119.87
DISTRICT STATISTICS	
Total Parcels	61
Parcels Levied	61
Total EBUs	1,310.70
Current Maximum Assessment per EBU	\$56.55
Proposed Assessment for FY 2016/2017	\$56.55
FUND BALANCE INFORMATION	
Previous Reserve Fund Balance	\$0
FY 2016/2017 Reserve Fund Transfer	0
Estimated Ending Fund Balance (Reserves)	\$0

B. ZONE 2 BUDGET, FISCAL YEAR 2016/2017

BUDGET ITEM	Zone 2 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$12,948
Landscape Utilities (Water/Electricity)	1,870
Tree Trimming	-
Maintenance & Street Infrastructure	-
Rehabilitation & Replacement	-
Professional Services	1,210
Total Annual Landscape Maintenance Expenses	\$16,028
Administration	
Administration Overhead	549
County Administration Fee	50
Legal Notices	25
Total Administration	\$624
Total Costs & Expenses	\$16,652
LEVY ADJUSTMENTS	
General Fund (Contribution)	\$0
Total Levy Adjustments	\$0
BALANCE TO LEVY	\$24,837
DISTRICT STATISTICS	
Total Parcels	38
Parcels Levied	38
Total EBUs	1,461.00
Current Maximum Assessment per EBU	\$17.00
Proposed Assessment for FY 2016/2017	\$17.00
FUND BALANCE INFORMATION	
Previous Reserve Fund Balance	\$8,901
FY2016/2017 Reserve Fund Transfer	\$8,185
Estimated Ending Fund Balance (Reserves)	\$17,086

C. ZONE 4 BUDGET, FISCAL YEAR 2016/2017

BUDGET ITEM	Zone 4 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$3,941
Landscape Utilities (Water/Electricity)	680
Tree Trimming	-
Maintenance & Street Infrastructure	-
Rehabilitation & Replacement	-
Professional Services	363
Total Annual Landscape Maintenance Expenses	\$4,984
Administration	
Administration Overhead	\$259
County Administration Fee	50
Legal Notices	25
Total Administration	\$334
Total Costs & Expenses	\$5,318
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	(\$18.20)
Total Levy Adjustments	(\$18.20)
BALANCE TO LEVY	\$5,299.80
DISTRICT STATISTICS	
Total Parcels	242
Parcels Levied	242
Total EBUs	242.00
Current Maximum Assessment per EBU	\$21.90
Proposed Assessment for FY 2016/2017	\$21.90
FUND BALANCE INFORMATION	
Previous Reserve Fund Balance	\$191.00
FY 2016/2017 Reserve Fund Transfer	(\$18.20)
Estimated Ending Fund Balance (Reserves)	\$172.80

D. ZONE 5 BUDGET, FISCAL YEAR 2016/2017

BUDGET ITEM	Zone 5 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$39,408
Landscape Utilities (Water/Electricity)	3,060
Tree Trimming	-
Maintenance & Street Infrastructure	-
Rehabilitation & Replacement	-
Professional Services	\$1,574
Total Annual Landscape Maintenance Expenses	\$44,042
Administration	
Administration Overhead	\$1,211
County Administration Fee	50
Legal Notices	25
Total Administration	\$1,286
Total Costs & Expenses	\$45,328
LEVY ADJUSTMENTS	
General Fund (Contribution)	\$0
Total Levy Adjustments	\$0
BALANCE TO LEVY	\$69,857.60
DISTRICT STATISTICS	
Total Parcels	131
Parcels Levied	116
Total EBUs	6,985.76
Current Maximum Assessment per EBU	\$10.00
Proposed Assessment for FY 2016/2017	\$10.00
FUND BALANCE INFORMATION	
Previous Reserve Fund Balance	\$26,276.00
FY 2016/2017 Reserve Fund Transfer	\$24,529.60
Estimated Ending Fund Balance (Reserves)	\$50,805.60

V. DISTRICT DIAGRAM

An Assessment District Diagram has previously been prepared for the District in the format required pursuant to the 1972 Act. The Diagram is on file with the City Clerk and is, by reference, made part of this Report. The Assessment Diagram is available for inspection at the Office of the City Clerk, during normal business hours.

VI. ASSESSMENT ROLL

Parcel identification, for each lot or parcel within the Covina Landscaping District No. 1 and the Zones therein, shall be the Assessor's Parcel Numbers (APN) recognized by the Los Angeles County Auditor/Controller for the Fiscal Year in which this Report is prepared and identified on the corresponding Los Angeles County Assessor's Parcel Maps. A listing of parcels within the District and assessed for Fiscal Year 2016/2017, along with the proposed assessment amounts, shall be submitted to the City Clerk either as part of this Report or under a separate cover, and shall be open to public inspection.

Non-assessable lots or parcels may include areas of public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and rights-of-ways including public greenbelts and parkways; utility right-of-ways; common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment. Properties outside the District boundary receive no direct or special benefits from the improvements provided by the District and are not assessed.

Approval of this Report (as submitted or as modified) confirms the method of apportionment and the assessment rates to be levied against each eligible parcel within the respective Zones and thereby constitutes the approved levy and collection of assessments for the Fiscal Year. The parcels and the amount of assessment to be levied shall be submitted to the County Auditor/Controller and included on the property tax roll for the Fiscal Year.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rates approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amount applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8447-020-026	1175	E GARVEY ST	1	56.55	29.00	1,639.94
8447-021-049	1345	CENTER COURT DR	1	56.55	14.00	791.70
8447-021-050	920	S VILLAGE OAKS DR	1	56.55	12.00	678.60
8447-021-054	908	S VILLAGE OAKS DR	1	56.55	20.00	1,131.00
8447-021-064	917	S VILLAGE OAKS DR	1	56.55	13.00	735.15
8447-021-065	927	S VILLAGE OAKS DR	1	56.55	13.00	735.15
8447-021-072	1373	CENTER COURT DR	1	56.55	43.00	2,431.64
8447-021-074	861	S VILLAGE OAKS DR	1	56.55	49.00	2,770.94
8447-021-075	885	S VILLAGE OAKS DR	1	56.55	70.00	3,958.49
8447-021-080	874	S VILLAGE OAKS DR	1	56.55	39.00	2,205.44
8447-021-082	880	S OAK PARK RD	1	56.55	32.00	1,809.59
8447-021-092	845	S OAK PARK RD	1	56.55	16.00	904.80
8447-021-093	861	S OAK PARK RD	1	56.55	16.00	904.80
8447-021-094	1302	E COVINA HILLS RD	1	56.55	26.00	1,470.29
8447-021-095	818	S OAK PARK RD	1	56.55	102.00	5,768.08
8447-021-096	1211	CENTER COURT DR	1	56.55	41.00	2,318.54
8447-021-097	1275	CENTER COURT DR	1	56.55	25.00	1,413.75
8447-021-098	858	S OAK PARK RD	1	56.55	72.00	4,071.59
8447-031-028	960	S VILLAGE OAKS DR	1	56.55	16.00	904.80
8447-031-029	1338	CENTER COURT DR	1	56.55	8.00	452.40
8447-031-030	1338	CENTER COURT DR	1	56.55	7.00	395.85
8447-031-031	1278	CENTER COURT DR	1	56.55	15.00	848.25
8447-031-032	1290	CENTER COURT DR	1	56.55	16.00	904.80
8447-031-033	957	S VILLAGE OAKS DR	1	56.55	15.00	848.25
8447-031-034	957	S VILLAGE OAKS DR	1	56.55	2.00	113.10
8447-031-035	969	S VILLAGE OAKS DR	1	56.55	11.00	622.05
8447-031-036	969	S VILLAGE OAKS DR	1	56.55	11.00	622.05
8447-031-037	Situs	Unavailable	1	56.55	1.00	56.55
8447-031-038	979	S VILLAGE OAKS DR	1	56.55	21.00	1,187.55
8447-031-045	1211	E GARVEY ST	1	56.55	21.00	1,187.55
8447-031-047	1373	CENTER COURT DR	1	56.55	32.00	1,809.59
8447-031-050	970	S VILLAGE OAKS DR	1	56.55	62.00	3,506.09
8447-031-051	1300	E COVINA HILLS RD	1	56.55	50.00	2,827.49
8447-031-052	1270	E GARVEY ST	1	56.55	42.00	2,375.09
8447-031-053	1211	E GARVEY ST	1	56.55	218.00	12,327.86
8447-031-057	1221	CENTER COURT DR	1	56.55	7.10	401.50
8447-031-058	1231	CENTER COURT DR	1	56.55	5.40	305.37
8447-031-059	1241	CENTER COURT DR	1	56.55	6.00	339.30
8447-031-060	990	EVERGREEN CIRCLE	1	56.55	8.30	469.36
8447-031-061	980	EVERGREEN CIRCLE	1	56.55	4.20	237.51
8447-031-062	970	EVERGREEN CIRCLE	1	56.55	3.60	203.58
8447-031-063	960	EVERGREEN CIRCLE	1	56.55	3.60	203.58
8447-031-064	950	EVERGREEN CIRCLE	1	56.55	4.20	237.51
8447-031-065	942	EVERGREEN CIRCLE	1	56.55	4.20	237.51
8447-031-066	930	EVERGREEN CIRCLE	1	56.55	4.20	237.51
8447-031-067	1240	E CENTER COURT DR	1	56.55	5.20	294.06
8447-031-068	1230	E CENTER COURT DR	1	56.55	5.20	294.06
8447-031-069	935	EVERGREEN CIRCLE	1	56.55	5.20	294.06
8447-031-070	945	EVERGREEN CIRCLE	1	56.55	4.70	265.78
8447-031-071	955	EVERGREEN CIR	1	56.55	4.60	260.13
8447-031-072	965	EVERGREEN CIRCLE	1	56.55	4.20	237.51
8447-031-073	975	EVERGREEN CIRCLE	1	56.55	4.20	237.51
8447-031-074	985	EVERGREEN CIRCLE	1	56.55	4.80	271.44
8447-031-075	995	EVERGREEN CIRCLE	1	56.55	8.20	463.71

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8447-031-076	1222	EVERGREEN CIR	1	56.55	4.40	248.82
8447-031-077	1232	EVERGREEN CIR	1	56.55	4.80	271.44
8447-031-078	1242	EVERGREEN CIR	1	56.55	5.00	282.75
8447-031-079	1220	CENTER COURT DR	1	56.55	4.40	248.82
8447-031-080	1225	EVERGREEN CIR	1	56.55	4.70	265.78
8447-031-081	1235	EVERGREEN CIR	1	56.55	5.10	288.40
8447-031-082	1245	EVERGREEN CIR	1	56.55	5.20	294.06
Total:						\$74,119.87
Parcel Count:						61

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8405-001-021	1319	N GRAND AVE	2	\$17.00	14.00	\$238.00
8405-001-030	1371	N GRAND AVE	2	17.00	25.00	425.00
8405-001-032	870	E ARROW HWY	2	17.00	29.00	493.00
8405-001-035	1325	N GRAND AVE	2	17.00	122.00	2,074.00
8405-001-036	1359	N GRAND AVE	2	17.00	76.00	1,292.00
8405-001-037	1359	N GRAND AVE	2	17.00	118.00	2,006.00
8405-001-038	1365	N GRAND AVE	2	17.00	78.00	1,326.00
8405-001-039	1411	N GRAND AVE	2	17.00	50.00	850.00
8405-001-040	Situs	Unavailable	2	17.00	2.00	34.00
8405-001-041	Situs	Unavailable	2	17.00	65.00	1,105.00
8405-003-009	746	ARROW GRAND CIR	2	17.00	37.00	629.00
8405-003-010	742	ARROW GRAND CIR	2	17.00	18.00	306.00
8405-003-011	738	ARROW GRAND CIR	2	17.00	19.00	323.00
8405-003-012	732	ARROW GRAND CIR	2	17.00	19.00	323.00
8405-003-013	684	ARROW GRAND CIR	2	17.00	19.00	323.00
8405-003-019	726	ARROW GRAND CIR	2	17.00	38.00	646.00
8405-003-020	712	ARROW GRAND CIR	2	17.00	19.00	323.00
8405-003-021	800	E ARROW HWY	2	17.00	15.00	255.00
8405-003-022	800	E ARROW HWY	2	17.00	18.00	306.00
8405-003-023	688	ARROW GRAND CIR	2	17.00	19.00	323.00
8405-003-024	677	ARROW GRAND CIR	2	17.00	60.00	1,020.00
8405-003-027	Situs	Unavailable	2	17.00	19.00	323.00
8405-003-028	754	ARROW GRAND CIR	2	17.00	19.00	323.00
8405-003-029	692	ARROW GRAND CIR	2	17.00	19.00	323.00
8405-003-030	706	ARROW GRAND CIR	2	17.00	45.00	765.00
8405-003-031	685	ARROW GRAND CIR	2	17.00	20.00	340.00
8405-003-032	740	E ARROW HWY	2	17.00	93.00	1,581.00
8405-003-033	Situs	Unavailable	2	17.00	2.00	34.00
8405-003-034	727	ARROW GRAND CIR	2	17.00	30.00	510.00
8405-003-037	668	ARROW GRAND CIR	2	17.00	32.00	544.00
8405-003-038	681	ARROW GRAND CIR	2	17.00	18.00	306.00
8405-003-039	719	ARROW GRAND CIR	2	17.00	20.00	340.00
8405-003-040	750	ARROW GRAND CIR	2	17.00	18.00	306.00
8405-003-043	760	ARROW GRAND CIR	2	17.00	45.00	765.00

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8405-003-044	702	ARROW GRAND CIR	2	17.00	18.00	306.00
8405-003-045	696	ARROW GRAND CIR	2	17.00	19.00	323.00
8405-003-046	715	ARROW GRAND CIR	2	17.00	40.00	680.00
8405-003-047	753	ARROW GRAND CIR	2	17.00	144.00	2,448.00
Total:						\$24,837.00
Parcel						38
Count:						

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8408-022-008	814	W GRONDAHL ST UNIT F	4	21.90	1.00	21.90
8408-022-009	814	W GRONDAHL ST UNIT E	4	21.90	1.00	21.90
8408-022-010	814	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-011	814	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-012	814	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-013	814	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-014	808	W GRONDAHL ST UNIT F	4	21.90	1.00	21.90
8408-022-015	808	W GRONDAHL ST UNIT E	4	21.90	1.00	21.90
8408-022-016	808	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-017	808	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-018	808	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-019	808	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-020	800	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-021	800	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-022	800	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-023	800	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-024	800	W GRONDAHL ST UNIT E	4	21.90	1.00	21.90
8408-022-025	800	W GRONDAHL ST UNIT F	4	21.90	1.00	21.90
8408-022-026	800	W GRONDAHL ST UNIT G	4	21.90	1.00	21.90
8408-022-027	800	W GRONDAHL ST UNIT H	4	21.90	1.00	21.90
8408-022-028	800	W GRONDAHL ST UNIT I	4	21.90	1.00	21.90
8408-022-029	800	W GRONDAHL ST UNIT J	4	21.90	1.00	21.90
8408-022-030	801	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-031	801	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-032	801	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-033	801	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-034	801	W GRONDAHL ST UNIT E	4	21.90	1.00	21.90
8408-022-035	801	W GRONDAHL ST UNIT F	4	21.90	1.00	21.90
8408-022-036	801	W GRONDAHL ST UNIT G	4	21.90	1.00	21.90
8408-022-037	801	W GRONDAHL ST UNIT H	4	21.90	1.00	21.90
8408-022-038	801	W GRONDAHL ST UNIT I	4	21.90	1.00	21.90
8408-022-039	801	W GRONDAHL ST UNIT J	4	21.90	1.00	21.90
8408-022-040	813	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-041	813	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-042	813	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-043	813	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-044	813	W GRONDAHL ST UNIT E	4	21.90	1.00	21.90
8408-022-045	813	W GRONDAHL ST UNIT F	4	21.90	1.00	21.90
8408-022-046	815	W GRONDAHL ST UNIT F	4	21.90	1.00	21.90
8408-022-047	815	W GRONDAHL ST UNIT E	4	21.90	1.00	21.90
8408-022-048	815	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-049	815	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8408-022-050	815	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-051	815	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-052	809	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-053	809	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-055	809	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-056	811	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-057	811	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-058	811	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-059	811	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-060	811	W GRONDAHL ST UNIT E	4	21.90	1.00	21.90
8408-022-061	811	W GRONDAHL ST UNIT F	4	21.90	1.00	21.90
8408-022-062	807	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-063	807	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-064	807	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-065	807	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-066	805	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-067	805	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-068	805	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-069	805	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-070	804	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-071	804	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-072	804	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-073	804	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-074	804	W GRONDAHL ST UNIT E	4	21.90	1.00	21.90
8408-022-075	804	W GRONDAHL ST UNIT F	4	21.90	1.00	21.90
8408-022-076	806	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-077	806	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-078	806	W GRONDAHL ST NO C	4	21.90	1.00	21.90
8408-022-079	806	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-080	812	W GRONDAHL ST UNIT A	4	21.90	1.00	21.90
8408-022-081	812	W GRONDAHL ST UNIT B	4	21.90	1.00	21.90
8408-022-082	812	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8408-022-083	812	W GRONDAHL ST UNIT D	4	21.90	1.00	21.90
8408-022-086	809	W GRONDAHL ST UNIT C	4	21.90	1.00	21.90
8421-001-028	1076	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-029	1078	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-030	1080	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-031	1082	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-032	1084	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-033	1086	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-034	1072	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-035	1070	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-036	1068	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-037	1066	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-038	1064	N LA BRED A ST NO 11	4	21.90	1.00	21.90
8421-001-039	1054	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-040	1056	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-041	1058	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-042	1060	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-043	1052	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-044	1050	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-045	1048	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-046	1046	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-047	1044	N LA BRED A ST	4	21.90	1.00	21.90
8421-001-048	1042	N LA BRED A ST	4	21.90	1.00	21.90

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8421-001-049	1030	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-050	1032	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-051	1034	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-052	1036	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-053	1038	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-054	1040	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-055	1028	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-056	1026	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-057	1024	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-058	1022	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-059	1020	N LA BREDA ST	4	21.90	1.00	21.90
8421-001-060	1018	N LA BREDA ST	4	21.90	1.00	21.90
8432-008-001	733	W CHESTER RD	4	21.90	1.00	21.90
8432-008-002	745	W CHESTER RD	4	21.90	1.00	21.90
8432-008-003	755	W CHESTER RD	4	21.90	1.00	21.90
8432-008-004	767	W CHESTER RD	4	21.90	1.00	21.90
8432-008-005	777	W CHESTER RD	4	21.90	1.00	21.90
8432-008-006	805	W CHESTER RD	4	21.90	1.00	21.90
8432-008-007	808	W CYPRESS ST	4	21.90	1.00	21.90
8432-008-008	780	W CYPRESS ST	4	21.90	1.00	21.90
8432-008-009	776	W CYPRESS ST	4	21.90	1.00	21.90
8432-008-010	766	W CYPRESS ST	4	21.90	1.00	21.90
8432-008-011	754	W CYPRESS ST	4	21.90	1.00	21.90
8432-008-012	742	W CYPRESS ST	4	21.90	1.00	21.90
8432-008-013	730	W CYPRESS ST	4	21.90	1.00	21.90
8432-009-001	815	W CHESTER RD	4	21.90	1.00	21.90
8432-009-002	827	W CHESTER RD	4	21.90	1.00	21.90
8432-009-003	841	W CHESTER RD	4	21.90	1.00	21.90
8432-009-006	865	W CHESTER RD	4	21.90	1.00	21.90
8432-009-007	877	W CHESTER RD	4	21.90	1.00	21.90
8432-009-008	874	W CYPRESS ST	4	21.90	1.00	21.90
8432-009-009	860	W CYPRESS ST	4	21.90	1.00	21.90
8432-009-010	850	W CYPRESS ST	4	21.90	1.00	21.90
8432-009-011	840	W CYPRESS ST	4	21.90	1.00	21.90
8432-009-012	828	W CYPRESS ST	4	21.90	1.00	21.90
8432-009-013	818	W CYPRESS ST	4	21.90	1.00	21.90
8432-009-014	853	W CHESTER RD	4	21.90	1.00	21.90
8432-012-001	876	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-002	868	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-003	860	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-004	852	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-005	844	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-006	836	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-007	828	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-008	820	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-009	812	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-010	804	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-011	786	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-012	778	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-013	770	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-014	762	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-015	754	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-016	746	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-017	738	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-018	728	W GRISWOLD RD	4	21.90	1.00	21.90

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8432-012-019	729	W EDNA PL	4	21.90	1.00	21.90
8432-012-020	739	W EDNA PL	4	21.90	1.00	21.90
8432-012-021	747	W EDNA PL	4	21.90	1.00	21.90
8432-012-022	755	W EDNA PL	4	21.90	1.00	21.90
8432-012-023	763	W EDNA PL	4	21.90	1.00	21.90
8432-012-024	771	W EDNA PL	4	21.90	1.00	21.90
8432-012-025	779	W EDNA PL	4	21.90	1.00	21.90
8432-012-026	787	W EDNA PL	4	21.90	1.00	21.90
8432-012-027	805	W EDNA PL	4	21.90	1.00	21.90
8432-012-028	813	W EDNA PL	4	21.90	1.00	21.90
8432-012-029	821	W EDNA PL	4	21.90	1.00	21.90
8432-012-030	829	W EDNA PL	4	21.90	1.00	21.90
8432-012-031	837	W EDNA PL	4	21.90	1.00	21.90
8432-012-032	845	W EDNA PL	4	21.90	1.00	21.90
8432-012-033	853	W EDNA PL	4	21.90	1.00	21.90
8432-012-034	861	W EDNA PL	4	21.90	1.00	21.90
8432-012-035	869	W EDNA PL	4	21.90	1.00	21.90
8432-012-036	877	W EDNA PL	4	21.90	1.00	21.90
8432-012-037	876	W EDNA PL	4	21.90	1.00	21.90
8432-012-038	868	W EDNA PL	4	21.90	1.00	21.90
8432-012-039	860	W EDNA PL	4	21.90	1.00	21.90
8432-012-040	852	W EDNA PL	4	21.90	1.00	21.90
8432-012-041	844	W EDNA PL	4	21.90	1.00	21.90
8432-012-042	836	W EDNA PL	4	21.90	1.00	21.90
8432-012-043	828	W EDNA PL	4	21.90	1.00	21.90
8432-012-044	820	W EDNA PL	4	21.90	1.00	21.90
8432-012-045	812	W EDNA PL	4	21.90	1.00	21.90
8432-012-046	804	W EDNA PL	4	21.90	1.00	21.90
8432-012-047	786	W EDNA PL	4	21.90	1.00	21.90
8432-012-048	778	W EDNA PL	4	21.90	1.00	21.90
8432-012-049	770	W EDNA PL	4	21.90	1.00	21.90
8432-012-050	762	W EDNA PL	4	21.90	1.00	21.90
8432-012-051	754	W EDNA PL	4	21.90	1.00	21.90
8432-012-052	746	W EDNA PL	4	21.90	1.00	21.90
8432-012-053	738	W EDNA PL	4	21.90	1.00	21.90
8432-012-054	728	W EDNA PL	4	21.90	1.00	21.90
8432-012-055	718	W EDNA PL	4	21.90	1.00	21.90
8432-012-056	706	W EDNA PL	4	21.90	1.00	21.90
8432-012-057	733	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-058	745	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-059	765	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-060	775	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-061	785	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-062	795	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-063	805	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-064	815	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-065	825	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-066	835	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-067	845	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-068	855	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-069	865	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-070	875	W GRISWOLD RD	4	21.90	1.00	21.90
8432-012-071	876	W CHESTER RD	4	21.90	1.00	21.90
8432-012-072	868	W CHESTER RD	4	21.90	1.00	21.90
8432-012-073	854	W CHESTER RD	4	21.90	1.00	21.90

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8432-012-074	840	W CHESTER RD	4	21.90	1.00	21.90
8432-012-075	826	W CHESTER RD	4	21.90	1.00	21.90
8432-012-076	818	W CHESTER RD	4	21.90	1.00	21.90
8432-012-077	804	W CHESTER RD	4	21.90	1.00	21.90
8432-012-078	776	W CHESTER RD	4	21.90	1.00	21.90
8432-012-079	768	W CHESTER RD	4	21.90	1.00	21.90
8432-012-080	756	W CHESTER RD	4	21.90	1.00	21.90
8432-012-081	744	W CHESTER RD	4	21.90	1.00	21.90
8432-012-082	732	W CHESTER RD	4	21.90	1.00	21.90
8442-006-001	980	W BADILLO ST	4	21.90	1.00	21.90
8442-006-002	968	W BADILLO ST	4	21.90	1.00	21.90
8442-006-003	960	W BADILLO ST	4	21.90	1.00	21.90
8442-006-004	952	W BADILLO ST	4	21.90	1.00	21.90
8442-006-005	944	W BADILLO ST	4	21.90	1.00	21.90
8442-006-006	936	W BADILLO ST	4	21.90	1.00	21.90
8442-006-007	928	W BADILLO ST	4	21.90	1.00	21.90
8442-006-009	912	W BADILLO ST	4	21.90	1.00	21.90
8442-006-014	931	W GROVECENTER ST	4	21.90	1.00	21.90
8442-006-015	939	W GROVECENTER ST	4	21.90	1.00	21.90
8442-006-016	945	W GROVECENTER ST	4	21.90	1.00	21.90
8442-006-017	955	W GROVECENTER ST	4	21.90	1.00	21.90
8442-006-018	961	W GROVECENTER ST	4	21.90	1.00	21.90
8442-006-019	971	W GROVECENTER ST	4	21.90	1.00	21.90
8442-006-021	923	W GROVECENTER ST	4	21.90	1.00	21.90
8442-006-022	905	W GROVECENTER ST	4	21.90	1.00	21.90
8442-006-024	918	W BADILLO ST	4	21.90	1.00	21.90
8442-007-001	978	W GROVECENTER ST	4	21.90	1.00	21.90
8442-007-002	970	W GROVECENTER ST	4	21.90	1.00	21.90
8442-007-003	954	W GROVECENTER ST	4	21.90	1.00	21.90
8442-007-004	946	W GROVECENTER ST	4	21.90	1.00	21.90
8442-007-005	936	W GROVECENTER ST	4	21.90	1.00	21.90
8442-007-006	930	W GROVECENTER ST	4	21.90	1.00	21.90
8442-007-007	922	W GROVECENTER ST	4	21.90	1.00	21.90
8442-007-008	914	W GROVECENTER ST	4	21.90	1.00	21.90
8442-007-009	904	W GROVECENTER ST	4	21.90	1.00	21.90
Total:						\$5,299.80
Parcel						242
Count:						

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8408-001-001	700	W ARROW HWY	5	10.00	10.00	100.00
8408-001-034	710	W ARROW HWY	5	10.00	59.00	590.00
8408-001-042	1422	N AZUSA AVE	5	10.00	15.00	150.00
8408-001-047	1414	N AZUSA AVE	5	10.00	150.00	1,500.00
8408-001-048	1406	N AZUSA AVE	5	10.00	12.00	120.00
8408-001-049	1404	N AZUSA AVE	5	10.00	23.00	230.00
8408-021-001	1140	N AZUSA AVE	5	10.00	22.00	220.00
8408-021-002	1160	N CONWELL AVE	5	10.00	211.00	2,110.00
8408-021-004	827	W COVINA BLVD	5	10.00	36.00	360.00
8408-021-005	859	W COVINA BLVD	5	10.00	14.00	140.00
8408-021-006	1108	N AZUSA AVE	5	10.00	25.00	250.00

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8408-021-011		777 W COVINA BLVD	5	10.00	164.00	1,640.00
8408-021-012	Situs	Unavailable	5	10.00	40.00	400.00
8408-021-021		1166 N AZUSA AVE	5	10.00	42.00	420.00
8408-021-022		1159 N CONWELL AVE	5	10.00	134.00	1,340.00
8408-022-001	Situs	Unavailable	5	10.00	14.00	140.00
8408-022-002		1270 N AZUSA AVE	5	10.00	24.00	240.00
8408-022-003	Situs	Unavailable	5	10.00	1.00	10.00
8408-022-004	Situs	Unavailable	5	10.00	17.00	170.00
8408-022-005		1240 N AZUSA AVE	5	10.00	30.00	300.00
8408-022-006		1212 N AZUSA AVE	5	10.00	20.00	200.00
8408-022-007		1202 N AZUSA AVE	5	10.00	18.00	180.00
8409-017-033		1211 N AZUSA AVE	5	10.00	16.00	160.00
8409-017-036	Situs	Unavailable	5	10.00	1.00	10.00
8409-017-037		1151 N AZUSA AVE	5	10.00	405.00	4,050.00
8409-019-001		1477 N AZUSA AVE	5	10.00	20.00	200.00
8409-019-022		942 W ARROW HWY	5	10.00	25.00	250.00
8409-019-023		960 W ARROW HWY	5	10.00	181.00	1,810.00
8409-019-024		1433 N AZUSA AVE	5	10.00	26.00	260.00
8409-019-025		1421 N AZUSA AVE	5	10.00	48.00	480.00
8409-019-026		1453 N AZUSA AVE	5	10.00	28.00	280.00
8409-019-027	Situs	Unavailable	5	10.00	65.00	650.00
8409-019-030		1261 N AZUSA AVE	5	10.00	174.00	1,740.00
8409-019-031		1275 N AZUSA AVE	5	10.00	581.00	5,810.00
8420-001-038		1045 N AZUSA AVE	5	10.00	869.00	8,690.00
8420-001-050		1101 N AZUSA AVE	5	10.00	137.00	1,370.00
8420-014-057		1011 W CYPRESS ST	5	10.00	17.00	170.00
8420-016-001		1045 N AZUSA AVE	5	10.00	32.00	320.00
8420-016-004		1045 N AZUSA AVE	5	10.00	44.00	440.00
8420-016-006		929 W CYPRESS ST	5	10.00	44.00	440.00
8420-016-008		971 N AZUSA AVE	5	10.00	31.00	310.00
8420-016-009		961 N AZUSA AVE	5	10.00	19.00	190.00
8420-016-010		945 N AZUSA AVE	5	10.00	39.00	390.00
8420-016-011		919 N AZUSA AVE	5	10.00	17.00	170.00
8420-016-012		919 W CYPRESS ST	5	10.00	6.00	60.00
8420-016-014		905 N AZUSA AVE	5	10.00	10.00	100.00
8421-001-007		912 N AZUSA AVE	5	10.00	23.00	230.00
8421-001-010		928 N AZUSA AVE	5	10.00	41.00	410.00
8421-001-016		1000 N AZUSA AVE	5	10.00	91.00	910.00
8421-001-019		845 W CYPRESS ST	5	10.00	27.00	270.00
8421-001-020		1070 N AZUSA AVE	5	10.00	24.00	240.00
8421-001-023		1054 N AZUSA AVE	5	10.00	58.00	580.00
8421-001-025		1040 N AZUSA AVE	5	10.00	61.00	610.00
8421-001-061		1000 N AZUSA AVE	5	10.00	251.00	2,510.00
8432-006-009		835 W GLENTANA ST	5	10.00	5.00	50.00
8432-006-013		801 W GLENTANA ST	5	10.00	8.00	80.00
8432-006-014		781 W GLENTANA ST	5	10.00	7.00	70.00
8432-006-015	Situs	Unavailable	5	10.00	13.00	130.00
8432-006-016	Situs	Unavailable	5	10.00	3.00	30.00
8432-006-017		578 N AZUSA AVE	5	10.00	23.00	230.00
8432-006-018		841 W GLENTANA ST	5	10.00	6.00	60.00
8432-006-019		827 W GLENTANA ST	5	10.00	10.00	100.00
8432-006-021		809 W GLENTANA ST	5	10.00	8.00	80.00
8432-006-022		811 W GLENTANA ST	5	10.00	10.00	100.00
8432-015-001		612 N AZUSA AVE	5	10.00	12.00	120.00
8432-015-008		807 W FRONT ST	5	10.00	10.00	100.00

ASSESSOR'S PARCEL NUMBER	SITUS	ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8432-015-012		776 W FRONT ST	5	10.00	15.00	150.00
8432-015-014		802 W FRONT ST	5	10.00	15.00	150.00
8432-015-022		783 W FRONT ST	5	10.00	19.00	190.00
8432-015-023		859 W FRONT ST	5	10.00	4.00	40.00
8432-015-025		602 N AZUSA AVE	5	10.00	7.00	70.00
8432-015-026	Situs	Unavailable	5	10.00	2.00	20.00
8432-015-027		840 W FRONT ST	5	10.00	12.00	120.00
8432-015-028		818 W FRONT ST	5	10.00	12.00	120.00
8432-015-029		851 W FRONT ST	5	10.00	27.00	270.00
8432-015-034		846 W FRONT ST	5	10.00	8.00	80.00
8432-015-035		852 W FRONT ST	5	10.00	31.00	310.00
8432-015-037	Situs	Unavailable	5	10.00	12.00	120.00
8432-015-038		815 W FRONT ST	5	10.00	19.00	190.00
8432-016-013		801 W SAN BERNARDINO RD	5	10.00	30.00	300.00
8432-016-017		781 W SAN BERNARDINO RD	5	10.00	10.00	100.00
8432-016-019		871 W SAN BERNARDINO RD	5	10.00	20.00	200.00
8432-016-020		540 N AZUSA AVE	5	10.00	135.00	1,350.00
8432-016-021		540 N AZUSA AVE	5	10.00	18.00	180.00
8432-016-025		820 W GLENTANA ST	5	10.00	25.00	250.00
8432-016-026		780 W GLENTANA ST	5	10.00	51.00	510.00
8432-016-027		825 W SAN BERNARDINO RD	5	10.00	47.00	470.00
8432-032-028		402 N AZUSA AVE	5	10.00	17.00	170.00
8432-032-029		306 N AZUSA AVE	5	10.00	33.00	330.00
8432-032-030		816 W SAN BERNARDINO RD	5	10.00	65.00	650.00
8432-032-031		404 N AZUSA AVE	5	10.00	166.00	1,660.00
8432-032-032		420 N AZUSA AVE	5	10.00	22.00	220.00
8432-033-007		216 N AZUSA AVE	5	10.00	15.00	150.00
8432-033-008		206 N AZUSA AVE	5	10.00	103.00	1,030.00
8432-033-009		114 N AZUSA AVE	5	10.00	109.00	1,090.00
8432-033-010		100 N AZUSA AVE	5	10.00	22.00	220.00
8434-001-005		1009 W SAN BERNARDINO RD	5	10.00	38.00	380.00
8434-001-006	Situs	Unavailable	5	10.00	9.00	90.00
8434-001-007		975 W SAN BERNARDINO RD	5	10.00	73.00	730.00
8434-001-008		513 N AZUSA AVE	5	10.00	132.00	1,320.00
8434-001-009	Situs	Unavailable	5	10.00	47.00	470.00
8434-001-010		501 N AZUSA AVE	5	10.00	22.00	220.00
8434-001-013		1017 W SAN BERNARDINO RD	5	10.00	8.00	80.00
8434-001-017		553 N AZUSA AVE	5	10.00	168.00	1,680.00
8434-001-019	Situs	Unavailable	5	10.00	20.00	200.00
8434-018-001		107 N AZUSA AVE	5	10.00	13.00	130.00
8434-018-002		127 N AZUSA AVE	5	10.00	18.00	180.00
8434-018-003		919 W BADILLO ST	5	10.00	12.00	120.00
8434-018-007		963 W BADILLO ST	5	10.00	14.00	140.00
8434-018-008	Situs	Unavailable	5	10.00	14.00	140.00
8434-018-021		1085 W BADILLO ST	5	10.00	15.00	150.00
8434-018-031		1041 W BADILLO ST	5	10.00	89.00	890.00
8434-018-032		925 W BADILLO ST	5	10.00	51.00	510.00
8434-018-033		963 W BADILLO ST	5	10.00	60.00	600.00
8434-018-035		401 N AZUSA AVE	5	10.00	69.60	696.00
8434-018-042		963 W BADILLO ST	5	10.00	435.16	4,351.60
Total:						\$69,857.60
Parcel						116
Count:						

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CITY OF COVINA

AGENDA REPORT

ITEM NO. PH 2

MEETING DATE: July 19, 2016

TITLE: Public Hearing – Adopt Resolution Confirming the Engineer’s Report Dated June 21, 2016, and Ordering the Levying of Assessment on the Covina Lighting District No. 1978-1979 for Fiscal Year 2016-17

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Conduct the public hearing and consider all testimony that may be forthcoming; and
- 2) Adopt Resolution No. 16-7499 confirming the Engineer’s Report dated June 21, 2016, and ordering the levying of assessment on the Covina Lighting District No. 1978-1979 for fiscal year 2016-17.

BACKGROUND:

On June 21, 2016, the City Council adopted Resolution No. 16-7495 ordering the City’s Licensed Engineer to prepare and file a report levying assessments within Covina Lighting District No. 1978-79 for fiscal year 2016-17 and Resolution No. 16-7496 approving the City Engineer’s report and declaring its intention to levy and collect assessments on the Covina Lighting District No. 1978-79 for fiscal year 2016-17 and appointing Tuesday, July 19, 2016 at 7:30 p.m. in the Council Chamber, 125 East College Street, Covina, California, as the time and place for hearing protests as to the question of levying and collecting assessments on the Covina Lighting District No. 1978-1979 for fiscal year 2016-17.

DISCUSSION:

There are two Zones in the Covina Lighting District No. 1978-79 designated as Zones A and B. Zone A is comprised of single-family residences and condominium units. Zone B is comprised of commercial, industrial, apartment, and similar multi-family residential properties. The proposed assessments are for the costs of providing street lighting in these two zones.

Table 1 – Breakdown of Expenses

	Zone A		Zone B		Total
	Units	Cost (\$)	Units	Cost (\$)	
Energy & Maintenance					
Edison Owned	622	77,967	700	103,719	181,686
City Owned	48	5,840	347	37,797	43,637
Subtotal	670	83,807	1,047	141,516	225,323
Administration		13,622		16,649	30,271
Total		97,429		158,165	255,594

The fiscal year 2016-17 proposed assessment rates are \$20.80 per unit for Zone A and \$2.70 per Benefit Unit (BU) for Zone B. Benefit Units are calculated per 1,000 square feet of land area for Zone B. The rates of \$20.80 per unit for Zone A and \$2.70 per 1,000 square feet of land area for Zone B have been in effect since 1995-96 and are the maximum assessment rates for each Zone.

Table 2 – Assessment Rates and Revenue

Zone	Units/BU	Proposed Rate (\$)	Assessment Revenue (\$)
Zone A	2,422 units	20.80/unit	50,377
Zone B	27,832.79 BUs	2.70/BU	75,149

The Engineer’s Report proposes a \$125,000 State General Fund subsidy to the District to finance part of the fiscal year 2016-17 expenses. Without a General Fund contribution, an assessment increase (rate increase) would be required above the current maximum assessment rates. Any rate increase needs to be submitted to the affected property owners for approval.

Table 3 – Covina Lighting District No. 1978-79 – Fiscal Year 2016-17 Summary

Budget Item	Zone A Amount (\$)	Zone B Amount (\$)	Total Amount (\$)
Proposed Assessments	50,377	75,149	125,526
General Fund	47,052	77,948	125,000
Total Projected Revenue	97,429	153,097	250,526
Energy & Maintenance	83,807	141,516	225,323
Administration	13,622	16,649	30,271
Total Projected Expenditures	97,429	158,165	255,594
Estimated Ending Fund Balance	0	(5,068)	(5,068)

Another way the City is seeking to reduce lighting costs is through the implementation of energy efficiency projects. The Energy Efficiency Design-Build Contract for Citywide Lighting Upgrade Project completed in July 2015, represents a significant effort to reduce the electrical costs associated with street lights. As part of the city-wide lighting upgrade, approximately 700 City-owned lighting fixtures were upgraded from high pressure sodium (HPS) and high intensity discharge (HID) bulbs to light emitting diode (LED) bulbs throughout the City. The upgrades included lighting fixtures located at the Metrolink Parking structure, municipal parking lots, and the installation of decorative acorn lighting in the downtown area and streetlights throughout other areas of the City.

Funding for these upgrades utilized Southern California Edison’s On-Bill Financing Program, which is a zero percent interest loan, which can be paid back in monthly installments over a ten year period as an additional line item on the City’s utility bill. The monthly loan repayment is calculated to be equal to the estimated monthly reduction in the SCE utility bill as a result of the energy efficiency project. The estimated kilowatt savings from the 2015 lighting project is 461,509 kWh, which equates to an estimated energy bill savings of \$75,881 per year. The actual amount of savings will be calculated once the final loan term documents for the on-bill financing loan have been finalized. The City should begin to realize the energy savings in 2025-26, once the loan has been retired.

The City is also actively exploring options to reduce lighting costs associated with Edison-owned street lights. Possible options include participation in Edison's Street Light Acquisition Program or Edison's new AB 719/LS-1 Option E Program.

FISCAL IMPACT:

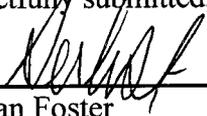
Legally required engineering and balloting costs for the Lighting District No. 1978-79 are included in the proposed fiscal year 2016-17 Street Lighting Assessment District budget (fund 2710). Accordingly, the proposed action has no impact on the General Fund.

The assessment of properties within the Lighting District under the proposed assessment rates raises only a portion of the funds necessary to operate the District necessitating a General Fund subsidy to the District of \$125,000 in fiscal year 2016-17. Additionally, the proposed fiscal year 2016-17 budget for the energy and maintenance costs of the streetlights that are not in the District, is approximately \$287,880. Approximately \$87,880 of this expense is proposed to be funded by General Fund and \$200,000 by the State Gas Tax Fund.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Siobhan Foster

Director of Public Works

ATTACHMENTS:

Attachment A: Resolution No. 16-7499

Attachment B: Engineer's Report

RESOLUTION NO. 16-7499

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, CONFIRMING THE ENGINEER'S REPORT, DATED JUNE 21, 2016,
AND ORDERING THE LEVYING ASSESSMENT ON THE "COVINA LIGHTING
DISTRICT NO. 1978-1979" FOR THE 2016/2017 FISCAL YEAR**

WHEREAS, the City Council of the City of Covina, California, did in Resolution 16-7495 pursuant to the provisions of the "Landscaping and Lighting Act of 1972" (Part 2 of Division 15, Section 22500 et seq., of the Streets and Highways Code of the State of California), require the City's Licensed Engineer to make and file with the Clerk of said City Council a report in writing presenting certain matters relating to levying assessments on the "Covina Lighting District No. 1978-1979" for the 2016/2017 fiscal year, as contemplated under the provisions of said Act; and

WHEREAS, the City Engineer, pursuant to the requirements of said City Council, expressed in said Resolution 16-7495 did make and on June 21, 2016, file in the office of the City Clerk (who is ex officio Clerk of the City Council) of said City his report in writing responsive to the requirements of said Resolution 16-7495 and as contemplated under the provisions of said Act; and

WHEREAS, said City Council did on June 21, 2016, pass its Resolution of Intention No. 16-7496 declaring its intention to levy and collect assessments on the Covina Lighting District No. 1978-1979 for furnishing electrical energy and maintaining street lighting fixtures, appurtenances and appurtenant work thereof; and

WHEREAS, said City Council did on said Resolution 16-7496 fix and designate Tuesday, July 19, 2016, at the hour of 7:30 P.M. of said day, as the time for hearing protests as to the question of levying and collecting assessments on the Covina Lighting District No. 1978-

1979 for the 2016/2017 fiscal year, at the Council Chamber, 125 East College Street, in the City of Covina, California; and

WHEREAS, at the time and place above stated for hearing protests in reference to the proposed improvement and assessment, written and oral protests and objections were filed and presented; and

WHEREAS, said City Council being fully advised in the premise, does hereby proceed as follows:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. That said Council does hereby approve, confirm, and adopt the Engineer's Report dated June 21, 2016, and does hereby approve and confirm the assessment proposed for said proposed improvement set forth and referred to in said report, which said report is now on file in the office of the City Clerk of said City, open to inspection, hereby referred to and made a part hereof; and said City Council does hereby also confirm and adopt the respective instruments therein contained and designated therein as Specifications, Exhibits (Diagram), Estimate of Costs and Assessment, all of which, on file as aforesaid, are hereby incorporated herein and made a part hereof.

Section 2. That said Council does hereby order said contemplated improvement to be made in accordance with the said plan and specifications therefore, so adopted and approved, and does order and determine that the fiscal year referred to in said Resolution of Intention 16-7496 shall be, and the same is hereby, fixed and established as the period commencing on the 1st day of July, 2016, and ending on the 30th day of June, 2017, both dates inclusive, as therein set forth; and said Council does hereby levy the proposed total \$125,526 assessment in said report made to cover the costs and expenses of said improvement upon the respective several subdivisions of land in the assessment district described in said Resolution of Intention 16-7496 and as fixed and

determined by said report, dated June 21, 2016, and the proposed assessment, filed therein, as aforesaid, in the office of the City Clerk of said City, for the 2016/2017 fiscal year.

Section 3. That the City Council hereby orders and directs the City Treasurer to place into the "Covina Lighting District No. 1978-1979 Fund" all payments of assessments received from the County Tax Collector and payments shall be made out of said special funds only for the purposes provided for in said Part 2, Division 15, Streets and Highways Code of the State of California, as set forth in Chapter 5, Section 22655, of said Code.

Section 4. That the City Clerk of said City is hereby ordered to transmit, or cause to be transmitted, to the County Auditor of Los Angeles County, State of California, as contemplated under the provisions of the "Landscaping and Lighting Act of 1972," the Exhibits and Assessment upon which levy is based, and the County Tax Collector of said County (who is also the City Tax Collector for said City) is hereby designated, requested, empowered, authorized, instructed, ordered, and directed to make collection of all assessments shown in said Assessment and to perform the acts and duties as are required by law of and to be performed by the officer, employee, or persons so designated.

Section 5. The City Clerk shall certify to the passage and adoption of this resolution, shall cause the original of the same to be entered in the book of original resolutions of said city, and shall make a minute of this passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes at which the same is passed and adopted.

Section 6. That this resolution shall take effect immediately.

APPROVED AND PASSED this 19th day of July, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7499 was duly adopted by the City Council of the City of Covina at a regular meeting held on the ___ day of _____, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk



City of Covina

Lighting District No. 1978-79

2016/2017 ENGINEER'S REPORT

Intent Meeting: June 21, 2016

Public Hearing: July 19, 2016

27368 Via Industria
Suite 200
Temecula, CA 92590
T 951.587.3500 | 800.755.6864
F 951.587.3510

www.willdan.com/financial



ENGINEER'S REPORT AFFIDAVIT

Establishment of Annual Assessments for the:

Covina Lighting District No. 1978-79

City of Covina
Los Angeles County, State of California

This Report identifies the parcels within the District and all relevant zones therein, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this _____ day of _____, 2016.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Covina

By: _____

Jose Ometeotl, Project Manager
District Administration Services

By: _____

Richard Kopecky
R. C. E. #16742

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I. INTRODUCTION

The Covina Lighting District No. 1978-79 was formed on November 20, 1978 in conformity with the requirements of the California Streets and Highways Code, Division 15, Part 2, Landscaping and Lighting Act of 1972, to finance the energy and maintenance costs of new street lights installed by several commercial and residential developers. At that time, the commercial properties being developed were the Village Oaks site, the northeast corner of Citrus and Cypress, and the commercial area at the southwest corner of Azusa and Arrow. The residential properties being developed were the areas at the north side of Cypress Street 400 feet west of Bonnie Cove Avenue; the southwest corner of Traymore and Covina Boulevard; the east side of Citrus near Tudor Street; the south side of Walnut Creek Road at Hefner Hill Road; the northwest corner of Glendora and Wingate Street; and the southeast corner of Covina Boulevard and La Breda Avenue. The District was formed through a public hearing process and the properties within the District were designated Zone A for single-family residential and condominium units and Zone B for commercial, industrial and apartment properties.

In 1980, the City expanded the District to include all developments that may or may not be required to install new streetlights, but were required to construct public improvements adjacent to the property being developed, except when the development did not increase the existing floor area by fifty percent pursuant to the regulations of Chapter 11 of the Covina Municipal Code. Although a citywide District was not implemented, it was the City's intent to work toward incrementally expanding the District to cover the entire City.

In December 1988, the District was expanded by annexing (through public hearing proceedings) parcels east and west of Azusa Avenue from Arrow Highway to 600 feet south of Badillo Street. These properties included both residential and commercial development areas. A number of parcels were annexed to the District when streetlights were installed in conjunction with utility under-grounding projects such as in the downtown area along San Bernardino Road from Second Avenue to Grand Avenue and along San Bernardino Road from Rimsdale Avenue to west of Lark Ellen Avenue. Parcels were also annexed to the District in connection with City sponsored street projects such as along Cypress Street west of Sunflower Avenue; along San Jose Avenue from Badillo Street to Rowland Street; along Citrus Avenue from Puente Street to Rowland Street; and in the Prospero Drive area south of San Bernardino Road. These annexations were in areas where the property owners requested that streetlights be installed in their blocks with the owners paying for the installation of the streetlights. Subsequent annexations to the District included similar projects and developments, but also included various individual residential and commercial properties that were annexed to the District as a condition of property improvements (building permits). This process of annexation resulted in the existing District that represents approximately 35 percent of the parcels within the City.

Currently, the General Fund pays for the energy and maintenance costs of the streetlights that are not in the District (approximately \$181,686) as well as contributing approximately \$125,000 towards the costs of streetlights within the District.

The City has determined that the existing District assessments are currently exempt from the procedural requirements of California Constitution Article XIID ("Proposition 218") based on the following findings:

Pursuant to Section 5(a) of the text of the California Constitution Article XIID, any existing assessments used to finance capital and maintenance costs for streets is exempt from the procedural requirements of Section 4. In *Howard Jarvis Taxpayers Association v. City of Riverside*, the Fourth District Court of Appeal concluded that streetlights fall under the definition of streets.

According to California Government Code Section 53753.5(c)(2), the definition of procedural requirements set forth in Proposition 218 includes the requirement to separate general and special benefits. By virtue of this definition, a benefit analysis is not required for the Covina Lighting District until the assessments are increased.

This Engineer's Report (hereafter referred to as the "Report") describes the District, any proposed changes to the District and the assessments for Fiscal year 2016/2017. The proposed assessments are based on the City's estimated cost to maintain the improvements that provide special benefit to properties within the District. The various improvements within the District and the costs of those improvements are identified and budgeted separately for each Zone, including all expenditures, deficits, surpluses, revenues, and reserves. Each parcel within a Zone is assessed proportionately for only those improvements provided in that Zone from which the parcel receives special benefit.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessment Number by the Los Angeles County Assessor's Office. The Los Angeles County Auditor/Controller uses Assessment Numbers and specific Fund Numbers, to identify on the tax roll, properties assessed for special district benefit assessments.

Upon conclusion of a noticed Public Hearing, the City Council will consider all testimony and written protests presented and will direct any necessary modifications to the Report and approve the Report as submitted or amended. Following final approval of the Report, the City Council will by resolution, order the improvements to be made, and confirm the levy and collection of assessments pursuant to the 1972 Act. The assessment rates and method of apportionment described in this Report as approved by the City Council defines the assessments to be applied to each parcel within the District for fiscal year 2016/2017. The assessments as approved will be submitted to the Los Angeles County Auditor/Controller to be included on the property tax roll for each parcel for the fiscal year.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this report and approved by the City Council.

II. IMPROVEMENTS AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to this proposed District, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "Maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.

- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

As generally defined by the Act, the improvements and the associated assessment for each Zone may include the following:

- The maintenance and operation of streets and sidewalks within the District, including the maintenance and servicing of street lights, traffic signals, and appurtenant facilities located in and along public streets, roadways and rights-of-way in the City.
- “Maintenance” means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of the street lights, traffic signals and appurtenant facilities, including repair, removal or replacement of all or part of any street lights, traffic signals, or appurtenant facilities and the cleaning, sandblasting and painting of street lights, traffic signals, and appurtenant facilities to remove or cover graffiti.
- “Servicing” means the furnishing of electric current or energy, gas or other illuminating agent for the street lights, traffic signals, and appurtenant facilities.

III. HISTORICAL BACKGROUND

In fiscal year 2008/2009, the City initiated and conducted a property owner protest ballot proceeding for a proposed assessment increase. The proposed assessment increase was not approved by property owners; therefore, the maximum assessment rate remained the same as previously approved.

IV. PLANS AND SPECIFICATIONS

Maps consisting of 81 sheets defining areas to be assessed are on file in the office of Public Works and by reference are made part of this report. The areas shown on the maps are the original Covina Lighting District No. 1978-79 plus the areas included in Annexation Nos. 1 through 7, 9 through 21, 23 through 27, 29 through 33, 35 through 42, 44, 47, 51 through 59 and 61 through 77. The Los Angeles County Assessor's Maps, a copy of which is in the City of Covina Engineering Division's office are made a part hereof.

V. ESTIMATE OF ASSESSMENT RATES

There are two Zones in the Covina Lighting District No. 1978-79, designated as Zones A and B. Zone A is comprised of single family residences and condominium units. Zone B is comprised of commercial and industrial properties as well as apartments and similar multifamily residential properties. The assessments are for the costs of providing street lighting in these two zones.

This report proposes a \$125,000 contribution from the General Fund to the District to finance part of the 2016/2017 expenses. Without a General Fund contribution, an assessment increase (rate increase) would be required above the current maximum assessment rates approved and authorized. Any rate increase needs to be submitted to the affected property owners for approval. The proposed rates for fiscal year 2016/2017 are \$20.80 per Unit for Zone A and \$2.70 per Benefit Unit for Zone B. Benefit Units (BUs) are calculated per thousand square feet of land area for Zone B.

VI. BREAK DOWN OF EXPENSES

Energy & Maintenance	Unit Cost	Zone A		Zone B		Total
		Units	Cost	Units	Costs	Cost
Edison-owned						
5,800 Lumens	\$117	485	\$56,527	142	\$16,550	\$73,077
9,500 Lumens	\$132	28	3,704	136	17,993	21,697
16,000 Lumens	\$158	93	14,648	318	50,085	64,733
22,000 Lumens	\$181	7	1,264	90	16,254	17,518
25,500 Lumens	\$203	9	1,824	14	2,837	4,661
47,000 Lumens	\$212	0	0	0	0	0
Sub-Total		622	\$77,967	700	\$103,719	\$181,686
City-owned						
5,800 Lumens	\$117	0	\$0	0	\$0	\$0
9,500 Lumens	\$132	5	662	120	15,876	16,538
16,500 Lumens	\$158	4	630	22	3,465	4,095
22,000 Lumens	\$181	6	1,084	4	722	1,806
25,000 Lumens	\$203	8	1,621	12	2,432	4,053
47,000 Lumens	\$212	1	212	17	3,606	3,818
Lamp replacement	\$68	24	1,632	172	11,696	13,328
Sub-Total		48	\$5,840	347	\$37,797	\$43,637
Energy & Maintenance Total		670	\$83,807	1,047	\$141,516	\$225,323
Administration						
Engineering Services			\$2,993		\$3,658	\$6,650
Administrative Overhead			10,179		12,441	22,620
Data Processing			0		0	0
Printing and Advertising			0		0	0
Miscellaneous			450		550	1,000
Administration Total			13,622		16,649	30,270
Grand Total			\$97,429		\$158,164	\$255,593

VII. REVENUE AND EXPENSE STATEMENT

	Zone A	Zone B	Total
Proposed Expenses			
Energy and maintenance	\$83,807	\$141,516	\$225,323
Engineering Services	2,993	3,658	6,650
Administrative Overhead	10,179	12,441	22,620
Data Processing	0	0	0
Printing & Advertising	0	0	0
Miscellaneous	450	550	1,000
Expense Total	\$97,429	\$158,165	\$255,593
Estimated Revenues			
Proposed Assessment Revenue	\$50,377	\$75,149	\$125,526
General Fund Contribution	47,052	77,948	125,000
Revenue Total	\$97,429	\$153,097	\$250,526
Benefit Units (BUs)	2,422	27,832.79	
Proposed Assessment Rate	<u>\$20.80</u> Unit	<u>\$2.70</u> BU	

Fund Balances

Projected Balance, June 30, 2016	\$0
Estimated Revenues	\$250,526
Proposed Expenses	(\$255,593)
Estimated Balance, June 30, 2017	(\$5,067)

VIII. ASSESSMENT RATES AND REVENUE

Zones	Units/BUs	Rates	Assessment Revenue
Zone A	2,422 Units	\$20.80/units	\$50,377
Zone B	27,832.79 BUs	\$2.70/BU	\$75,149

Note: 1 BU = 1,000 Square Feet

IX. ASSESSMENT ROLL

The proposed lighting district assessment roll for the fiscal year 2016/2017 is shown on the following pages:

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8401-015-023	1931 E COVINA BLVD	B	\$2.70	35.00	\$94.50
8401-016-024	1883 E VENTON ST	A	20.80	1.00	20.80
8401-017-015	1961 E COVINA BLVD	B	2.70	90.00	243.00
8401-017-017	1182 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-018	1184 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-019	1186 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-020	1188 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-021	1190 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-022	1192 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-023	1194 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-024	1196 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-025	1170 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-026	1172 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-027	1174 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-028	1176 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-029	1178 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-030	1180 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-031	1156 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-032	1158 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-033	1160 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-034	1162 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-035	1164 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-036	1166 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-037	1140 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-038	1142 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-039	1144 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-040	1146 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-041	1148 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-042	1150 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-043	1152 N LYMAN AVE	A	20.80	1.00	20.80
8401-017-044	1154 N LYMAN AVE NO 28	A	20.80	1.00	20.80
8401-018-047	1299 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-048	2072 E CIENEGA AVE NO 2	A	20.80	1.00	20.80
8401-018-049	2068 E CIENEGA AVE	A	20.80	1.00	20.80
8401-018-050	2070 E CIENEGA AVE	A	20.80	1.00	20.80
8401-018-051	2074 E CIENEGA AVE	A	20.80	1.00	20.80
8401-018-052	1297 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-053	1293 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-054	1295 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-055	1273 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-056	1283 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-057	1275 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-058	1285 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-059	1277 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-060	1287 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-061	1289 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-062	1291 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-063	1281 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-064	1279 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-065	1267 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-066	1269 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-067	1271 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-018-070	1992 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-071	1992 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-072	1992 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-073	1992 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-074	1992 E CIENEGA AVE UNIT E	A	20.80	1.00	20.80
8401-018-075	1992 E CIENEGA AVE UNIT F	A	20.80	1.00	20.80
8401-018-076	1994 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8401-018-077	1994 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-078	1994 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-079	1994 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-080	1994 E CIENEGA AVE UNIT E	A	20.80	1.00	20.80
8401-018-081	1998 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-082	1998 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-083	1998 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-084	1998 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-085	2002 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-086	2002 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-087	2002 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-088	2002 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-089	2002 E CIENEGA AVE UNIT E	A	20.80	1.00	20.80
8401-018-090	2002 E CIENEGA AVE UNIT F	A	20.80	1.00	20.80
8401-018-091	2016 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-092	2016 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-093	2016 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-094	2016 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-095	1996 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-096	1996 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-097	1996 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-098	2000 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-099	2000 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-100	2000 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-101	2000 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-103	2010 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-104	2010 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-105	2010 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-106	2012 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-107	2012 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-108	2012 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-109	2014 E CIENEGA AVE UNIT E	A	20.80	1.00	20.80
8401-018-110	2014 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-111	2014 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-112	2014 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-113	2014 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-114	2008 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-115	2008 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-116	2008 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-117	2008 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-118	2006 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-119	2006 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-120	2006 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-121	2004 E CIENEGA AVE UNIT D	A	20.80	1.00	20.80
8401-018-122	2004 E CIENEGA AVE UNIT C	A	20.80	1.00	20.80
8401-018-123	2004 E CIENEGA AVE UNIT B	A	20.80	1.00	20.80
8401-018-124	2004 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-018-136	1207 N SUNFLOWER AVE	B	2.70	91.00	245.70
8401-018-137	2010 E CIENEGA AVE UNIT A	A	20.80	1.00	20.80
8401-020-089	1147 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-090	1153 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-091	1155 N SUNFLOWER AVE # 2	A	20.80	1.00	20.80
8401-020-092	1157 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-093	1159 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-094	1161 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-095	1163 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-096	1165 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-097	1167 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-098	1169 N SUNFLOWER AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8401-020-099	1171 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-100	1173 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-101	1175 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-102	1177 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-103	1179 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-104	1181 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-105	1183 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-106	1185 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-107	1187 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-108	1189 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-109	1191 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-110	1193 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-111	1195 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-112	1197 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-020-113	1199 N SUNFLOWER AVE UNIT 24	A	20.80	1.00	20.80
8401-022-075	1174 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-076	1176 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-077	1178 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-078	1180 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-079	1182 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-080	1184 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-081	1186 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-082	1188 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-083	1190 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-084	1196 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-085	1194 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-086	1192 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-087	1158 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-088	1160 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-089	1162 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-090	1164 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-091	1166 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-092	1168 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-093	1170 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-094	1172 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-095	1150 N SUNFLOWER AVE UNIT A	A	20.80	1.00	20.80
8401-022-096	1150 N SUNFLOWER AVE UNIT B	A	20.80	1.00	20.80
8401-022-097	1152 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-098	1154 N SUNFLOWER AVE NO 12	A	20.80	1.00	20.80
8401-022-099	1156 N SUNFLOWER AVE	A	20.80	1.00	20.80
8401-022-111	1202 N SUNFLOWER AVE NO A	A	20.80	1.00	20.80
8401-022-112	1202 N SUNFLOWER AVE NO B	A	20.80	1.00	20.80
8401-022-113	1202 N SUNFLOWER AVE NO C	A	20.80	1.00	20.80
8401-022-114	1204 N SUNFLOWER AVE NO C	A	20.80	1.00	20.80
8401-022-115	1204 N SUNFLOWER AVE NO B	A	20.80	1.00	20.80
8401-022-116	1204 N SUNFLOWER AVE NO A	A	20.80	1.00	20.80
8401-022-117	1206 N SUNFLOWER AVE NO C	A	20.80	1.00	20.80
8401-022-118	1206 N SUNFLOWER AVE NO B	A	20.80	1.00	20.80
8401-022-119	1206 N SUNFLOWER AVE NO A	A	20.80	1.00	20.80
8401-022-120	1208 N SUNFLOWER AVE NO A	A	20.80	1.00	20.80
8401-022-121	1208 N SUNFLOWER AVE NO B	A	20.80	1.00	20.80
8401-022-122	1208 N SUNFLOWER AVE NO C	A	20.80	1.00	20.80
8401-022-123	1210 N SUNFLOWER AVE NO A	A	20.80	1.00	20.80
8401-022-124	1210 N SUNFLOWER AVE NO B	A	20.80	1.00	20.80
8401-022-125	1210 N SUNFLOWER AVE NO C	A	20.80	1.00	20.80
8401-022-126	1212 N SUNFLOWER AVE NO C	A	20.80	1.00	20.80
8401-022-127	1212 N SUNFLOWER AVE NO B	A	20.80	1.00	20.80
8401-022-128	1212 N SUNFLOWER AVE NO A	A	20.80	1.00	20.80
8401-022-129	1214 N SUNFLOWER AVE NO C	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8401-022-130	1214 N SUNFLOWER AVE NO B	A	20.80	1.00	20.80
8401-022-131	1214 N SUNFLOWER AVE NO A	A	20.80	1.00	20.80
8401-022-132	1216 N SUNFLOWER AVE NO A	A	20.80	1.00	20.80
8401-022-133	1216 N SUNFLOWER AVE NO B	A	20.80	1.00	20.80
8401-022-134	1216 N SUNFLOWER AVE NO C	A	20.80	1.00	20.80
8401-033-003	1819 E VENTON ST	A	20.80	1.00	20.80
8401-033-007	1851 E VENTON ST	A	20.80	1.00	20.80
8401-033-014	1149 N GARSDEN AVE	A	20.80	1.00	20.80
8401-033-028	1234 N STEPHORA AVE	A	20.80	1.00	20.80
8401-033-044	1117 N STEPHORA AVE	A	20.80	1.00	20.80
8401-033-053	1203 N STEPHORA AVE	A	20.80	1.00	20.80
8401-033-058	1243 N STEPHORA AVE	A	20.80	1.00	20.80
8401-033-068	1269 N REEDER AVE	A	20.80	1.00	20.80
8401-033-074	1236 N REEDER AVE	A	20.80	1.00	20.80
8401-034-003	1122 N BONNIE COVE AVE	A	20.80	1.00	20.80
8401-034-004	1130 N BONNIE COVE AVE	A	20.80	1.00	20.80
8401-034-030	1139 N REEDER AVE	A	20.80	1.00	20.80
8401-034-035	1120 N REEDER AVE	A	20.80	1.00	20.80
8402-001-023	1728 E COVINA BLVD	B	2.70	307.00	828.90
8402-001-044	1980 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-045	1978 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-046	1976 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-047	1974 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-048	1972 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-049	1970 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-050	1968 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-051	1966 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-052	1964 E COVINA BLVD NO 9	A	20.80	1.00	20.80
8402-001-053	1962 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-054	1960 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-055	1958 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-056	1956 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-057	1954 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-058	1896 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-059	1892 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-060	1888 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-061	1884 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-062	1880 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-063	1876 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-064	1872 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-065	1868 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-066	1870 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-067	1874 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-068	1878 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-069	1882 E COVINA BLVD NO 26	A	20.80	1.00	20.80
8402-001-070	1886 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-071	1890 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-072	1894 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-073	1952 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-074	1950 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-075	1948 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-076	1946 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-077	1944 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-078	1942 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-079	1940 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-080	1938 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-081	1936 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-082	1934 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-083	1932 E COVINA BLVD	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-001-084	1930 E COVINA BLVD #41	A	20.80	1.00	20.80
8402-001-085	1928 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-086	1926 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-087	1924 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-088	1922 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-089	1920 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-090	1918 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-091	1916 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-092	1914 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-093	1912 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-094	1910 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-095	1908 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-096	1834 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-097	1832 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-098	1830 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-099	1828 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-100	1826 E COVINA BLVD # 57	A	20.80	1.00	20.80
8402-001-101	1824 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-102	1822 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-103	1820 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-104	1818 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-105	1816 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-106	1814 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-107	1906 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-108	1904 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-109	1902 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-110	1900 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-111	1838 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-112	1842 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-113	1846 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-114	1850 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-115	1854 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-116	1858 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-117	1862 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-118	1866 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-119	1864 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-120	1860 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-121	1856 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-122	1852 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-123	1848 E COVINA BLVD NO 80	A	20.80	1.00	20.80
8402-001-124	1844 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-125	1840 E COVINA BLVD	A	20.80	1.00	20.80
8402-001-126	1836 E COVINA BLVD	A	20.80	1.00	20.80
8402-002-016	1717 E BROOKPORT ST	A	20.80	1.00	20.80
8402-002-029	928 N REEDER AVE	A	20.80	1.00	20.80
8402-002-037	935 N REEDER AVE	A	20.80	1.00	20.80
8402-004-004	955 N LYMAN AVE	A	20.80	1.00	20.80
8402-004-005	963 N LYMAN AVE	A	20.80	1.00	20.80
8402-005-009	961 N GREER AVE	A	20.80	1.00	20.80
8402-005-010	969 N GREER AVE	A	20.80	1.00	20.80
8402-005-022	976 N LYMAN AVE	A	20.80	1.00	20.80
8402-005-025	954 N LYMAN AVE	A	20.80	1.00	20.80
8402-006-003	1925 E BROOKPORT ST	A	20.80	1.00	20.80
8402-006-018	1001 N BARSTON AVE	A	20.80	1.00	20.80
8402-006-022	1031 N BARSTON AVE	A	20.80	1.00	20.80
8402-007-004	904 N GREER AVE	A	20.80	1.00	20.80
8402-007-011	2047 E CYPRESS ST	A	20.80	1.00	20.80
8402-007-021	2005 E CYPRESS ST	A	20.80	1.00	20.80
8402-007-022	935 N SUNFLOWER AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-007-023	919 N SUNFLOWER AVE	A	20.80	1.00	20.80
8402-007-024	2079 E CYPRESS ST	A	20.80	1.00	20.80
8402-007-025	2029 E CYPRESS ST	A	20.80	1.00	20.80
8402-007-026	2069 E CYPRESS ST	A	20.80	1.00	20.80
8402-007-027	2017 E CYPRESS ST	A	20.80	1.00	20.80
8402-007-029	2053 E CYPRESS ST	A	20.80	1.00	20.80
8402-007-030	2041 E CYPRESS ST	A	20.80	1.00	20.80
8402-007-032	2059 E CYPRESS ST	A	20.80	1.00	20.80
8402-008-002	2035 E BROOKPORT ST	A	20.80	1.00	20.80
8402-008-005	2061 E BROOKPORT ST	A	20.80	1.00	20.80
8402-008-006	2073 E BROOKPORT ST	A	20.80	1.00	20.80
8402-008-007	1064 N GRAMMONT AVE	A	20.80	1.00	20.80
8402-008-015	1000 N GRAMMONT AVE	A	20.80	1.00	20.80
8402-008-023	975 N GRAMMONT AVE	A	20.80	1.00	20.80
8402-008-025	1007 N GRAMMONT AVE	A	20.80	1.00	20.80
8402-008-033	1046 N BARSTON AVE	A	20.80	1.00	20.80
8402-010-029	1029 GLENOAK DR	A	20.80	1.00	20.80
8402-010-030	1039 GLENOAK DR	A	20.80	1.00	20.80
8402-010-031	1045 GLENOAK DR	A	20.80	1.00	20.80
8402-010-032	1053 GLENOAK DR	A	20.80	1.00	20.80
8402-010-033	1065 GLENOAK DR	A	20.80	1.00	20.80
8402-010-034	1075 GLENOAK DR	A	20.80	1.00	20.80
8402-010-035	2121 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-036	2127 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-037	2135 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-038	2143 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-039	2151 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-040	2159 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-041	2167 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-042	2175 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-043	2185 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-044	2176 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-045	2168 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-046	2160 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-047	2152 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-048	2144 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-049	2136 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-050	2126 E BROOKPORT ST	A	20.80	1.00	20.80
8402-010-051	2127 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-052	2135 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-053	2143 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-054	2151 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-055	2159 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-056	2167 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-057	2175 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-058	2176 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-059	2168 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-060	2160 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-061	2152 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-062	2144 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-063	2136 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-064	2128 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-065	2120 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-066	2112 E BELLBROOK ST	A	20.80	1.00	20.80
8402-010-067	2104 E BELLBROOK ST	A	20.80	1.00	20.80
8402-015-012	2236 E CYPRESS ST	A	20.80	1.00	20.80
8402-015-019	2151 E BADILLO ST	A	20.80	1.00	20.80
8402-015-020	2153 E BADILLO ST	A	20.80	1.00	20.80
8402-015-021	2155 E BADILLO ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-015-022	2157 E BADILLO ST	A	20.80	1.00	20.80
8402-015-023	2159 E BADILLO ST	A	20.80	1.00	20.80
8402-015-024	2161 E BADILLO ST	A	20.80	1.00	20.80
8402-015-025	2163 E BADILLO ST	A	20.80	1.00	20.80
8402-015-026	2165 E BADILLO ST	A	20.80	1.00	20.80
8402-015-027	2167 E BADILLO ST	A	20.80	1.00	20.80
8402-015-028	2169 E BADILLO ST	A	20.80	1.00	20.80
8402-015-029	2171 E BADILLO ST	A	20.80	1.00	20.80
8402-015-030	2173 E BADILLO ST	A	20.80	1.00	20.80
8402-015-031	2175 E BADILLO ST	A	20.80	1.00	20.80
8402-015-032	2177 E BADILLO ST	A	20.80	1.00	20.80
8402-015-033	2179 E BADILLO ST	A	20.80	1.00	20.80
8402-015-034	2181 E BADILLO ST	A	20.80	1.00	20.80
8402-015-035	2215 E BADILLO ST	A	20.80	1.00	20.80
8402-015-036	2217 E BADILLO ST	A	20.80	1.00	20.80
8402-015-037	2219 E BADILLO ST	A	20.80	1.00	20.80
8402-015-038	2221 E BADILLO ST	A	20.80	1.00	20.80
8402-015-039	2223 E BADILLO ST	A	20.80	1.00	20.80
8402-015-040	2225 E BADILLO ST	A	20.80	1.00	20.80
8402-015-041	2213 E BADILLO ST	A	20.80	1.00	20.80
8402-015-042	2211 E BADILLO ST	A	20.80	1.00	20.80
8402-015-043	2209 E BADILLO ST	A	20.80	1.00	20.80
8402-015-044	2207 E BADILLO ST	A	20.80	1.00	20.80
8402-015-045	2205 E BADILLO ST	A	20.80	1.00	20.80
8402-015-046	2203 E BADILLO ST	A	20.80	1.00	20.80
8402-015-047	2201 E BADILLO ST	A	20.80	1.00	20.80
8402-015-048	2199 E BADILLO ST	A	20.80	1.00	20.80
8402-015-049	2197 E BADILLO ST	A	20.80	1.00	20.80
8402-015-050	2195 E BADILLO ST	A	20.80	1.00	20.80
8402-015-051	2193 E BADILLO ST	A	20.80	1.00	20.80
8402-015-052	2191 E BADILLO ST	A	20.80	1.00	20.80
8402-015-053	2189 E BADILLO ST	A	20.80	1.00	20.80
8402-015-054	2187 E BADILLO ST	A	20.80	1.00	20.80
8402-015-055	2185 E BADILLO ST	A	20.80	1.00	20.80
8402-015-056	2183 E BADILLO ST	A	20.80	1.00	20.80
8402-015-057	2227 E BADILLO ST	A	20.80	1.00	20.80
8402-015-058	2229 E BADILLO ST	A	20.80	1.00	20.80
8402-015-063	2249 E BADILLO ST	A	20.80	1.00	20.80
8402-015-064	2247 E BADILLO ST	A	20.80	1.00	20.80
8402-015-065	2255 E BADILLO ST	A	20.80	1.00	20.80
8402-015-066	2257 E BADILLO ST	A	20.80	1.00	20.80
8402-015-067	2259 E BADILLO ST	A	20.80	1.00	20.80
8402-015-070	2263 E BADILLO ST	A	20.80	1.00	20.80
8402-015-071	2265 E BADILLO ST	A	20.80	1.00	20.80
8402-015-072	2267 E BADILLO ST	A	20.80	1.00	20.80
8402-015-073	2269 E BADILLO ST	A	20.80	1.00	20.80
8402-015-074	2285 E BADILLO ST	A	20.80	1.00	20.80
8402-015-075	2283 E BADILLO ST	A	20.80	1.00	20.80
8402-015-076	2281 E BADILLO ST	A	20.80	1.00	20.80
8402-015-077	2279 E BADILLO ST	A	20.80	1.00	20.80
8402-015-082	2273 E BADILLO ST	A	20.80	1.00	20.80
8402-015-083	2271 E BADILLO ST	A	20.80	1.00	20.80
8402-015-086	2243 E BADILLO ST	A	20.80	1.00	20.80
8402-015-087	2241 E BADILLO ST	A	20.80	1.00	20.80
8402-015-088	2239 E BADILLO ST	A	20.80	1.00	20.80
8402-015-089	2237 E BADILLO ST	A	20.80	1.00	20.80
8402-015-090	2235 E BADILLO ST	A	20.80	1.00	20.80
8402-015-091	2233 E BADILLO ST	A	20.80	1.00	20.80
8402-015-092	2231 E BADILLO ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-015-106	2253 E BADILLO ST	A	20.80	1.00	20.80
8402-015-107	2251 E BADILLO ST	A	20.80	1.00	20.80
8402-015-108	2261 E BADILLO ST	A	20.80	1.00	20.80
8402-015-109	2277 E BADILLO ST	A	20.80	1.00	20.80
8402-015-110	2275 E BADILLO ST	A	20.80	1.00	20.80
8402-015-111	2245 E BADILLO ST	A	20.80	1.00	20.80
8402-016-044	2170 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-045	2172 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-046	2174 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-047	2176 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-048	2178 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-049	2180 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-050	2182 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-051	2184 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-052	2186 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-053	2196 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-054	2194 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-055	2192 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-056	2190 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-057	2188 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-058	2200 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-059	2202 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-060	2204 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-061	2206 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-062	2208 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-063	2220 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-064	2218 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-065	2216 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-066	2214 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-067	2212 E CYPRESS ST	A	20.80	1.00	20.80
8402-016-068	2210 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-037	1957 E FARLAND ST	A	20.80	1.00	20.80
8402-017-038	1969 E FARLAND ST	A	20.80	1.00	20.80
8402-017-039	1970 E FARLAND ST	A	20.80	1.00	20.80
8402-017-040	1958 E FARLAND ST	A	20.80	1.00	20.80
8402-017-041	1946 E FARLAND ST	A	20.80	1.00	20.80
8402-017-047	2002 E FARLAND ST	A	20.80	1.00	20.80
8402-017-048	2014 E FARLAND ST	A	20.80	1.00	20.80
8402-017-049	2022 E FARLAND ST	A	20.80	1.00	20.80
8402-017-050	2034 E FARLAND ST	A	20.80	1.00	20.80
8402-017-051	2042 E FARLAND ST	A	20.80	1.00	20.80
8402-017-052	2044 E FARLAND ST	A	20.80	1.00	20.80
8402-017-053	1980 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-054	2000 E FARLAND ST	A	20.80	1.00	20.80
8402-017-056	2026 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-057	2016 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-058	2060 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-059	2048 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-060	847 N SUNFLOWER AVE	A	20.80	1.00	20.80
8402-017-061	2034 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-064	851 N SUNFLOWER AVE	A	20.80	1.00	20.80
8402-017-065	2022 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-066	837 N SUNFLOWER AVE	A	20.80	1.00	20.80
8402-017-067	1945 E FARLAND ST	A	20.80	1.00	20.80
8402-017-068	2072 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-069	2084 E CYPRESS ST	A	20.80	1.00	20.80
8402-017-070	865 N SUNFLOWER AVE	A	20.80	1.00	20.80
8402-019-001	869 N LYMAN AVE	A	20.80	1.00	20.80
8402-019-005	1876 E CYPRESS ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-019-008	874 N GARSDEN AVE	A	20.80	1.00	20.80
8402-020-012	715 N STEPHORA AVE	A	20.80	1.00	20.80
8402-021-001	657 N STEPHORA AVE	A	20.80	1.00	20.80
8402-021-009	459 N STEPHORA AVE	A	20.80	1.00	20.80
8402-021-012	464 N REEDER AVE	A	20.80	1.00	20.80
8402-022-007	715 N GARSDEN AVE	A	20.80	1.00	20.80
8402-022-009	659 N GARSDEN AVE	A	20.80	1.00	20.80
8402-022-014	603 N GARSDEN AVE	A	20.80	1.00	20.80
8402-022-020	616 N STEPHORA AVE	A	20.80	1.00	20.80
8402-022-028	736 N STEPHORA AVE	A	20.80	1.00	20.80
8402-023-009	705 N CHARTER DR	A	20.80	1.00	20.80
8402-023-026	746 N GARSDEN AVE	A	20.80	1.00	20.80
8402-024-002	727 N LYMAN AVE	A	20.80	1.00	20.80
8402-025-007	1861 E RUDDOCK ST	A	20.80	1.00	20.80
8402-025-019	1782 E EDGECOMB ST	A	20.80	1.00	20.80
8402-025-025	1848 E EDGECOMB ST	A	20.80	1.00	20.80
8402-025-031	1772 E RUDDOCK ST	A	20.80	1.00	20.80
8403-002-015	1322 E COVINA BLVD	A	20.80	1.00	20.80
8403-002-039	1316 E COVINA BLVD	A	20.80	1.00	20.80
8403-005-011	1631 E CYPRESS ST	A	20.80	28.00	582.40
8403-009-058	1101 N LANGHAM AVE	A	20.80	1.00	20.80
8403-009-059	1111 N LANGHAM AVE	A	20.80	1.00	20.80
8403-009-060	1121 N LANGHAM AVE	A	20.80	1.00	20.80
8403-009-061	1131 N LANGHAM AVE	A	20.80	1.00	20.80
8403-009-062	1132 N LANGHAM AVE	A	20.80	1.00	20.80
8403-009-063	1122 N LANGHAM AVE	A	20.80	1.00	20.80
8403-009-064	1112 N LANGHAM AVE	A	20.80	1.00	20.80
8403-009-065	1102 N LANGHAM AVE	A	20.80	1.00	20.80
8403-009-066	1359 E COVINA BLVD	B	2.70	68.00	183.60
8403-016-041	977 N DARFIELD AVE	A	20.80	1.00	20.80
8404-001-001	902 E ARROW HWY	B	2.70	14.00	37.80
8404-001-003	930 E ARROW HWY	B	2.70	15.00	40.50
8404-001-009	1420 N GRAND AVE	B	2.70	198.00	534.60
8404-001-010	904 E ARROW HWY	B	2.70	8.00	21.60
8404-001-011	Situs Unavailable	B	2.70	10.00	27.00
8404-001-017	1400 N GRAND AVE	B	2.70	265.00	715.50
8404-004-058	1070 N GRAND AVE	B	2.70	22.00	59.40
8404-004-063	1052 N GRAND AVE	B	2.70	17.00	45.90
8404-004-064	972 N GRAND AVE	B	2.70	35.00	94.50
8404-004-065	950 N GRAND AVE	B	2.70	35.00	94.50
8404-010-009	1161 E COVINA BLVD	B	2.70	297.00	801.90
8404-010-010	1161 E COVINA BLVD	B	2.70	113.00	305.10
8404-013-024	987 N BENDER AVE	A	20.80	1.00	20.80
8404-013-025	979 N BENDER AVE	A	20.80	1.00	20.80
8404-014-015	1002 N BENDER AVE	A	20.80	1.00	20.80
8404-014-016	1005 N DODSWORTH AVE	A	20.80	1.00	20.80
8404-015-013	1067 N CUMMINGS RD	A	20.80	1.00	20.80
8404-015-019	1013 N CUMMINGS RD	A	20.80	1.00	20.80
8404-016-039	913 N CUMMINGS RD	A	20.80	1.00	20.80
8404-017-015	955 N DAMATO DR	A	20.80	1.00	20.80
8404-017-044	1003 N DAMATO DR	A	20.80	1.00	20.80
8404-017-045	985 N DAMATO DR	A	20.80	1.00	20.80
8404-017-047	969 N DAMATO DR	A	20.80	1.00	20.80
8404-019-032	1049 N CALMGROVE AVE	A	20.80	1.00	20.80
8404-020-033	970 N CALMGROVE AVE	A	20.80	1.00	20.80
8404-020-042	1265 E CYPRESS ST	A	20.80	1.00	20.80
8404-020-048	953 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-053	977 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-054	1023 N GLENDORA AVE	B	2.70	126.00	340.20

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8404-020-057	1055 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-058	1057 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-059	1059 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-060	1061 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-061	1063 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-062	1065 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-063	1067 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-064	1069 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-065	1071 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-066	1073 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-067	1075 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-068	1077 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-069	1079 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-070	1081 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-071	1083 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-072	1085 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-073	1087 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-074	1089 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-075	1091 N GLENDORA AVE	A	20.80	1.00	20.80
8404-020-076	1093 N GLENDORA AVE	A	20.80	1.00	20.80
8404-022-014	1126 N GRAND AVE	B	2.70	36.00	97.20
8404-022-015	1108 N GRAND AVE	B	2.70	14.00	37.80
8404-022-017	927 E COVINA BLVD	B	2.70	7.00	18.90
8405-001-021	1319 N GRAND AVE	B	2.70	14.00	37.80
8405-001-030	1371 N GRAND AVE	B	2.70	25.00	67.50
8405-001-032	870 E ARROW HWY	B	2.70	27.00	72.90
8405-001-035	1325 N GRAND AVE	B	2.70	121.53	328.14
8405-001-036	1359 N GRAND AVE	B	2.70	75.79	204.64
8405-001-037	1359 N GRAND AVE	B	2.70	117.61	317.55
8405-001-038	1365 N GRAND AVE	B	2.70	78.41	211.70
8405-001-039	1411 N GRAND AVE	B	2.70	50.00	135.00
8405-001-040	Situs Unavailable	B	2.70	4.00	10.80
8405-001-041	Situs Unavailable	B	2.70	65.00	175.50
8405-003-009	746 ARROW GRAND CIR	B	2.70	37.00	99.90
8405-003-010	742 ARROW GRAND CIR	B	2.70	18.00	48.60
8405-003-011	738 ARROW GRAND CIR	B	2.70	19.00	51.30
8405-003-012	732 ARROW GRAND CIR	B	2.70	19.00	51.30
8405-003-013	684 ARROW GRAND CIR	B	2.70	25.00	67.50
8405-003-019	726 ARROW GRAND CIR	B	2.70	38.00	102.60
8405-003-020	712 ARROW GRAND CIR	B	2.70	19.00	51.30
8405-003-021	800 E ARROW HWY	B	2.70	15.00	40.50
8405-003-022	800 E ARROW HWY	B	2.70	18.00	48.60
8405-003-023	688 ARROW GRAND CIR	B	2.70	21.00	56.70
8405-003-024	677 ARROW GRAND CIR	B	2.70	61.00	164.70
8405-003-027	Situs Unavailable	B	2.70	19.00	51.30
8405-003-028	754 ARROW GRAND CIR	B	2.70	19.00	51.30
8405-003-029	692 ARROW GRAND CIR	B	2.70	18.00	48.60
8405-003-030	706 ARROW GRAND CIR	B	2.70	45.00	121.50
8405-003-031	685 ARROW GRAND CIR	B	2.70	20.00	54.00
8405-003-032	740 E ARROW HWY	B	2.70	93.00	251.10
8405-003-033	Situs Unavailable	B	2.70	2.00	5.40
8405-003-034	727 ARROW GRAND CIR	B	2.70	30.00	81.00
8405-003-037	668 ARROW GRAND CIR	B	2.70	31.00	83.70
8405-003-038	681 ARROW GRAND CIR	B	2.70	18.00	48.60
8405-003-039	719 ARROW GRAND CIR	B	2.70	20.00	54.00
8405-003-040	750 ARROW GRAND CIR	B	2.70	18.00	48.60
8405-003-043	760 ARROW GRAND CIR	B	2.70	44.00	118.80
8405-003-044	702 ARROW GRAND CIR	B	2.70	18.00	48.60
8405-003-045	696 ARROW GRAND CIR	B	2.70	19.00	51.30

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8405-003-046	715 ARROW GRAND CIR	B	2.70	40.00	108.00
8405-003-047	753 ARROW GRAND CIR	B	2.70	143.00	386.10
8405-004-005	544 E CIENEGA AVE	A	20.80	1.00	20.80
8405-004-009	512 E CIENEGA AVE	A	20.80	1.00	20.80
8405-018-002	674 E CIENEGA AVE	A	20.80	1.00	20.80
8405-018-007	1261 N STARCREST DR	A	20.80	1.00	20.80
8405-019-001	536 E NUBIA ST	A	20.80	1.00	20.80
8405-019-002	530 E NUBIA ST	A	20.80	1.00	20.80
8405-019-003	526 E NUBIA ST	A	20.80	1.00	20.80
8405-019-004	522 E NUBIA ST	A	20.80	1.00	20.80
8405-019-005	516 E NUBIA ST	A	20.80	1.00	20.80
8405-019-006	1305 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-007	1311 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-008	1319 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-009	1325 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-010	1329 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-011	1335 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-012	1339 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-013	1343 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-014	1349 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-015	1353 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-016	1359 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-017	1363 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-018	1371 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-019	509 E CALORA ST	A	20.80	1.00	20.80
8405-019-020	513 E CALORA ST	A	20.80	1.00	20.80
8405-019-021	519 E CALORA ST	A	20.80	1.00	20.80
8405-019-022	523 E CALORA ST	A	20.80	1.00	20.80
8405-019-023	527 E CALORA ST	A	20.80	1.00	20.80
8405-019-024	533 E CALORA ST	A	20.80	1.00	20.80
8405-019-025	537 E CALORA ST	A	20.80	1.00	20.80
8405-019-026	543 E CALORA ST	A	20.80	1.00	20.80
8405-019-027	547 E CALORA ST	A	20.80	1.00	20.80
8405-019-028	551 E CALORA ST	A	20.80	1.00	20.80
8405-019-029	557 E CALORA ST	A	20.80	1.00	20.80
8405-019-030	561 E CALORA ST	A	20.80	1.00	20.80
8405-019-031	565 E CALORA ST	A	20.80	1.00	20.80
8405-019-032	571 E CALORA ST	A	20.80	1.00	20.80
8405-019-033	575 E CALORA ST	A	20.80	1.00	20.80
8405-019-034	572 E CALORA ST	A	20.80	1.00	20.80
8405-019-035	566 E CALORA ST	A	20.80	1.00	20.80
8405-019-036	562 E CALORA ST	A	20.80	1.00	20.80
8405-019-037	560 E CALORA ST	A	20.80	1.00	20.80
8405-019-038	556 E CALORA ST	A	20.80	1.00	20.80
8405-019-039	550 E CALORA ST	A	20.80	1.00	20.80
8405-019-040	546 E CALORA ST	A	20.80	1.00	20.80
8405-019-041	540 E CALORA ST	A	20.80	1.00	20.80
8405-019-042	536 E CALORA ST	A	20.80	1.00	20.80
8405-019-043	532 E CALORA ST	A	20.80	1.00	20.80
8405-019-044	528 E CALORA ST	A	20.80	1.00	20.80
8405-019-045	522 E CALORA ST	A	20.80	1.00	20.80
8405-019-046	521 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-047	527 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-048	533 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-049	537 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-050	539 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-051	545 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-052	551 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-053	555 E STEPHANIE DR	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8405-019-054	559 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-055	563 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-056	569 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-057	573 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-058	576 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-059	572 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-060	566 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-061	562 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-062	558 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-063	550 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-064	548 E STEPHANIE DR	A	20.80	1.00	20.80
8405-019-065	1338 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-066	1332 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-067	1326 N BRIARGATE LN	A	20.80	1.00	20.80
8405-019-068	555 E NUBIA ST	A	20.80	1.00	20.80
8405-019-069	561 E NUBIA ST	A	20.80	1.00	20.80
8405-019-070	565 E NUBIA ST	A	20.80	1.00	20.80
8405-019-071	569 E NUBIA ST	A	20.80	1.00	20.80
8405-019-072	575 E NUBIA ST	A	20.80	1.00	20.80
8405-019-073	576 W NUBIA ST	A	20.80	1.00	20.80
8405-019-074	570 E NUBIA ST	A	20.80	1.00	20.80
8405-019-075	566 E NUBIA ST	A	20.80	1.00	20.80
8405-019-076	562 E NUBIA ST	A	20.80	1.00	20.80
8405-019-077	556 E NUBIA ST	A	20.80	1.00	20.80
8405-019-078	552 E NUBIA ST	A	20.80	1.00	20.80
8406-001-012	108 E ARROW HWY	B	2.70	23.00	62.10
8406-001-030	1308 N CITRUS AVE	B	2.70	15.00	40.50
8406-001-031	1308 N CITRUS AVE	B	2.70	25.00	67.50
8406-001-036	1288 N CITRUS AVE	B	2.70	23.00	62.10
8406-001-042	246 E ARROW HWY	B	2.70	49.00	132.30
8406-001-044	280 E ARROW HWY	B	2.70	40.00	108.00
8406-001-045	1430 N RANGER DR	B	2.70	28.00	75.60
8406-010-008	1175 N FAIRVALLEY AVE	A	20.80	1.00	20.80
8406-010-009	1181 N FAIRVALLEY AVE	A	20.80	1.00	20.80
8406-016-005	1236 N FAIRVALLEY AVE	A	20.80	1.00	20.80
8406-019-009	1181 N FAIRVALE AVE	A	20.80	1.00	20.80
8406-019-012	1221 N FAIRVALE AVE	A	20.80	1.00	20.80
8406-019-016	1259 N FAIRVALE AVE	A	20.80	1.00	20.80
8406-019-017	177 E COVINA BLVD	B	2.70	10.00	27.00
8406-019-018	1106 N CITRUS AVE	B	2.70	18.00	48.60
8406-019-025	1242 N CITRUS AVE	A	20.80	1.00	20.80
8406-019-026	1242 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-027	1242 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-028	1242 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-029	1244 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-030	1244 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-031	1244 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-032	1244 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-033	1254 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-034	1254 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-035	1254 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-036	1254 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-037	1256 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-038	1256 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-039	1256 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-040	1256 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-041	1258 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-042	1258 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-043	1258 N CITRUS AVE NO 3	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8406-019-044	1258 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-045	1246 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-046	1246 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-047	1246 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-048	1246 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-049	1248 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-050	1248 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-051	1248 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-052	1248 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-053	1250 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-054	1250 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-055	1252 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-056	1252 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-057	1252 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-058	1252 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-059	1240 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-060	1240 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-061	1240 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-062	1240 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-063	1238 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-064	1238 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-065	1238 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-066	1238 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-067	1236 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-068	1236 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-069	1236 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-070	1236 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-071	1234 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-072	1234 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-073	1234 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-074	1234 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-075	1234 N CITRUS AVE NO 5	A	20.80	1.00	20.80
8406-019-076	1234 N CITRUS AVE NO 6	A	20.80	1.00	20.80
8406-019-077	1230 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-078	1230 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-079	1230 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-080	1230 N CITRUS AVE	A	20.80	1.00	20.80
8406-019-081	1228 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-082	1228 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-083	1228 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-084	1228 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-085	1226 N CITRUS AVE NO 1	A	20.80	1.00	20.80
8406-019-086	1226 N CITRUS AVE NO 2	A	20.80	1.00	20.80
8406-019-087	1226 N CITRUS AVE NO 3	A	20.80	1.00	20.80
8406-019-088	1226 N CITRUS AVE NO 4	A	20.80	1.00	20.80
8406-019-089	1226 N CITRUS AVE NO 5	A	20.80	1.00	20.80
8406-019-090	1226 N CITRUS AVE NO 6	A	20.80	1.00	20.80
8406-019-091	1226 N CITRUS AVE NO 7	A	20.80	1.00	20.80
8406-019-092	1226 N CITRUS AVE NO 8	A	20.80	1.00	20.80
8406-021-001	284 E NUBIA ST	A	20.80	1.00	20.80
8406-022-007	253 E NUBIA ST	A	20.80	1.00	20.80
8406-022-017	225 E CALVIN ST	A	20.80	1.00	20.80
8406-022-018	241 E CALVIN ST	A	20.80	1.00	20.80
8406-022-019	251 E CALVIN ST	A	20.80	1.00	20.80
8406-022-020	263 E CALVIN ST	A	20.80	1.00	20.80
8406-022-021	1324 N RANGER DR	A	20.80	1.00	20.80
8406-022-022	1318 N RANGER DR	A	20.80	1.00	20.80
8406-022-023	1310 N RANGER DR	A	20.80	1.00	20.80
8406-022-024	1304 N RANGER DR	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8407-004-018	1225 N FENIMORE AVE	A	20.80	1.00	20.80
8407-006-015	1406 N ALDENVILLE AVE	A	20.80	1.00	20.80
8407-009-009	266 W GRAGMONT ST	A	20.80	1.00	20.80
8407-010-003	110 W ARROW HWY	B	2.70	23.00	62.10
8407-010-010	1371 N CITRUS AVE	B	2.70	358.00	966.60
8407-016-011	1224 N FENIMORE AVE	A	20.80	1.00	20.80
8407-017-005	133 W TUDOR ST	A	20.80	1.00	20.80
8407-017-006	141 W TUDOR ST	A	20.80	1.00	20.80
8407-018-004	203 W TUDOR ST	A	20.80	1.00	20.80
8407-018-014	263 W TUDOR ST	A	20.80	1.00	20.80
8407-019-002	425 W TUDOR ST	A	20.80	1.00	20.80
8407-019-009	359 W TUDOR ST	A	20.80	1.00	20.80
8407-019-034	351 W TUDOR ST	A	20.80	1.00	20.80
8407-024-001	1155 N FENIMORE AVE	A	20.80	1.00	20.80
8407-025-002	1112 N FENIMORE AVE	A	20.80	1.00	20.80
8407-025-007	1156 N FENIMORE AVE	A	20.80	1.00	20.80
8407-026-014	1129 N EDENFIELD AVE	A	20.80	1.00	20.80
8407-026-017	1103 N EDENFIELD AVE	A	20.80	1.00	20.80
8407-027-002	1179 N VICEROY AVE	A	20.80	1.00	20.80
8407-027-003	1171 N VICEROY AVE	A	20.80	1.00	20.80
8407-027-009	1121 N VICEROY AVE	A	20.80	1.00	20.80
8407-027-016	1136 N EDENFIELD AVE	A	20.80	1.00	20.80
8407-027-018	1154 N EDENFIELD AVE	A	20.80	1.00	20.80
8407-028-006	1146 N VICEROY AVE	A	20.80	1.00	20.80
8407-028-008	1162 N VICEROY AVE	A	20.80	1.00	20.80
8407-028-012	1196 N VICEROY AVE	A	20.80	1.00	20.80
8407-028-015	1183 N CITRUS AVE	A	20.80	1.00	20.80
8407-028-026	1175 N CITRUS AVE	A	20.80	1.00	20.80
8407-029-009	1415 N ALDENVILLE AVE	A	20.80	1.00	20.80
8407-031-005	379 W ALCROSS ST	A	20.80	1.00	20.80
8407-031-012	1477 N ALDENVILLE AVE	A	20.80	1.00	20.80
8407-031-016	347 W ALCROSS ST	A	20.80	1.00	20.80
8407-032-003	478 W ARROW HWY	B	2.70	23.00	62.10
8407-034-001	1325 N GLENFINNAN AVE	A	20.80	1.00	20.80
8407-034-010	1409 N GLENFINNAN AVE	A	20.80	1.00	20.80
8407-034-023	1339 N MIDSITE AVE	A	20.80	1.00	20.80
8407-035-008	414 W NUBIA ST	A	20.80	1.00	20.80
8408-001-001	700 W ARROW HWY	B	2.70	10.00	27.00
8408-001-034	710 W ARROW HWY	B	2.70	59.00	159.30
8408-001-042	1422 N AZUSA AVE	B	2.70	15.00	40.50
8408-001-047	1414 N AZUSA AVE	B	2.70	150.00	405.00
8408-001-048	1406 N AZUSA AVE	B	2.70	12.00	32.40
8408-001-049	1404 N AZUSA AVE	B	2.70	23.00	62.10
8408-001-052	768 W ARROW HWY	B	2.70	10.79	29.13
8408-001-053	1480 N AZUSA AVE	B	2.70	46.04	124.31
8408-001-055	1314 N AZUSA AVE	B	2.70	68.39	184.65
8408-001-056	Situs Unavailable	B	2.70	20.63	55.69
8408-001-057	1340 N AZUSA AVE	B	2.70	31.81	85.88
8408-001-058	1400 N AZUSA AVE	B	2.70	35.61	96.14
8408-001-059	1460 N AZUSA AVE	B	2.70	38.04	102.70
8408-001-062	1348 N AZUSA AVE	B	2.70	864.23	2,333.42
8408-001-063	Situs Unavailable	B	2.70	180.34	486.91
8408-002-010	1409 N ARMEL DR	A	20.80	1.00	20.80
8408-003-012	661 W ALCROSS ST	A	20.80	1.00	20.80
8408-003-015	644 W ARROW HWY	A	20.80	1.00	20.80
8408-005-004	1325 N EASTBURY AVE	A	20.80	1.00	20.80
8408-005-006	1309 N EASTBURY AVE	A	20.80	1.00	20.80
8408-006-002	1370 N EASTBURY AVE	A	20.80	1.00	20.80
8408-006-011	1431 N O MALLEY AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8408-010-005	1382 N HEATHDALE AVE	A	20.80	1.00	20.80
8408-010-012	517 W DEVANAH ST	A	20.80	1.00	20.80
8408-010-016	534 W DEVANAH ST	A	20.80	1.00	20.80
8408-012-009	524 W GROVERDALE ST	A	20.80	1.00	20.80
8408-013-019	618 W GROVERDALE ST	A	20.80	1.00	20.80
8408-013-022	642 W GROVERDALE ST	A	20.80	1.00	20.80
8408-016-002	1178 N O MALLEY AVE	A	20.80	1.00	20.80
8408-016-005	1212 N O MALLEY AVE	A	20.80	1.00	20.80
8408-017-002	1182 N HEATHDALE AVE	A	20.80	1.00	20.80
8408-021-001	1140 N AZUSA AVE	B	2.70	22.00	59.40
8408-021-002	1160 N CONWELL AVE	B	2.70	191.00	515.70
8408-021-004	827 W COVINA BLVD	B	2.70	36.00	97.20
8408-021-005	859 W COVINA BLVD	B	2.70	14.00	37.80
8408-021-006	1108 N AZUSA AVE	B	2.70	25.00	67.50
8408-021-011	777 W COVINA BLVD	B	2.70	164.00	442.80
8408-021-012	Situs Unavailable	B	2.70	27.00	72.90
8408-021-021	1166 N AZUSA AVE	B	2.70	42.00	113.40
8408-021-022	1159 N CONWELL AVE	B	2.70	134.00	361.80
8408-022-001	Situs Unavailable	B	2.70	9.00	24.30
8408-022-002	1270 N AZUSA AVE	B	2.70	24.00	64.80
8408-022-003	Situs Unavailable	B	2.70	1.00	2.70
8408-022-004	Situs Unavailable	B	2.70	17.00	45.90
8408-022-005	1240 N AZUSA AVE	B	2.70	30.00	81.00
8408-022-006	1212 N AZUSA AVE	B	2.70	20.00	54.00
8408-022-007	1202 N AZUSA AVE	B	2.70	17.00	45.90
8408-022-008	814 W GRONDAHL ST UNIT F	A	20.80	1.00	20.80
8408-022-009	814 W GRONDAHL ST UNIT E	A	20.80	1.00	20.80
8408-022-010	814 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-011	814 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-012	814 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-013	814 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-014	808 W GRONDAHL ST UNIT F	A	20.80	1.00	20.80
8408-022-015	808 W GRONDAHL ST UNIT E	A	20.80	1.00	20.80
8408-022-016	808 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-017	808 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-018	808 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-019	808 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-020	800 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-021	800 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-022	800 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-023	800 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-024	800 W GRONDAHL ST UNIT E	A	20.80	1.00	20.80
8408-022-025	800 W GRONDAHL ST UNIT F	A	20.80	1.00	20.80
8408-022-026	800 W GRONDAHL ST UNIT G	A	20.80	1.00	20.80
8408-022-027	800 W GRONDAHL ST UNIT H	A	20.80	1.00	20.80
8408-022-028	800 W GRONDAHL ST UNIT I	A	20.80	1.00	20.80
8408-022-029	800 W GRONDAHL ST UNIT J	A	20.80	1.00	20.80
8408-022-030	801 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-031	801 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-032	801 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-033	801 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-034	801 W GRONDAHL ST UNIT E	A	20.80	1.00	20.80
8408-022-035	801 W GRONDAHL ST UNIT F	A	20.80	1.00	20.80
8408-022-036	801 W GRONDAHL ST UNIT G	A	20.80	1.00	20.80
8408-022-037	801 W GRONDAHL ST UNIT H	A	20.80	1.00	20.80
8408-022-038	801 W GRONDAHL ST UNIT I	A	20.80	1.00	20.80
8408-022-039	801 W GRONDAHL ST UNIT J	A	20.80	1.00	20.80
8408-022-040	813 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-041	813 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8408-022-042	813 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-043	813 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-044	813 W GRONDAHL ST UNIT E	A	20.80	1.00	20.80
8408-022-045	813 W GRONDAHL ST UNIT F	A	20.80	1.00	20.80
8408-022-046	815 W GRONDAHL ST UNIT F	A	20.80	1.00	20.80
8408-022-047	815 W GRONDAHL ST UNIT E	A	20.80	1.00	20.80
8408-022-048	815 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-049	815 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-050	815 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-051	815 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-052	809 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-053	809 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-055	809 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-056	811 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-057	811 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-058	811 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-059	811 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-060	811 W GRONDAHL ST UNIT E	A	20.80	1.00	20.80
8408-022-061	811 W GRONDAHL ST UNIT F	A	20.80	1.00	20.80
8408-022-062	807 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-063	807 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-064	807 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-065	807 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-066	805 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-067	805 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-068	805 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-069	805 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-070	804 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-071	804 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-072	804 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-073	804 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-074	804 W GRONDAHL ST UNIT E	A	20.80	1.00	20.80
8408-022-075	804 W GRONDAHL ST UNIT F	A	20.80	1.00	20.80
8408-022-076	806 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-077	806 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-078	806 W GRONDAHL ST NO C	A	20.80	1.00	20.80
8408-022-079	806 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-080	812 W GRONDAHL ST UNIT A	A	20.80	1.00	20.80
8408-022-081	812 W GRONDAHL ST UNIT B	A	20.80	1.00	20.80
8408-022-082	812 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8408-022-083	812 W GRONDAHL ST UNIT D	A	20.80	1.00	20.80
8408-022-086	809 W GRONDAHL ST UNIT C	A	20.80	1.00	20.80
8409-011-008	1225 W MASLINE ST	A	20.80	1.00	20.80
8409-011-009	1133 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-011-010	1127 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-011-022	1207 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-011-024	1245 W MASLINE ST	A	20.80	1.00	20.80
8409-012-034	1067 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-012-039	1055 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-012-052	1157 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-013-005	1100 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-013-010	1058 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-013-018	1113 W GRONDAHL ST	A	20.80	1.00	20.80
8409-014-003	1172 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-014-007	1146 W GREENHAVEN ST	A	20.80	1.00	20.80
8409-014-017	1155 W MASLINE ST	A	20.80	1.00	20.80
8409-014-018	1147 W MASLINE ST	A	20.80	1.00	20.80
8409-014-021	1127 W GRONDAHL ST	A	20.80	1.00	20.80
8409-015-015	1053 W MASLINE ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8409-015-017	1127 N RIMSDALE AVE	A	20.80	1.00	20.80
8409-015-021	1159 N RIMSDALE AVE	A	20.80	1.00	20.80
8409-016-025	1156 W MASLINE ST	A	20.80	1.00	20.80
8409-016-026	1258 W MASLINE ST	A	20.80	1.00	20.80
8409-017-003	1156 N RIMSDALE AVE	A	20.80	1.00	20.80
8409-017-033	1211 N AZUSA AVE	B	2.70	16.00	43.20
8409-017-035	1024 W MASLINE ST	A	20.80	1.00	20.80
8409-017-036	Situs Unavailable	B	2.70	1.00	2.70
8409-017-037	1151 N AZUSA AVE	B	2.70	405.00	1,093.50
8409-019-001	1477 N AZUSA AVE	B	2.70	20.00	54.00
8409-019-022	942 W ARROW HWY	B	2.70	25.00	67.50
8409-019-023	960 W ARROW HWY	B	2.70	181.00	488.70
8409-019-024	1433 N AZUSA AVE	B	2.70	26.00	70.20
8409-019-025	1421 N AZUSA AVE	B	2.70	48.00	129.60
8409-019-026	1453 N AZUSA AVE	B	2.70	28.00	75.60
8409-019-027	Situs Unavailable	B	2.70	65.00	175.50
8409-019-030	1261 N AZUSA AVE	B	2.70	174.00	469.80
8409-019-031	1275 N AZUSA AVE	B	2.70	554.00	1,495.80
8419-031-036	709 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-037	707 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-038	705 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-039	703 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-040	701 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-041	699 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-042	697 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-043	695 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-044	693 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-045	691 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-046	689 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-047	687 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-048	685 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-049	683 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-050	681 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-051	679 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-052	677 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-053	675 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-054	673 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-055	671 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-056	669 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-057	667 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-058	665 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-059	663 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-060	661 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-061	659 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-062	657 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-031-063	655 N LARK ELLEN AVE	A	20.80	1.00	20.80
8419-033-006	708 N VINCENT AVE	B	2.70	148.00	399.60
8420-001-038	1045 N AZUSA AVE	B	2.70	870.00	2,349.00
8420-001-050	1101 N AZUSA AVE	B	2.70	137.00	369.90
8420-008-002	1117 W FREDKIN DR	A	20.80	1.00	20.80
8420-008-007	1157 W FREDKIN DR	A	20.80	1.00	20.80
8420-008-012	1108 W COOLFIELD DR	A	20.80	1.00	20.80
8420-008-018	1156 W COOLFIELD DR	A	20.80	1.00	20.80
8420-009-018	1136 W KINGSIDE DR	A	20.80	1.00	20.80
8420-009-024	1127 W KINGSIDE DR	A	20.80	1.00	20.80
8420-009-032	1177 W QUEENSIDE DR	A	20.80	1.00	20.80
8420-011-007	1159 W EDNA PL	A	20.80	1.00	20.80
8420-011-017	1134 W QUEENSIDE DR	A	20.80	1.00	20.80
8420-012-014	1160 W EDNA PL	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8420-012-019	1120 W EDNA PL	A	20.80	1.00	20.80
8420-014-014	919 N RIMSDALE AVE	A	20.80	1.00	20.80
8420-014-015	911 N RIMSDALE AVE	A	20.80	1.00	20.80
8420-014-018	912 N RIMSDALE AVE	A	20.80	1.00	20.80
8420-014-021	1043 W BENBOW ST	A	20.80	1.00	20.80
8420-014-027	979 W BENBOW ST	A	20.80	1.00	20.80
8420-014-031	1044 W BENWOOD ST	A	20.80	1.00	20.80
8420-014-046	1032 W BENBOW ST	A	20.80	1.00	20.80
8420-014-052	1033 W CYPRESS ST	A	20.80	1.00	20.80
8420-014-053	1025 W CYPRESS ST	A	20.80	1.00	20.80
8420-014-057	1011 W CYPRESS ST	B	2.70	17.00	45.90
8420-014-060	957 W CYPRESS ST	A	20.80	1.00	20.80
8420-014-063	971 W CYPRESS ST	A	20.80	1.00	20.80
8420-014-064	973 W CYPRESS ST	A	20.80	1.00	20.80
8420-014-065	975 W CYPRESS ST	A	20.80	1.00	20.80
8420-014-066	977 W CYPRESS ST	A	20.80	1.00	20.80
8420-015-006	1015 W BENWOOD ST	A	20.80	1.00	20.80
8420-015-009	1039 W BENWOOD ST	A	20.80	1.00	20.80
8420-016-001	1045 N AZUSA AVE	B	2.70	31.00	83.70
8420-016-002	945 W CYPRESS ST	A	20.80	1.00	20.80
8420-016-004	1045 N AZUSA AVE	B	2.70	44.00	118.80
8420-016-006	929 W CYPRESS ST	B	2.70	44.00	118.80
8420-016-008	971 N AZUSA AVE	B	2.70	31.00	83.70
8420-016-009	961 N AZUSA AVE	B	2.70	19.00	51.30
8420-016-010	945 N AZUSA AVE	B	2.70	39.00	105.30
8420-016-011	919 N AZUSA AVE	B	2.70	17.00	45.90
8420-016-012	919 W CYPRESS ST	B	2.70	6.00	16.20
8420-016-014	905 N AZUSA AVE	B	2.70	10.00	27.00
8420-017-025	1103 W BENWOOD ST	A	20.80	1.00	20.80
8420-018-021	1142 W BENBOW ST	A	20.80	1.00	20.80
8420-018-028	1122 W BOBBIE ST	A	20.80	1.00	20.80
8421-001-007	912 N AZUSA AVE	B	2.70	23.00	62.10
8421-001-010	928 N AZUSA AVE	B	2.70	41.00	110.70
8421-001-016	1000 N AZUSA AVE	B	2.70	91.00	245.70
8421-001-019	845 W CYPRESS ST	B	2.70	27.00	72.90
8421-001-020	1070 N AZUSA AVE	B	2.70	24.00	64.80
8421-001-023	1054 N AZUSA AVE	B	2.70	58.00	156.60
8421-001-025	1040 N AZUSA AVE	B	2.70	61.00	164.70
8421-001-028	1076 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-029	1078 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-030	1080 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-031	1082 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-032	1084 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-033	1086 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-034	1072 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-035	1070 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-036	1068 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-037	1066 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-038	1064 N LA BRED A ST NO 11	A	20.80	1.00	20.80
8421-001-039	1054 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-040	1056 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-041	1058 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-042	1060 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-043	1052 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-044	1050 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-045	1048 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-046	1046 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-047	1044 N LA BRED A ST	A	20.80	1.00	20.80
8421-001-048	1042 N LA BRED A ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8421-001-049	1030 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-050	1032 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-051	1034 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-052	1036 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-053	1038 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-054	1040 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-055	1028 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-056	1026 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-057	1024 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-058	1022 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-059	1020 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-060	1018 N LA BREDA ST	A	20.80	1.00	20.80
8421-001-061	1000 N AZUSA AVE	B	2.70	251.00	677.70
8421-022-014	909 N CITRUS AVE	B	2.70	26.00	70.20
8422-001-008	Situs Unavailable	B	2.70	4.00	10.80
8422-001-009	900 N CITRUS AVE	B	2.70	127.00	342.90
8422-001-011	902 N CITRUS AVE	B	2.70	19.00	51.30
8422-001-012	900 N CITRUS AVE	B	2.70	8.00	21.60
8422-001-016	1024 N CITRUS AVE	B	2.70	169.00	456.30
8422-002-002	1083 N 2ND AVE	A	20.80	1.00	20.80
8422-002-003	1077 N 2ND AVE	A	20.80	1.00	20.80
8422-002-004	1073 N 2ND AVE	A	20.80	1.00	20.80
8422-002-005	1067 N 2ND AVE	A	20.80	1.00	20.80
8422-002-006	1063 N 2ND AVE	A	20.80	1.00	20.80
8422-002-007	1057 N 2ND AVE	A	20.80	1.00	20.80
8422-002-008	1053 N 2ND AVE	A	20.80	1.00	20.80
8422-002-009	1047 N 2ND AVE	A	20.80	1.00	20.80
8422-002-010	1041 N 2ND AVE	A	20.80	1.00	20.80
8422-002-011	1037 N 2ND AVE	A	20.80	1.00	20.80
8422-002-012	1031 N 2ND AVE	A	20.80	1.00	20.80
8422-002-013	1027 N 2ND AVE	A	20.80	1.00	20.80
8422-002-014	1021 N 2ND AVE	A	20.80	1.00	20.80
8422-002-015	1015 N 2ND AVE	A	20.80	1.00	20.80
8422-002-016	1060 EVA D EDWARDS AVE	A	20.80	1.00	20.80
8422-002-017	1066 EVA D EDWARDS AVE	A	20.80	1.00	20.80
8422-002-018	1072 EVA D EDWARDS AVE	A	20.80	1.00	20.80
8422-002-019	1076 EVA D EDWARDS AVE	A	20.80	1.00	20.80
8422-002-020	1084 EVA D EDWARDS AVE	A	20.80	1.00	20.80
8422-002-021	1083 EVA D EDWARDS AVE	A	20.80	1.00	20.80
8422-002-022	1077 EVA D EDWARDS AVE	A	20.80	1.00	20.80
8422-002-023	1072 N 2ND AVE	A	20.80	1.00	20.80
8422-002-024	1066 N 2ND AVE	A	20.80	1.00	20.80
8422-002-025	1060 N 2ND AVE	A	20.80	1.00	20.80
8422-002-026	227 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-027	214 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-028	220 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-029	224 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-030	230 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-031	236 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-032	242 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-033	248 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-034	254 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-035	258 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-036	264 E BROOKPORT ST	A	20.80	1.00	20.80
8422-002-037	206 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-038	214 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-039	220 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-040	224 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-041	230 E BELLBROOK ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8422-002-042	236 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-043	242 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-044	250 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-045	262 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-046	270 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-047	276 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-048	1018 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-049	1022 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-050	1030 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-051	1034 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-052	1040 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-053	1046 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-054	1050 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-055	1056 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-056	1062 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-057	1066 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-058	1072 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-059	1076 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-060	1082 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-061	1083 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-062	1077 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-063	1071 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-064	1065 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-065	1061 N HOWARD AVE	A	20.80	1.00	20.80
8422-002-066	265 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-067	259 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-068	253 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-069	247 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-070	241 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-071	235 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-072	229 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-073	225 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-074	219 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-075	213 E BELLBROOK ST	A	20.80	1.00	20.80
8422-002-076	152 E COVINA BLVD	B	2.70	134.00	361.80
8422-002-077	152 E COVINA BLVD	B	2.70	33.00	89.10
8422-003-001	239 E BENWOOD ST	A	20.80	1.00	20.80
8422-003-002	231 E BENWOOD ST	A	20.80	1.00	20.80
8422-003-009	159 E BENWOOD ST	A	20.80	1.00	20.80
8422-004-015	207 E BENBOW ST	A	20.80	1.00	20.80
8422-005-007	214 E BENBOW ST	A	20.80	1.00	20.80
8422-006-008	264 E BENBOW ST	A	20.80	1.00	20.80
8422-006-013	265 E BENBOW ST	A	20.80	1.00	20.80
8422-007-024	1037 N CALERA AVE	A	20.80	1.00	20.80
8422-007-031	314 E BELLBROOK ST	A	20.80	1.00	20.80
8422-008-008	371 E BENWOOD ST	A	20.80	1.00	20.80
8422-009-005	343 E BENBOW ST	A	20.80	1.00	20.80
8422-010-007	369 E CYPRESS ST	A	20.80	1.00	20.80
8422-011-018	1047 N BARRANCA AVE	B	2.70	80.00	216.00
8422-011-019	406 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-020	412 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-021	420 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-022	428 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-023	438 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-024	448 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-025	454 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-026	407 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-027	415 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-028	427 E BELLBROOK ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8422-011-029	435 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-030	449 E BELLBROOK ST	A	20.80	1.00	20.80
8422-011-031	446 E BROOKPORT ST	A	20.80	1.00	20.80
8422-011-032	436 E BROOKPORT ST	A	20.80	1.00	20.80
8422-011-033	426 E BROOKPORT ST	A	20.80	1.00	20.80
8422-011-034	414 E BROOKPORT ST	A	20.80	1.00	20.80
8422-011-035	405 E BROOKPORT ST	A	20.80	1.00	20.80
8422-011-036	413 E BROOKPORT ST	A	20.80	1.00	20.80
8422-011-037	425 E BROOKPORT ST	A	20.80	1.00	20.80
8422-011-038	437 E BROOKPORT ST	A	20.80	1.00	20.80
8422-011-039	447 E BROOKPORT ST	A	20.80	1.00	20.80
8422-011-040	446 E COVINA BLVD	A	20.80	1.00	20.80
8422-011-041	436 E COVINA BLVD	A	20.80	1.00	20.80
8422-011-042	424 E COVINA BLVD	A	20.80	1.00	20.80
8422-011-043	414 E COVINA BLVD	A	20.80	1.00	20.80
8422-011-044	404 E COVINA BLVD	A	20.80	1.00	20.80
8422-013-007	784 E COVINA BLVD	A	20.80	1.00	20.80
8422-015-012	972 N GRANDVIEW AVE	A	20.80	1.00	20.80
8422-015-014	954 N GRANDVIEW AVE	A	20.80	1.00	20.80
8422-016-004	957 N STARCREST DR	A	20.80	1.00	20.80
8422-017-011	940 N STARCREST DR	A	20.80	1.00	20.80
8422-018-004	1037 N GRAND AVE	B	2.70	226.00	610.20
8422-018-006	1001 N GRAND AVE	B	2.70	156.00	421.20
8422-019-001	727 E BENBOW ST	A	20.80	1.00	20.80
8422-019-007	803 E BENBOW ST	A	20.80	1.00	20.80
8422-019-016	738 E MARILYN WAY	A	20.80	1.00	20.80
8422-019-021	802 E MARILYN WAY	A	20.80	1.00	20.80
8422-019-022	810 E MARILYN WAY	A	20.80	1.00	20.80
8422-020-014	749 E CYPRESS ST	A	20.80	1.00	20.80
8422-020-021	835 E CYPRESS ST	A	20.80	1.00	20.80
8422-021-008	865 N GRAND AVE	B	2.70	139.00	375.30
8422-022-018	1023 N STARCREST DR	A	20.80	1.00	20.80
8422-023-002	831 E MARILYN WAY	A	20.80	1.00	20.80
8422-024-011	1025 N VIRGINIA AVE	A	20.80	1.00	20.80
8422-024-017	1006 N STARCREST DR	A	20.80	1.00	20.80
8422-025-016	454 E BENWOOD ST	A	20.80	1.00	20.80
8422-025-017	464 E BENWOOD ST	A	20.80	1.00	20.80
8422-025-018	465 E BENBOW ST	A	20.80	1.00	20.80
8422-025-019	455 E BENBOW ST	A	20.80	1.00	20.80
8422-026-006	436 E BENBOW ST	A	20.80	1.00	20.80
8422-026-012	429 E CYPRESS ST	A	20.80	1.00	20.80
8422-027-006	548 E BENBOW ST	A	20.80	1.00	20.80
8422-028-009	554 E BENWOOD ST	A	20.80	1.00	20.80
8422-028-012	524 E BENWOOD ST	A	20.80	1.00	20.80
8422-028-013	514 E BENWOOD ST	A	20.80	1.00	20.80
8422-030-008	760 E KEMP PL	A	20.80	1.00	20.80
8422-031-008	504 E COVINA BLVD	A	20.80	1.00	20.80
8422-031-017	534 E COVINA BLVD	A	20.80	1.00	20.80
8422-032-003	563 E BELLBROOK ST	A	20.80	1.00	20.80
8422-032-013	515 E BELLBROOK ST	A	20.80	1.00	20.80
8426-002-006	313 S WILSON AVE	A	20.80	1.00	20.80
8426-002-015	219 S WILSON AVE	A	20.80	1.00	20.80
8426-003-017	222 S WILSON AVE	A	20.80	1.00	20.80
8426-004-020	145 S ASHTON DR	A	20.80	1.00	20.80
8426-006-001	1413 E PUENTE ST	A	20.80	1.00	20.80
8426-006-006	1441 E PUENTE ST	A	20.80	1.00	20.80
8426-006-009	1472 E DEXTER ST	A	20.80	1.00	20.80
8426-006-010	1492 E DEXTER ST	A	20.80	1.00	20.80
8426-006-033	1453 E PUENTE ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8426-006-034	1466 E DEXTER ST	A	20.80	1.00	20.80
8426-006-035	1504 E DEXTER ST	A	20.80	1.00	20.80
8426-007-002	1552 E ALGROVE ST	A	20.80	1.00	20.80
8426-007-007	1504 E ALGROVE ST	A	20.80	1.00	20.80
8426-007-015	1505 E DEXTER ST	A	20.80	1.00	20.80
8426-009-011	1450 E OLD BADILLO ST	A	20.80	1.00	20.80
8426-009-018	1523 E GROVECENTER ST	A	20.80	1.00	20.80
8426-010-003	232 S STARGLEN DR	A	20.80	1.00	20.80
8426-010-011	114 S STARGLEN DR	A	20.80	1.00	20.80
8426-011-021	105 N HENTON AVE	A	20.80	1.00	20.80
8426-011-030	108 N DARFIELD AVE	A	20.80	1.00	20.80
8426-011-040	1515 E OLD BADILLO ST	A	20.80	1.00	20.80
8426-011-041	1525 E OLD BADILLO ST	A	20.80	1.00	20.80
8426-011-042	1535 E OLD BADILLO ST	A	20.80	1.00	20.80
8426-011-043	103 N STARGLEN DR	A	20.80	1.00	20.80
8426-011-044	115 N STARGLEN DR	A	20.80	1.00	20.80
8426-011-045	121 N STARGLEN DR	A	20.80	1.00	20.80
8426-011-046	129 N STARGLEN DR	A	20.80	1.00	20.80
8426-011-047	1551 E OLD BADILLO ST	B	2.70	44.00	118.80
8426-012-012	Situs Unavailable	B	2.70	80.00	216.00
8426-012-013	1650 E OLD BADILLO ST	B	2.70	398.14	1,074.98
8426-012-014	1650 E OLD BADILLO ST	B	2.70	566.71	1,530.12
8426-012-015	1650 E OLD BADILLO ST	B	2.70	240.01	648.03
8426-013-009	1805 E LOMIRA DR	A	20.80	1.00	20.80
8426-014-033	1870 E ADAMS PARK DR	A	20.80	1.00	20.80
8426-014-039	223 N GARSDEN AVE	A	20.80	1.00	20.80
8426-016-013	424 N GREER AVE	A	20.80	1.00	20.80
8426-016-015	2025 E EDGECOMB ST	A	20.80	1.00	20.80
8426-017-001	240 N LYMAN AVE	A	20.80	1.00	20.80
8426-017-003	304 N LYMAN AVE	A	20.80	1.00	20.80
8426-018-015	320 N GREER AVE	A	20.80	1.00	20.80
8427-001-006	1330 E CYPRESS ST	B	2.70	112.00	302.40
8427-001-007	1370 E CYPRESS ST	B	2.70	32.00	86.40
8427-001-020	831 N BANNA AVE	A	20.80	1.00	20.80
8427-001-040	1463 E COLVER PL	A	20.80	1.00	20.80
8427-001-044	1410 E CYPRESS ST	B	2.70	37.00	99.90
8427-001-045	809 N BANNA AVE	A	20.80	1.00	20.80
8427-001-046	807 N BANNA AVE	A	20.80	1.00	20.80
8427-002-011	809 N LANGHAM AVE	A	20.80	1.00	20.80
8427-004-005	832 N KIDDER AVE	A	20.80	1.00	20.80
8427-005-002	863 N REEDER AVE	A	20.80	1.00	20.80
8427-005-017	866 N GREENPARK AVE	A	20.80	1.00	20.80
8427-006-011	849 N GREENPARK AVE	A	20.80	1.00	20.80
8427-007-005	1606 E COLVER PL	A	20.80	1.00	20.80
8427-007-008	1570 E COLVER PL	A	20.80	1.00	20.80
8427-007-010	1663 E FARLAND ST	A	20.80	1.00	20.80
8427-007-015	1631 E FARLAND ST	A	20.80	1.00	20.80
8427-008-007	1557 E FARLAND ST	A	20.80	1.00	20.80
8427-008-013	1534 E COLVER PL	A	20.80	1.00	20.80
8427-009-016	624 N RIMHURST AVE	A	20.80	1.00	20.80
8427-009-028	637 N BANNA AVE	A	20.80	1.00	20.80
8427-010-026	614 N GLENDORA AVE	A	20.80	1.00	20.80
8427-010-027	616 N GLENDORA AVE	A	20.80	1.00	20.80
8427-010-028	618 N GLENDORA AVE	A	20.80	1.00	20.80
8427-010-029	620 N GLENDORA AVE	A	20.80	1.00	20.80
8427-010-030	622 N GLENDORA AVE	A	20.80	1.00	20.80
8427-010-031	624 N GLENDORA AVE	A	20.80	1.00	20.80
8427-010-032	626 N GLENDORA AVE	A	20.80	1.00	20.80
8427-010-033	628 N GLENDORA AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8427-010-034	630 N GLENDORA AVE	A	20.80	1.00	20.80
8427-010-035	632 N GLENDORA AVE	A	20.80	1.00	20.80
8427-010-036	634 N GLENDORA AVE	A	20.80	1.00	20.80
8427-011-002	1315 E RUDDOCK ST	A	20.80	1.00	20.80
8427-011-006	1355 E RUDDOCK ST	A	20.80	1.00	20.80
8427-011-014	1315 E EDGECOMB ST	A	20.80	1.00	20.80
8427-011-027	1325 E RETFORD ST	A	20.80	1.00	20.80
8427-012-002	478 N IVESCREST AVE	A	20.80	1.00	20.80
8427-012-012	413 N RIMHURST AVE	A	20.80	1.00	20.80
8427-012-014	433 N RIMHURST AVE	A	20.80	1.00	20.80
8427-012-016	453 N RIMHURST AVE	A	20.80	1.00	20.80
8427-012-019	1404 E WINGATE ST	A	20.80	1.00	20.80
8427-014-001	465 N BANNA AVE	A	20.80	1.00	20.80
8427-014-002	455 N BANNA AVE	A	20.80	1.00	20.80
8427-014-008	404 N MANGROVE AVE	A	20.80	1.00	20.80
8427-014-014	462 N MANGROVE AVE	A	20.80	1.00	20.80
8427-014-018	611 N BANNA AVE	A	20.80	1.00	20.80
8427-015-006	1507 E RETFORD ST	A	20.80	1.00	20.80
8427-015-017	624 N KINSELLA AVE	A	20.80	1.00	20.80
8427-015-021	613 N KINSELLA AVE	A	20.80	1.00	20.80
8427-016-022	620 N KIDDER AVE	A	20.80	1.00	20.80
8427-016-023	628 N KIDDER AVE	A	20.80	1.00	20.80
8427-017-003	1668 E FARLAND ST	A	20.80	1.00	20.80
8427-018-016	1668 E WINGATE ST	A	20.80	1.00	20.80
8427-018-023	1718 E SACHS PL	A	20.80	1.00	20.80
8427-018-038	1669 E RETFORD ST	A	20.80	1.00	20.80
8427-018-044	1709 E RETFORD ST	A	20.80	1.00	20.80
8427-018-045	1717 E RETFORD ST	A	20.80	1.00	20.80
8427-018-046	1727 E RETFORD ST	A	20.80	1.00	20.80
8427-018-047	1737 E RETFORD ST	A	20.80	1.00	20.80
8427-019-024	1735 E EDGECOMB ST	A	20.80	1.00	20.80
8427-019-028	530 N RETFORD KNLS	A	20.80	1.00	20.80
8427-019-029	520 N RETFORD KNLS	A	20.80	1.00	20.80
8427-019-030	510 N RETFORD KNLS	A	20.80	1.00	20.80
8427-019-031	500 N RETFORD KNLS	A	20.80	1.00	20.80
8427-019-032	1712 E RETFORD ST	A	20.80	1.00	20.80
8427-019-033	1718 E RETFORD ST	A	20.80	1.00	20.80
8427-019-034	1728 E RETFORD ST	A	20.80	1.00	20.80
8427-019-035	467 N REEDER AVE	A	20.80	1.00	20.80
8427-020-005	1562 E RETFORD ST	A	20.80	1.00	20.80
8427-020-006	1574 E RETFORD ST	A	20.80	1.00	20.80
8427-020-007	1601 E RUDDOCK ST	A	20.80	1.00	20.80
8427-021-017	1640 E EDGECOMB ST	A	20.80	1.00	20.80
8427-022-026	274 N DARFIELD AVE	A	20.80	1.00	20.80
8427-022-036	1750 E RUDDOCK ST	A	20.80	1.00	20.80
8427-023-053	240 N BANNA AVE	A	20.80	1.00	20.80
8427-024-002	1513 E WANAMAKER DR	A	20.80	1.00	20.80
8427-024-008	1569 E WANAMAKER DR	A	20.80	1.00	20.80
8427-025-005	321 N BANNA AVE	A	20.80	1.00	20.80
8427-026-022	1372 E PALM DR	A	20.80	1.00	20.80
8427-027-006	1330 E ADAMS PARK DR	A	20.80	1.00	20.80
8427-027-014	100 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-015	102 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-016	104 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-017	106 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-018	116 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-019	118 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-020	120 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-021	122 N GLENDORA AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8427-027-022	130 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-023	132 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-024	134 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-025	136 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-026	160 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-027	158 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-028	156 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-029	154 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-030	152 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-031	150 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-032	148 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-033	146 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-034	144 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-035	142 N GLENDORA AVE UNIT 22	A	20.80	1.00	20.80
8427-027-036	140 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-037	138 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-038	128 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-039	126 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-040	124 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-041	114 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-042	112 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-043	110 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-044	108 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-045	190 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-046	192 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-047	194 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-048	196 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-049	198 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-050	200 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-051	214 N GLENDORA AVE #71	A	20.80	1.00	20.80
8427-027-052	216 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-053	218 N GLENDORA AVE NO 73	A	20.80	1.00	20.80
8427-027-054	220 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-055	222 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-056	224 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-057	212 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-058	210 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-059	208 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-060	206 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-061	204 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-062	202 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-063	188 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-064	186 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-065	184 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-066	182 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-067	180 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-068	178 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-069	176 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-070	174 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-071	172 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-072	170 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-073	168 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-074	166 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-075	164 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-076	232 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-077	234 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-078	236 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-079	238 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-080	240 N GLENDORA AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8427-027-081	242 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-082	244 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-083	226 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-084	228 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-085	230 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-086	246 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-087	248 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-088	250 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-089	252 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-090	254 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-091	256 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-092	258 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-093	260 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-094	262 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-095	264 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-096	266 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-097	268 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-098	270 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-099	272 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-100	274 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-101	276 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-102	278 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-103	280 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-104	282 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-105	284 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-106	286 N GLENDORA AVE	A	20.80	1.00	20.80
8427-027-107	288 N GLENDORA AVE NO 63	A	20.80	1.00	20.80
8427-027-108	290 N GLENDORA AVE	A	20.80	1.00	20.80
8428-001-010	487 N GLENDORA AVE	A	20.80	1.00	20.80
8428-001-013	466 N DANEHURST AVE	A	20.80	1.00	20.80
8428-004-001	404 N JENIFER AVE	A	20.80	1.00	20.80
8428-004-003	420 N JENIFER AVE	A	20.80	1.00	20.80
8428-005-005	1047 E RUDDOCK ST	A	20.80	1.00	20.80
8428-005-006	1055 E RUDDOCK ST	A	20.80	1.00	20.80
8428-005-009	1083 E RUDDOCK ST	A	20.80	1.00	20.80
8428-008-018	977 E RUDDOCK ST	A	20.80	1.00	20.80
8428-009-006	315 N SHADYGLEN DR	A	20.80	1.00	20.80
8428-010-021	240 N SHADYGLEN DR	A	20.80	1.00	20.80
8428-011-025	332 N WESTRIDGE AVE	A	20.80	1.00	20.80
8428-012-024	342 N BENDER AVE	A	20.80	1.00	20.80
8428-013-016	308 N DODSWORTH AVE	A	20.80	1.00	20.80
8428-013-024	367 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-025	355 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-026	345 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-027	337 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-028	329 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-029	319 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-030	311 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-031	301 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-032	1106 E ADAMS PARK DR	A	20.80	1.00	20.80
8428-013-033	1126 E ADAMS PARK DR	A	20.80	1.00	20.80
8428-013-034	1132 E ADAMS PARK DR	A	20.80	1.00	20.80
8428-013-035	1140 E ADAMS PARK DR	A	20.80	1.00	20.80
8428-013-036	1152 E ADAMS PARK DR	A	20.80	1.00	20.80
8428-013-037	313 N NEARGLEN AVE	A	20.80	1.00	20.80
8428-013-038	323 N NEARGLEN AVE	A	20.80	1.00	20.80
8428-013-039	331 N NEARGLEN AVE	A	20.80	1.00	20.80
8428-013-040	339 N NEARGLEN AVE	A	20.80	1.00	20.80
8428-013-041	349 N NEARGLEN AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8428-013-042	350 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-043	342 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-044	336 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-045	326 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-046	316 N JENIFER AVE	A	20.80	1.00	20.80
8428-013-047	1151 E PALM DR	A	20.80	1.00	20.80
8428-013-048	1141 E PALM DR	A	20.80	1.00	20.80
8428-013-049	1133 E PALM DR	A	20.80	1.00	20.80
8428-013-050	1125 E PALM DR	A	20.80	1.00	20.80
8428-014-024	1031 E BADILLO ST	A	20.80	1.00	20.80
8428-014-038	973 E BADILLO ST	B	2.70	51.00	137.70
8428-015-011	1283 E WINGATE ST	A	20.80	1.00	20.80
8428-015-012	1275 E WINGATE ST	A	20.80	1.00	20.80
8428-015-013	1265 E WINGATE ST	A	20.80	1.00	20.80
8428-017-023	1254 E CYPRESS ST	B	2.70	27.00	72.90
8428-017-024	1274 E CYPRESS ST	B	2.70	28.00	75.60
8428-020-003	813 N CUMMINGS RD	B	2.70	85.00	229.50
8428-022-012	700 N GRAND AVE	B	2.70	25.00	67.50
8428-022-013	648 N GRAND AVE	B	2.70	21.00	56.70
8428-022-014	632 N GRAND AVE	B	2.70	15.00	40.50
8428-022-016	744 N GRAND AVE	B	2.70	57.00	153.90
8428-023-013	1019 E WINGATE ST	A	20.80	1.00	20.80
8428-024-016	1225 E WINGATE ST	A	20.80	1.00	20.80
8428-024-017	1257 E WINGATE ST	A	20.80	1.00	20.80
8428-024-018	1249 E WINGATE ST	A	20.80	1.00	20.80
8428-024-019	1243 E WINGATE ST	A	20.80	1.00	20.80
8428-024-020	626 N DANEHURST AVE	A	20.80	1.00	20.80
8428-024-021	632 N DANEHURST AVE	A	20.80	1.00	20.80
8428-024-022	631 N DANEHURST AVE	A	20.80	1.00	20.80
8428-024-023	625 N DANEHURST AVE	A	20.80	1.00	20.80
8429-005-020	705 E CHESTER RD	A	20.80	1.00	20.80
8429-006-018	777 E EDNA PL	B	2.70	147.00	396.90
8429-008-019	746 N BARRANCA AVE	B	2.70	22.00	59.40
8429-009-006	543 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-009-017	535 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-009-018	551 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-009-019	504 N BARRANCA AVE	B	2.70	17.00	45.90
8429-009-020	523 E SAN BERNARDINO RD	B	2.70	6.00	16.20
8429-009-021	561 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-009-022	581 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-009-023	593 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-009-024	601 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-009-025	537 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-009-026	569 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-009-027	573 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8429-010-001	705 E SAN BERNARDINO RD	B	2.70	20.00	54.00
8429-010-002	711 E SAN BERNARDINO RD	B	2.70	19.00	51.30
8429-010-003	723 E SAN BERNARDINO RD	B	2.70	19.00	51.30
8429-010-004	731 E SAN BERNARDINO RD	B	2.70	19.00	51.30
8429-010-005	739 E SAN BERNARDINO RD	B	2.70	18.00	48.60
8429-010-006	747 E SAN BERNARDINO RD	B	2.70	18.00	48.60
8429-010-007	757 E SAN BERNARDINO RD	B	2.70	17.00	45.90
8429-010-008	765 E SAN BERNARDINO RD	B	2.70	16.00	43.20
8429-010-009	775 E SAN BERNARDINO RD	B	2.70	15.00	40.50
8429-010-010	781 E SAN BERNARDINO RD	B	2.70	18.00	48.60
8429-010-011	793 E SAN BERNARDINO RD	B	2.70	15.00	40.50
8429-010-012	805 E SAN BERNARDINO RD	B	2.70	16.00	43.20
8429-010-013	813 E SAN BERNARDINO RD	B	2.70	16.00	43.20
8429-010-014	823 E SAN BERNARDINO RD	B	2.70	16.00	43.20

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8429-010-015	841 E SAN BERNARDINO RD	B	2.70	12.00	32.40
8429-010-017	851 E SAN BERNARDINO RD	B	2.70	40.00	108.00
8429-010-018	611 N GRAND AVE	B	2.70	23.00	62.10
8429-011-017	862 E SAN BERNARDINO RD	A	20.80	1.00	20.80
8429-011-018	854 E SAN BERNARDINO RD	A	20.80	1.00	20.80
8429-011-019	846 E SAN BERNARDINO RD	A	20.80	1.00	20.80
8429-011-022	461 N GRAND AVE	B	2.70	13.00	35.10
8429-012-001	459 N LINDA TER	A	20.80	1.00	20.80
8429-012-015	Situs Unavailable	B	2.70	4.00	10.80
8429-012-016	710 E SAN BERNARDINO RD	B	2.70	67.00	180.90
8429-012-017	676 E SAN BERNARDINO RD	B	2.70	35.00	94.50
8429-012-018	703 E RUDDOCK ST	B	2.70	8.00	21.60
8429-012-019	715 E RUDDOCK ST	B	2.70	21.00	56.70
8429-012-020	677 E RUDDOCK ST	B	2.70	15.00	40.50
8429-012-021	669 E RUDDOCK ST	B	2.70	8.00	21.60
8429-012-022	663 E RUDDOCK ST	B	2.70	8.00	21.60
8429-012-023	653 E RUDDOCK ST	B	2.70	8.00	21.60
8429-012-024	645 E RUDDOCK ST NO 1	B	2.70	8.00	21.60
8429-012-025	637 E RUDDOCK ST	B	2.70	8.00	21.60
8429-012-026	629 E RUDDOCK ST NO 1	B	2.70	8.00	21.60
8429-012-027	626 E SAN BERNARDINO RD	B	2.70	18.00	48.60
8429-012-028	636 E SAN BERNARDINO RD	B	2.70	15.00	40.50
8429-012-029	642 E SAN BERNARDINO RD	B	2.70	17.00	45.90
8429-012-030	656 E SAN BERNARDINO RD	B	2.70	13.00	35.10
8429-012-037	740 E SAN BERNARDINO RD UNIT 1	A	20.80	1.00	20.80
8429-012-038	740 E SAN BERNARDINO RD UNIT 2	A	20.80	1.00	20.80
8429-012-039	740 E SAN BERNARDINO RD UNIT 3	A	20.80	1.00	20.80
8429-012-040	740 E SAN BERNARDINO RD UNIT 4	A	20.80	1.00	20.80
8429-012-041	740 E SAN BERNARDINO RD UNIT 5	A	20.80	1.00	20.80
8429-012-042	740 E SAN BERNARDINO RD UNIT 6	A	20.80	1.00	20.80
8429-012-043	740 E SAN BERNARDINO RD UNIT 7	A	20.80	1.00	20.80
8429-012-044	740 E SAN BERNARDINO RD UNIT 8	A	20.80	1.00	20.80
8429-012-045	758 E SAN BERNARDINO RD UNIT 1	A	20.80	1.00	20.80
8429-012-046	758 E SAN BERNARDINO RD UNIT 2	A	20.80	1.00	20.80
8429-012-047	758 E SAN BERNARDINO RD UNIT 3	A	20.80	1.00	20.80
8429-012-048	758 E SAN BERNARDINO RD NO 4	A	20.80	1.00	20.80
8429-012-049	758 E SAN BERNARDINO RD UNIT 5	A	20.80	1.00	20.80
8429-012-050	758 E SAN BERNARDINO RD UNIT 6	A	20.80	1.00	20.80
8429-012-051	758 E SAN BERNARDINO RD UNIT 7	A	20.80	1.00	20.80
8429-012-052	758 E SAN BERNARDINO RD UNIT 8	A	20.80	1.00	20.80
8429-012-053	770 E SAN BERNARDINO RD UNIT 1	A	20.80	1.00	20.80
8429-012-054	770 E SAN BERNARDINO RD UNIT 2	A	20.80	1.00	20.80
8429-012-055	770 E SAN BERNARDINO RD UNIT 3	A	20.80	1.00	20.80
8429-012-056	770 E SAN BERNARDINO RD UNIT 4	A	20.80	1.00	20.80
8429-012-057	770 E SAN BERNARDINO RD UNIT 5	A	20.80	1.00	20.80
8429-012-058	770 E SAN BERNARDINO RD UNIT 6	A	20.80	1.00	20.80
8429-012-059	746 E SAN BERNARDINO RD NO 2	A	20.80	1.00	20.80
8429-012-060	746 E SAN BERNARDINO RD NO 1	A	20.80	1.00	20.80
8429-012-061	746 E SAN BERNARDINO RD NO 4	A	20.80	1.00	20.80
8429-012-062	746 E SAN BERNARDINO RD NO 3	A	20.80	1.00	20.80
8429-012-063	746 E SAN BERNARDINO RD #6	A	20.80	1.00	20.80
8429-012-064	746 E SAN BERNARDINO RD NO 5	A	20.80	1.00	20.80
8429-012-065	746 E SAN BERNARDINO RD NO 8	A	20.80	1.00	20.80
8429-012-066	746 E SAN BERNARDINO RD NO 7	A	20.80	1.00	20.80
8429-012-067	746 E SAN BERNARDINO RD NO 10	A	20.80	1.00	20.80
8429-012-068	746 E SAN BERNARDINO RD NO 9	A	20.80	1.00	20.80
8429-012-069	752 E SAN BERNARDINO RD NO 2	A	20.80	1.00	20.80
8429-012-070	752 E SAN BERNARDINO RD NO 1	A	20.80	1.00	20.80
8429-012-071	752 E SAN BERNARDINO RD NO 4	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8429-012-072	752 E SAN BERNARDINO RD NO 3	A	20.80	1.00	20.80
8429-012-073	752 E SAN BERNARDINO RD NO 6	A	20.80	1.00	20.80
8429-012-074	752 E SAN BERNARDINO RD # 5	A	20.80	1.00	20.80
8429-012-075	752 E SAN BERNARDINO RD NO 8	A	20.80	1.00	20.80
8429-012-076	752 E SAN BERNARDINO RD NO 7	A	20.80	1.00	20.80
8429-012-077	764 E SAN BERNARDINO RD NO 2	A	20.80	1.00	20.80
8429-012-078	764 E SAN BERNARDINO RD NO 1	A	20.80	1.00	20.80
8429-012-079	764 E SAN BERNARDINO RD NO 4	A	20.80	1.00	20.80
8429-012-080	764 E SAN BERNARDINO RD NO 3	A	20.80	1.00	20.80
8429-012-081	764 E SAN BERNARDINO RD NO 6	A	20.80	1.00	20.80
8429-012-082	764 E SAN BERNARDINO RD NO 5	A	20.80	1.00	20.80
8429-012-083	764 E SAN BERNARDINO RD NO 8	A	20.80	1.00	20.80
8429-012-084	764 E SAN BERNARDINO RD NO 7	A	20.80	1.00	20.80
8429-012-085	794 E SAN BERNARDINO RD NO 2	A	20.80	1.00	20.80
8429-012-086	794 E SAN BERNARDINO RD NO 1	A	20.80	1.00	20.80
8429-012-087	794 E SAN BERNARDINO RD NO 4	A	20.80	1.00	20.80
8429-012-088	794 E SAN BERNARDINO RD NO 3	A	20.80	1.00	20.80
8429-012-089	782 E SAN BERNARDINO RD 1	A	20.80	1.00	20.80
8429-012-090	776 E SAN BERNARDINO RD 2	A	20.80	1.00	20.80
8429-012-091	776 E SAN BERNARDINO RD 3	A	20.80	1.00	20.80
8429-012-092	776 E SAN BERNARDINO RD UNIT 4	A	20.80	1.00	20.80
8429-012-093	776 E SAN BERNARDINO RD UNIT 5	A	20.80	1.00	20.80
8429-012-094	776 E SAN BERNARDINO RD 6	A	20.80	1.00	20.80
8429-012-095	776 E SAN BERNARDINO RD 7	A	20.80	1.00	20.80
8429-012-096	782 E SAN BERNARDINO RD 1	A	20.80	1.00	20.80
8429-012-097	782 E SAN BERNARDINO RD 2	A	20.80	1.00	20.80
8429-012-098	782 E SAN BERNARDINO RD 3	A	20.80	1.00	20.80
8429-012-099	788 E SAN BERNARDINO RD 1	A	20.80	1.00	20.80
8429-012-100	788 E SAN BERNARDINO RD 3	A	20.80	1.00	20.80
8429-012-101	788 E SAN BERNARDINO RD 2	A	20.80	1.00	20.80
8429-012-102	788 E SAN BERNARDINO RD 5	A	20.80	1.00	20.80
8429-012-103	788 E SAN BERNARDINO RD 4	A	20.80	1.00	20.80
8429-012-104	788 E SAN BERNARDINO RD NO 7	A	20.80	1.00	20.80
8429-012-105	788 E SAN BERNARDINO RD 6	A	20.80	1.00	20.80
8429-013-009	355 N GRAND AVE	A	20.80	1.00	20.80
8429-013-010	347 N GRAND AVE	A	20.80	1.00	20.80
8429-014-010	749 E ADAMS PARK DR	A	20.80	1.00	20.80
8429-015-028	139 N GRAND AVE	B	2.70	223.00	602.10
8429-015-029	121 N GRAND AVE	B	2.70	16.00	43.20
8429-021-003	613 N COMMERCIAL AVE	B	2.70	12.00	32.40
8429-021-004	619 N COMMERCIAL AVE	B	2.70	14.00	37.80
8429-021-005	620 N COMMERCIAL AVE	B	2.70	14.00	37.80
8429-021-006	612 N COMMERCIAL AVE	B	2.70	12.00	32.40
8429-021-010	637 E SAN BERNARDINO RD	B	2.70	18.00	48.60
8429-021-011	645 E SAN BERNARDINO RD	B	2.70	25.00	67.50
8429-021-012	681 E SAN BERNARDINO RD	B	2.70	29.00	78.30
8429-021-013	689 E SAN BERNARDINO RD	B	2.70	9.00	24.30
8429-022-015	723 E EDNA PL	B	2.70	27.00	72.90
8429-023-023	233 N LINDA TERRACE DR	A	20.80	1.00	20.80
8429-023-025	217 N LINDA TER	A	20.80	1.00	20.80
8429-024-008	120 N DE LAY AVE	A	20.80	1.00	20.80
8429-025-010	160 N BRIGHTVIEW DR	A	20.80	1.00	20.80
8429-025-014	122 N BRIGHTVIEW DR	A	20.80	1.00	20.80
8429-026-001	123 N BRIGHTVIEW DR	A	20.80	1.00	20.80
8429-026-003	143 N BRIGHTVIEW DR	A	20.80	1.00	20.80
8429-027-002	135 N FORESTDALE AVE	A	20.80	1.00	20.80
8429-027-006	173 N FORESTDALE AVE	A	20.80	1.00	20.80
8429-030-051	625 E BADILLO ST	B	2.70	19.00	51.30
8429-031-020	576 E CYPRESS ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8429-031-021	578 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-022	580 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-023	582 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-024	584 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-025	586 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-026	588 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-027	574 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-028	572 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-029	570 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-030	568 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-031	566 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-032	564 E CYPRESS ST	A	20.80	1.00	20.80
8429-031-033	562 E CYPRESS ST	A	20.80	1.00	20.80
8429-032-001	19102 E SAN BERNARDINO RD	B	2.70	17.00	45.90
8429-032-002	391 N PROSPERO DR	B	2.70	9.00	24.30
8429-032-003	383 N PROSPERO DR	B	2.70	8.00	21.60
8429-032-004	375 N PROSPERO DR	B	2.70	8.00	21.60
8429-032-005	367 N PROSPERO DR	B	2.70	8.00	21.60
8429-032-006	359 N PROSPERO DR	B	2.70	8.00	21.60
8429-032-007	351 N PROSPERO DR	B	2.70	8.00	21.60
8429-032-008	343 N PROSPERO DR	B	2.70	8.00	21.60
8429-032-009	335 N PROSPERO DR	B	2.70	8.00	21.60
8429-032-010	327 N PROSPERO DR	B	2.70	8.00	21.60
8429-032-011	319 N PROSPERO DR	B	2.70	8.00	21.60
8429-032-012	311 N PROSPERO DR	B	2.70	9.00	24.30
8429-032-013	303 N PROSPERO DR	B	2.70	10.00	27.00
8429-033-002	628 E ITALIA ST	B	2.70	9.00	24.30
8429-033-003	636 E ITALIA ST	B	2.70	8.00	21.60
8429-033-007	322 N PROSPERO DR	B	2.70	8.00	21.60
8429-033-008	330 N PROSPERO DR	B	2.70	8.00	21.60
8429-033-011	356 N PROSPERO DR	B	2.70	8.00	21.60
8429-033-014	654 E RUDDOCK ST	B	2.70	8.00	21.60
8429-033-015	365 N VECINO DR	B	2.70	8.00	21.60
8429-033-016	357 N VECINO DR	B	2.70	8.00	21.60
8429-033-017	349 N VECINO DR	B	2.70	8.00	21.60
8429-033-018	339 N VECINO DR	B	2.70	8.00	21.60
8429-033-019	331 N VECINO DR	B	2.70	8.00	21.60
8429-033-020	325 N VECINO DR	B	2.70	8.00	21.60
8429-033-023	366 N VECINO DR	B	2.70	8.00	21.60
8429-033-024	372 N VECINO DR	B	2.70	8.00	21.60
8429-033-025	708 E RUDDOCK ST	B	2.70	32.00	86.40
8429-033-026	350 N VECINO DR	B	2.70	15.00	40.50
8429-033-029	664 E ITALIA ST	B	2.70	24.00	64.80
8429-033-031	312 N VECINO DR	B	2.70	35.00	94.50
8429-033-032	348 N PROSPERO DR	B	2.70	16.00	43.20
8429-033-033	364 N PROSPERO DR	B	2.70	16.00	43.20
8429-033-034	338 N VECINO DR	B	2.70	15.00	40.50
8429-035-001	578 W SAN BERNARDINO RD	B	2.70	9.00	24.30
8429-035-004	532 E SAN BERNARDINO RD	B	2.70	12.00	32.40
8429-035-005	524 E SAN BERNARDINO RD	B	2.70	13.00	35.10
8429-035-006	440 N BARRANCA AVE	B	2.70	12.00	32.40
8429-035-007	430 N BARRANCA AVE	B	2.70	11.00	29.70
8429-035-008	426 N BARRANCA AVE	B	2.70	11.00	29.70
8429-035-009	412 N BARRANCA AVE	B	2.70	9.00	24.30
8429-035-012	500 E SAN BERNARDINO RD	B	2.70	23.00	62.10
8429-035-018	404 N BARRANCA AVE	B	2.70	12.00	32.40
8429-035-020	566 E SAN BERNARDINO RD	B	2.70	18.00	48.60
8429-035-021	554 E SAN BERNARDINO RD	B	2.70	56.00	151.20
8430-001-003	813 N PARK AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8430-002-004	729 N PARK AVE	A	20.80	1.00	20.80
8430-002-018	768 N CITRUS AVE	A	20.80	1.00	20.80
8430-004-019	213 E REED ST	A	20.80	1.00	20.80
8430-004-020	205 E REED ST	A	20.80	1.00	20.80
8430-005-005	822 N PARK AVE	A	20.80	1.00	20.80
8430-007-004	154 E HURST ST	A	20.80	1.00	20.80
8430-007-008	740 N PARK AVE	A	20.80	1.00	20.80
8430-008-004	231 E KELBY ST	A	20.80	1.00	20.80
8430-008-015	238 E HURST ST	A	20.80	1.00	20.80
8430-010-003	221 E EDNA PL	A	20.80	1.00	20.80
8430-010-008	265 E EDNA PL	A	20.80	1.00	20.80
8430-010-012	274 E KELBY ST	A	20.80	1.00	20.80
8430-010-016	238 E KELBY ST	A	20.80	1.00	20.80
8430-010-018	220 E KELBY ST	A	20.80	1.00	20.80
8430-013-018	710 N CURTIS AVE	A	20.80	1.00	20.80
8430-015-018	707 N BARRANCA AVE	B	2.70	255.00	688.50
8430-016-005	252 E EDNA PL	A	20.80	1.00	20.80
8430-016-007	236 E EDNA PL	A	20.80	1.00	20.80
8430-017-001	182 E EDNA PL	A	20.80	1.00	20.80
8430-018-009	707 N BARRANCA AVE	B	2.70	58.00	156.60
8430-018-013	301 E FRONT ST	B	2.70	47.00	126.90
8430-018-015	576 N CITRUS AVE	B	2.70	54.00	145.80
8430-018-016	175 E FRONT ST	B	2.70	11.00	29.70
8430-018-019	Situs Unavailable	B	2.70	26.00	70.20
8430-020-030	359 E SAN BERNARDINO RD	B	2.70	10.00	27.00
8430-020-031	375 E SAN BERNARDINO RD	B	2.70	19.00	51.30
8430-020-032	409 E SAN BERNARDINO RD	B	2.70	9.00	24.30
8430-020-033	425 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8430-020-034	441 E SAN BERNARDINO RD	B	2.70	7.00	18.90
8430-020-035	449 E SAN BERNARDINO RD	B	2.70	7.00	18.90
8430-020-036	457 E SAN BERNARDINO RD	B	2.70	7.00	18.90
8430-020-037	417 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8430-020-038	403 E SAN BERNARDINO RD	B	2.70	9.00	24.30
8430-020-040	471 E SAN BERNARDINO RD	B	2.70	7.00	18.90
8430-020-041	473 E SAN BERNARDINO RD	B	2.70	7.00	18.90
8430-020-042	433 E SAN BERNARDINO RD	B	2.70	22.00	59.40
8430-021-009	524 N 1ST AVE	B	2.70	8.00	21.60
8430-021-010	518 N 1ST AVE	B	2.70	6.00	16.20
8430-021-018	502 N 1ST AVE	B	2.70	8.00	21.60
8430-021-019	319 E SAN BERNARDINO RD	B	2.70	4.00	10.80
8430-021-020	325 E SAN BERNARDINO RD	B	2.70	6.00	16.20
8430-021-021	337 E SAN BERNARDINO RD	B	2.70	6.00	16.20
8430-021-022	341 E SAN BERNARDINO RD	B	2.70	6.00	16.20
8430-021-023	335 E SAN BERNARDINO RD	B	2.70	6.00	16.20
8430-022-019	279 E SAN BERNARDINO RD	B	2.70	5.00	13.50
8430-022-020	259 E SAN BERNARDINO RD	B	2.70	3.00	8.10
8430-022-022	239 E SAN BERNARDINO RD	B	2.70	3.00	8.10
8430-022-023	239 E SAN BERNARDINO RD	B	2.70	9.00	24.30
8430-023-016	506 N 2ND AVE	B	2.70	9.00	24.30
8430-023-017	525 N HOWARD AVE	B	2.70	7.00	18.90
8430-023-018	225 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8430-023-019	507 N HOWARD AVE	B	2.70	8.00	21.60
8430-024-014	146 E FRONT ST	B	2.70	38.00	102.60
8430-024-015	521 N 2ND AVE	B	2.70	18.00	48.60
8430-025-002	531 N PARK AVE	B	2.70	4.00	10.80
8430-025-017	502 N CITRUS AVE	B	2.70	4.00	10.80
8430-025-021	120 E FRONT ST	B	2.70	22.00	59.40
8430-027-001	170 E SCHOOL ST	B	2.70	12.00	32.40
8430-027-015	151 E ITALIA ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8430-027-016	159 E ITALIA ST	A	20.80	1.00	20.80
8430-027-027	301 N 2ND AVE	B	2.70	18.00	48.60
8430-027-039	135 E ITALIA ST	A	20.80	1.00	20.80
8430-027-040	137 E ITALIA ST	A	20.80	1.00	20.80
8430-027-041	139 E ITALIA ST	A	20.80	1.00	20.80
8430-027-042	141 E ITALIA ST	A	20.80	1.00	20.80
8430-027-043	143 E ITALIA ST	A	20.80	1.00	20.80
8430-027-044	145 E ITALIA ST	A	20.80	1.00	20.80
8430-027-045	147 E ITALIA ST	A	20.80	1.00	20.80
8430-027-046	179 CLEMENTINE CT	A	20.80	1.00	20.80
8430-027-047	177 CLEMENTINE CT	A	20.80	1.00	20.80
8430-027-048	175 CLEMENTINE CT	A	20.80	1.00	20.80
8430-027-049	173 CLEMENTINE CT	A	20.80	1.00	20.80
8430-027-050	171 CLEMENTINE CT	A	20.80	1.00	20.80
8430-027-051	163 CLEMENTINE CT	A	20.80	1.00	20.80
8430-027-052	161 CLEMENTINE CT	A	20.80	1.00	20.80
8430-027-053	310 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-054	312 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-055	316 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-056	318 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-057	320 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-058	322 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-059	324 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-060	316 PUMMELO PLAZA	A	20.80	1.00	20.80
8430-027-061	318 PUMMELO PLAZA	A	20.80	1.00	20.80
8430-027-062	320 PUMMELO PLAZA	A	20.80	1.00	20.80
8430-027-063	322 PUMMELO PLAZA	A	20.80	1.00	20.80
8430-027-064	324 PUMMELO PLAZA	A	20.80	1.00	20.80
8430-027-066	303 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-067	305 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-068	307 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-069	309 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-070	311 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-071	315 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-072	317 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-073	319 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-074	321 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-075	323 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-082	325 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-083	327 ORANGE BLOSSOM LN	A	20.80	1.00	20.80
8430-027-095	127 E ITALIA ST	A	20.80	1.00	20.80
8430-027-096	129 E ITALIA ST	A	20.80	1.00	20.80
8430-027-097	131 E ITALIA ST	A	20.80	1.00	20.80
8430-027-098	133 E ITALIA ST	A	20.80	1.00	20.80
8430-027-099	151 CITRON LN	A	20.80	1.00	20.80
8430-027-100	153 CITRON LN	A	20.80	1.00	20.80
8430-027-101	155 CITRON LN	A	20.80	1.00	20.80
8430-027-102	157 CITRON LN	A	20.80	1.00	20.80
8430-027-103	159 CITRON LN	A	20.80	1.00	20.80
8430-027-104	161 CITRON LN	A	20.80	1.00	20.80
8430-027-105	163 CITRON LN	A	20.80	1.00	20.80
8430-027-109	Situs Unavailable	B	2.70	1.00	2.70
8430-027-110	Situs Unavailable	B	2.70	1.00	2.70
8430-027-111	330 N CITRUS AVE	B	2.70	1.00	2.70
8430-027-112	330 N CITRUS AVE	B	2.70	1.00	2.70
8430-027-113	328 N CITRUS AVE	B	2.70	1.00	2.70
8430-027-114	322 N CITRUS AVE	B	2.70	1.00	2.70
8430-027-115	Situs Unavailable	B	2.70	1.00	2.70
8430-027-116	Situs Unavailable	B	2.70	1.00	2.70

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8430-027-117	170 E SCHOOL ST	B	2.70	24.00	64.80
8430-028-027	418 N 2ND AVE	B	2.70	41.00	110.70
8430-028-031	228 E SAN BERNARDINO RD	B	2.70	9.00	24.30
8430-028-032	222 E SAN BERNARDINO RD	B	2.70	9.00	24.30
8430-028-055	231 E SCHOOL ST	B	2.70	112.00	302.40
8430-029-031	Situs Unavailable	B	2.70	38.00	102.60
8430-030-012	360 E SAN BERNARDINO RD	B	2.70	12.00	32.40
8430-030-023	405 N SAN JOSE AVE	A	20.80	1.00	20.80
8430-030-027	302 E SAN BERNARDINO RD	B	2.70	25.00	67.50
8430-030-028	416 N 1ST AVE	B	2.70	18.00	48.60
8430-030-029	335 E SCHOOL ST	B	2.70	10.00	27.00
8430-030-031	348 E SAN BERNARDINO RD	B	2.70	10.00	27.00
8430-030-032	Situs Unavailable	B	2.70	9.00	24.30
8430-030-033	336 E SAN BERNARDINO RD	B	2.70	9.00	24.30
8430-030-034	368 E SAN BERNARDINO RD	B	2.70	10.00	27.00
8430-030-035	354 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8430-030-036	322 E SAN BERNARDINO RD	B	2.70	9.00	24.30
8430-030-037	328 E SAN BERNARDINO RD	B	2.70	9.00	24.30
8430-030-038	376 E SAN BERNARDINO RD	B	2.70	5.00	13.50
8430-031-005	328 E SCHOOL ST	A	20.80	1.00	20.80
8430-031-015	331 E ITALIA ST	A	20.80	1.00	20.80
8430-031-023	377 E ITALIA ST	A	20.80	1.00	20.80
8430-031-031	311 E ITALIA ST	B	2.70	6.00	16.20
8430-032-012	402 E SAN BERNARDINO RD	B	2.70	23.00	62.10
8430-032-016	380 E SAN BERNARDINO RD	B	2.70	18.00	48.60
8430-034-006	442 E SAN BERNARDINO RD	B	2.70	7.00	18.90
8430-034-024	430 E SAN BERNARDINO RD	B	2.70	14.00	37.80
8430-034-028	456 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8430-034-029	452 E SAN BERNARDINO RD	B	2.70	8.00	21.60
8430-034-030	468 E SAN BERNARDINO RD	B	2.70	21.00	56.70
8430-035-008	416 E CYPRESS ST	A	20.80	1.00	20.80
8430-035-012	427 E REED ST	A	20.80	1.00	20.80
8430-035-014	406 E CYPRESS ST	A	20.80	1.00	20.80
8430-035-015	410 E CYPRESS ST	A	20.80	1.00	20.80
8430-035-016	407 E REED ST	A	20.80	1.00	20.80
8431-001-030	733 N CITRUS AVE	A	20.80	1.00	20.80
8431-002-003	732 N EDENFIELD AVE	A	20.80	1.00	20.80
8431-002-022	829 N VICEROY AVE	A	20.80	1.00	20.80
8431-003-018	726 N CALVADOS AVE	A	20.80	1.00	20.80
8431-003-027	820 N CALVADOS AVE	A	20.80	1.00	20.80
8431-003-029	836 N CALVADOS AVE	A	20.80	1.00	20.80
8431-003-034	756 N CALVADOS AVE	A	20.80	1.00	20.80
8431-004-005	837 N CALVADOS AVE	A	20.80	1.00	20.80
8431-004-010	767 N CALVADOS AVE	A	20.80	1.00	20.80
8431-004-027	804 N FENIMORE AVE	A	20.80	1.00	20.80
8431-004-031	836 N FENIMORE AVE	A	20.80	1.00	20.80
8431-005-006	813 N FENIMORE AVE	A	20.80	1.00	20.80
8431-005-009	761 N FENIMORE AVE	A	20.80	1.00	20.80
8431-005-021	836 N 4TH AVE	A	20.80	1.00	20.80
8431-005-022	828 N 4TH AVE	A	20.80	1.00	20.80
8431-005-026	768 N 4TH AVE	A	20.80	1.00	20.80
8431-005-034	704 N 4TH AVE	A	20.80	1.00	20.80
8431-006-005	836 N 5TH AVE	A	20.80	1.00	20.80
8431-006-014	736 N 5TH AVE	A	20.80	1.00	20.80
8431-006-023	737 N 4TH AVE	A	20.80	1.00	20.80
8431-006-029	813 N 4TH AVE	A	20.80	1.00	20.80
8431-006-034	853 N 4TH AVE	A	20.80	1.00	20.80
8431-007-006	748 N CEDAR DR	A	20.80	1.00	20.80
8431-007-011	822 N CEDAR DR	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8431-007-019	713 N 5TH AVE	A	20.80	1.00	20.80
8431-007-025	761 N 5TH AVE	A	20.80	1.00	20.80
8431-007-026	769 N 5TH AVE	A	20.80	1.00	20.80
8431-007-028	813 N 5TH AVE	A	20.80	1.00	20.80
8431-008-003	857 N CEDAR DR	A	20.80	1.00	20.80
8431-012-002	314 W EDNA PL	A	20.80	1.00	20.80
8431-012-005	284 W EDNA PL	A	20.80	1.00	20.80
8431-013-008	162 W EDNA PL	A	20.80	1.00	20.80
8431-013-015	621 N CITRUS AVE	B	2.70	71.00	191.70
8431-014-034	231 W ZINFANDEL DR	B	2.70	2.18	5.88
8431-014-035	225 W ZINFANDEL DR	B	2.70	2.18	5.88
8431-014-036	221 W ZINFANDEL DR	B	2.70	2.18	5.88
8431-014-037	523 N CABERNET DR	B	2.70	2.18	5.88
8431-014-038	525 N CABERNET DR	B	2.70	2.18	5.88
8431-014-039	527 N CABERNET DR	B	2.70	2.18	5.88
8431-014-040	529 N CABERNET DR	B	2.70	2.18	5.88
8431-014-041	531 N CABERNET DR	B	2.70	2.18	5.88
8431-014-042	209 W ZINFANDEL DR	B	2.70	2.18	5.88
8431-014-043	215 W ZINFANDEL DR	B	2.70	2.18	5.88
8431-014-044	217 W ZINFANDEL DR	B	2.70	2.18	5.88
8431-014-045	219 W ZINFANDEL DR	B	2.70	2.18	5.88
8431-014-046	522 N CABERNET DR	B	2.70	2.18	5.88
8431-014-047	524 N CABERNET DR	B	2.70	2.18	5.88
8431-014-048	528 N CABERNET DR	B	2.70	2.18	5.88
8431-014-049	530 N CABERNET DR	B	2.70	2.18	5.88
8431-014-050	532 N CABERNET DR	B	2.70	2.18	5.88
8431-014-051	521 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-052	523 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-053	525 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-054	527 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-055	529 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-056	531 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-057	533 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-058	520 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-059	522 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-060	524 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-061	528 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-062	530 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-063	532 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-064	535 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-065	537 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-066	539 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-067	541 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-068	543 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-069	545 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-070	547 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-071	534 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-072	536 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-073	538 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-074	540 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-075	542 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-076	544 N CHARDONNAY DR	B	2.70	2.18	5.88
8431-014-077	535 N CABERNET DR	B	2.70	2.18	5.88
8431-014-078	537 N CABERNET DR	B	2.70	2.18	5.88
8431-014-079	539 N CABERNET DR	B	2.70	2.18	5.88
8431-014-080	541 N CABERNET DR	B	2.70	2.18	5.88
8431-014-081	543 N CABERNET DR	B	2.70	2.18	5.88
8431-014-082	222 W MERLOT DR	B	2.70	2.18	5.88
8431-014-083	228 W MERLOT DR	B	2.70	2.18	5.88

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8431-014-084	230 W MERLOT DR	B	2.70	2.18	5.88
8431-014-085	534 N CABERNET DR	B	2.70	2.18	5.88
8431-014-086	536 N CABERNET DR	B	2.70	2.18	5.88
8431-014-087	538 N CABERNET DR	B	2.70	2.18	5.88
8431-014-088	540 N CABERNET DR	B	2.70	2.18	5.88
8431-014-089	542 N CABERNET DR	B	2.70	2.18	5.88
8431-014-090	218 W MERLOT DR	B	2.70	2.18	5.88
8431-014-091	216 W MERLOT DR	B	2.70	2.18	5.88
8431-014-092	214 W MERLOT DR	B	2.70	2.18	5.88
8431-014-093	210 W MERLOT DR	B	2.70	2.18	5.88
8431-014-094	545 N CITRUS AVE	B	2.70	10.89	29.40
8431-015-005	201 W SAN BERNARDINO RD	B	2.70	8.00	21.60
8431-015-038	209 W SAN BERNARDINO RD	B	2.70	6.00	16.20
8431-015-043	223 W SAN BERNARDINO RD	B	2.70	13.00	35.10
8431-016-036	275 W SAN BERNARDINO RD	B	2.70	20.00	54.00
8431-016-037	247 W SAN BERNARDINO RD	B	2.70	12.00	32.40
8431-017-010	568 N VALENCIA PL	B	2.70	8.00	21.60
8431-017-032	596 N VALENCIA PL	B	2.70	24.00	64.80
8431-018-001	373 W SAN BERNARDINO RD	B	2.70	12.00	32.40
8431-019-029	422 W FRONT ST	B	2.70	39.00	105.30
8431-019-032	456 W FRONT ST	A	20.80	1.00	20.80
8431-019-033	458 W FRONT ST	A	20.80	1.00	20.80
8431-019-034	460 W FRONT ST	A	20.80	1.00	20.80
8431-019-035	462 W FRONT ST	A	20.80	1.00	20.80
8431-019-036	464 W FRONT ST	A	20.80	1.00	20.80
8431-019-037	466 W FRONT ST	A	20.80	1.00	20.80
8431-019-038	444 W FRONT ST	A	20.80	1.00	20.80
8431-019-039	446 W FRONT ST	A	20.80	1.00	20.80
8431-019-040	448 W FRONT ST	A	20.80	1.00	20.80
8431-019-041	450 W FRONT ST	A	20.80	1.00	20.80
8431-019-042	452 W FRONT ST	A	20.80	1.00	20.80
8431-019-043	454 W FRONT ST	A	20.80	1.00	20.80
8431-022-005	407 W BADILLO ST	A	20.80	1.00	20.80
8431-022-015	438 W KENOAK DR	A	20.80	1.00	20.80
8431-022-019	474 W KENOAK DR	A	20.80	1.00	20.80
8431-027-024	420 N 4TH AVE	B	2.70	10.00	27.00
8431-027-034	Situs Unavailable	B	2.70	255.00	688.50
8431-027-035	315 N 3RD AVE	B	2.70	19.00	51.30
8431-027-036	210 W SAN BERNARDINO RD	B	2.70	203.00	548.10
8431-028-004	411 N CITRUS AVE	B	2.70	3.00	8.10
8431-028-005	407 N CITRUS AVE	B	2.70	3.00	8.10
8431-028-006	401 N CITRUS AVE	B	2.70	6.00	16.20
8431-028-026	413 N CITRUS AVE	B	2.70	21.00	56.70
8431-029-001	325 N CITRUS AVE	B	2.70	5.00	13.50
8431-029-002	311 N CITRUS AVE	B	2.70	5.00	13.50
8431-029-003	309 N CITRUS AVE	B	2.70	3.00	8.10
8431-029-016	307 N CITRUS AVE	B	2.70	3.00	8.10
8431-029-032	148 W ORANGE ST	B	2.70	4.00	10.80
8431-029-033	171 W COTTAGE DR	B	2.70	8.00	21.60
8431-029-034	301 N CITRUS AVE	B	2.70	8.00	21.60
8431-029-035	158 W ORANGE ST	B	2.70	4.00	10.80
8431-032-002	155 W COLLEGE ST	B	2.70	21.00	56.70
8431-032-007	221 N CITRUS AVE	B	2.70	5.00	13.50
8431-032-008	211 N CITRUS AVE	B	2.70	8.00	21.60
8431-032-009	201 N CITRUS AVE	B	2.70	5.00	13.50
8431-032-014	154 W COTTAGE DR	B	2.70	4.00	10.80
8431-032-015	148 W COTTAGE DR	B	2.70	4.00	10.80
8431-032-017	146 W COTTAGE DR	B	2.70	4.00	10.80
8431-032-023	239 N CITRUS AVE	B	2.70	4.00	10.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8431-032-024	223 N CITRUS AVE	B	2.70	6.00	16.20
8431-032-029	Situs Unavailable	B	2.70	16.00	43.20
8431-032-034	175 W COLLEGE ST	B	2.70	11.00	29.70
8431-033-001	145 N CITRUS AVE	B	2.70	3.00	8.10
8431-033-002	143 N CITRUS AVE	B	2.70	2.00	5.40
8431-033-003	141 N CITRUS AVE	B	2.70	2.00	5.40
8431-033-004	139 N CITRUS AVE	B	2.70	2.00	5.40
8431-033-005	137 N CITRUS AVE	B	2.70	2.00	5.40
8431-033-023	123 N CITRUS AVE	B	2.70	3.00	8.10
8431-033-024	117 N CITRUS AVE	B	2.70	4.00	10.80
8431-033-025	113 N CITRUS AVE	B	2.70	5.00	13.50
8431-033-026	111 N CITRUS AVE	B	2.70	2.00	5.40
8431-033-030	129 N CITRUS AVE	B	2.70	5.00	13.50
8431-033-031	125 N CITRUS AVE	B	2.70	2.00	5.40
8431-033-032	101 N CITRUS AVE	B	2.70	4.00	10.80
8431-033-035	158 W COLLEGE ST	B	2.70	10.00	27.00
8432-005-030	744 N ARMEL DR	A	20.80	1.00	20.80
8432-005-033	804 N ARMEL DR	A	20.80	1.00	20.80
8432-006-009	835 W GLENTANA ST	B	2.70	5.00	13.50
8432-006-013	801 W GLENTANA ST	B	2.70	8.00	21.60
8432-006-014	781 W GLENTANA ST	B	2.70	7.00	18.90
8432-006-015	Situs Unavailable	B	2.70	13.00	35.10
8432-006-016	Situs Unavailable	B	2.70	3.00	8.10
8432-006-017	578 N AZUSA AVE	B	2.70	23.00	62.10
8432-006-018	841 W GLENTANA ST	B	2.70	6.00	16.20
8432-006-019	827 W GLENTANA ST	B	2.70	10.00	27.00
8432-006-021	809 W GLENTANA ST	B	2.70	8.00	21.60
8432-006-022	811 W GLENTANA ST	B	2.70	10.00	27.00
8432-007-006	814 N ELSPETH WAY	A	20.80	1.00	20.80
8432-007-016	665 W CLOVERMEAD ST	A	20.80	1.00	20.80
8432-008-007	808 W CYPRESS ST	A	20.80	1.00	20.80
8432-008-008	780 W CYPRESS ST	A	20.80	1.00	20.80
8432-008-009	776 W CYPRESS ST	A	20.80	1.00	20.80
8432-008-010	766 W CYPRESS ST	A	20.80	1.00	20.80
8432-008-011	754 W CYPRESS ST	A	20.80	1.00	20.80
8432-008-012	742 W CYPRESS ST	A	20.80	1.00	20.80
8432-008-013	730 W CYPRESS ST	A	20.80	1.00	20.80
8432-009-007	877 W CHESTER RD	A	20.80	1.00	20.80
8432-009-008	874 W CYPRESS ST	A	20.80	1.00	20.80
8432-009-009	860 W CYPRESS ST	A	20.80	1.00	20.80
8432-009-010	850 W CYPRESS ST	A	20.80	1.00	20.80
8432-009-011	840 W CYPRESS ST	A	20.80	1.00	20.80
8432-009-012	828 W CYPRESS ST	A	20.80	1.00	20.80
8432-009-013	818 W CYPRESS ST	A	20.80	1.00	20.80
8432-012-001	876 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-002	868 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-003	860 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-004	852 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-005	844 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-006	836 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-007	828 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-008	820 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-009	812 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-010	804 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-011	786 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-012	778 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-013	770 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-014	762 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-015	754 W GRISWOLD RD	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8432-012-016	746 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-017	738 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-018	728 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-019	729 W EDNA PL	A	20.80	1.00	20.80
8432-012-020	739 W EDNA PL	A	20.80	1.00	20.80
8432-012-021	747 W EDNA PL	A	20.80	1.00	20.80
8432-012-022	755 W EDNA PL	A	20.80	1.00	20.80
8432-012-023	763 W EDNA PL	A	20.80	1.00	20.80
8432-012-024	771 W EDNA PL	A	20.80	1.00	20.80
8432-012-025	779 W EDNA PL	A	20.80	1.00	20.80
8432-012-026	787 W EDNA PL	A	20.80	1.00	20.80
8432-012-027	805 W EDNA PL	A	20.80	1.00	20.80
8432-012-028	813 W EDNA PL	A	20.80	1.00	20.80
8432-012-029	821 W EDNA PL	A	20.80	1.00	20.80
8432-012-030	829 W EDNA PL	A	20.80	1.00	20.80
8432-012-031	837 W EDNA PL	A	20.80	1.00	20.80
8432-012-032	845 W EDNA PL	A	20.80	1.00	20.80
8432-012-033	853 W EDNA PL	A	20.80	1.00	20.80
8432-012-034	861 W EDNA PL	A	20.80	1.00	20.80
8432-012-035	869 W EDNA PL	A	20.80	1.00	20.80
8432-012-036	877 W EDNA PL	A	20.80	1.00	20.80
8432-012-037	876 W EDNA PL	A	20.80	1.00	20.80
8432-012-038	868 W EDNA PL	A	20.80	1.00	20.80
8432-012-039	860 W EDNA PL	A	20.80	1.00	20.80
8432-012-040	852 W EDNA PL	A	20.80	1.00	20.80
8432-012-041	844 W EDNA PL	A	20.80	1.00	20.80
8432-012-042	836 W EDNA PL	A	20.80	1.00	20.80
8432-012-043	828 W EDNA PL	A	20.80	1.00	20.80
8432-012-044	820 W EDNA PL	A	20.80	1.00	20.80
8432-012-045	812 W EDNA PL	A	20.80	1.00	20.80
8432-012-046	804 W EDNA PL	A	20.80	1.00	20.80
8432-012-047	786 W EDNA PL	A	20.80	1.00	20.80
8432-012-048	778 W EDNA PL	A	20.80	1.00	20.80
8432-012-049	770 W EDNA PL	A	20.80	1.00	20.80
8432-012-050	762 W EDNA PL	A	20.80	1.00	20.80
8432-012-051	754 W EDNA PL	A	20.80	1.00	20.80
8432-012-052	746 W EDNA PL	A	20.80	1.00	20.80
8432-012-053	738 W EDNA PL	A	20.80	1.00	20.80
8432-012-054	728 W EDNA PL	A	20.80	1.00	20.80
8432-012-055	718 W EDNA PL	A	20.80	1.00	20.80
8432-012-056	706 W EDNA PL	A	20.80	1.00	20.80
8432-012-057	733 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-058	745 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-059	765 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-060	775 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-061	785 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-062	795 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-063	805 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-064	815 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-065	825 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-066	835 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-067	845 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-068	855 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-069	865 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-070	875 W GRISWOLD RD	A	20.80	1.00	20.80
8432-012-071	876 W CHESTER RD	A	20.80	1.00	20.80
8432-014-014	770 W GOLDEN GROVE WAY	B	2.70	20.00	54.00
8432-014-015	810 W GOLDEN GROVE WAY	B	2.70	22.00	59.40
8432-014-016	628 N AZUSA AVE	B	2.70	25.00	67.50

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8432-014-017	854 W GOLDEN GROVE WAY	B	2.70	22.00	59.40
8432-014-018	750 W GOLDEN GROVE WAY	B	2.70	19.00	51.30
8432-014-019	730 W GOLDEN GROVE WAY	B	2.70	52.00	140.40
8432-014-020	830 W GOLDEN GROVE WAY	B	2.70	22.00	59.40
8432-015-001	612 N AZUSA AVE	B	2.70	12.00	32.40
8432-015-008	807 W FRONT ST	B	2.70	10.00	27.00
8432-015-012	776 W FRONT ST	B	2.70	15.00	40.50
8432-015-014	802 W FRONT ST	B	2.70	15.00	40.50
8432-015-022	783 W FRONT ST	B	2.70	19.00	51.30
8432-015-023	859 W FRONT ST	B	2.70	4.00	10.80
8432-015-025	602 N AZUSA AVE	B	2.70	10.00	27.00
8432-015-026	Situs Unavailable	B	2.70	2.00	5.40
8432-015-027	840 W FRONT ST	B	2.70	12.00	32.40
8432-015-028	818 W FRONT ST	B	2.70	12.00	32.40
8432-015-029	851 W FRONT ST	B	2.70	27.00	72.90
8432-015-034	846 W FRONT ST	B	2.70	8.00	21.60
8432-015-035	852 W FRONT ST	B	2.70	31.00	83.70
8432-015-037	Situs Unavailable	B	2.70	12.00	32.40
8432-015-038	815 W FRONT ST	B	2.70	19.00	51.30
8432-016-013	801 W SAN BERNARDINO RD	B	2.70	30.00	81.00
8432-016-017	781 W SAN BERNARDINO RD	B	2.70	10.00	27.00
8432-016-019	871 W SAN BERNARDINO RD	B	2.70	20.00	54.00
8432-016-020	540 N AZUSA AVE	B	2.70	135.00	364.50
8432-016-021	540 N AZUSA AVE	B	2.70	18.00	48.60
8432-016-025	820 W GLENTANA ST	B	2.70	25.00	67.50
8432-016-026	780 W GLENTANA ST	B	2.70	51.00	137.70
8432-016-027	825 W SAN BERNARDINO RD	B	2.70	47.00	126.90
8432-018-011	559 N DOVER RD	A	20.80	1.00	20.80
8432-018-015	597 N DOVER RD	A	20.80	1.00	20.80
8432-019-006	590 N DOVER RD	A	20.80	1.00	20.80
8432-020-027	525 N HOUSER DR	A	20.80	1.00	20.80
8432-021-008	541 N HEATHDALE AVE	A	20.80	1.00	20.80
8432-021-010	561 N HEATHDALE AVE	A	20.80	1.00	20.80
8432-021-017	560 N HOUSER DR	A	20.80	1.00	20.80
8432-024-004	204 N LARKIN DR	A	20.80	1.00	20.80
8432-024-011	519 W BADILLO ST	B	2.70	58.00	156.60
8432-024-012	207 N HOLLENBECK AVE	A	20.80	1.00	20.80
8432-025-001	427 N LARKIN DR	A	20.80	1.00	20.80
8432-025-010	127 N LARKIN DR	A	20.80	1.00	20.80
8432-025-011	115 N LARKIN DR	A	20.80	1.00	20.80
8432-025-014	114 N HEATHDALE AVE	A	20.80	1.00	20.80
8432-025-021	326 N HEATHDALE AVE	A	20.80	1.00	20.80
8432-026-004	204 N HOUSER DR	A	20.80	1.00	20.80
8432-027-004	114 N ARMEL DR	A	20.80	1.00	20.80
8432-027-005	124 N ARMEL DR	A	20.80	1.00	20.80
8432-027-006	204 N ARMEL DR	A	20.80	1.00	20.80
8432-027-007	216 N ARMEL DR	A	20.80	1.00	20.80
8432-027-012	328 N ARMEL DR	A	20.80	1.00	20.80
8432-027-015	424 N ARMEL DR	A	20.80	1.00	20.80
8432-027-016	405 N HOUSER DR	A	20.80	1.00	20.80
8432-027-017	325 N HOUSER DR	A	20.80	1.00	20.80
8432-027-021	217 N HOUSER DR	A	20.80	1.00	20.80
8432-027-025	105 N HOUSER DR	A	20.80	1.00	20.80
8432-028-011	117 N ARMEL DR	A	20.80	1.00	20.80
8432-029-006	761 W PALM DR	A	20.80	1.00	20.80
8432-030-005	751 W ADAMS PARK DR	A	20.80	1.00	20.80
8432-030-006	761 W ADAMS PARK DR	A	20.80	1.00	20.80
8432-031-015	738 W ADAMS PARK DR	A	20.80	1.00	20.80
8432-032-028	402 N AZUSA AVE	B	2.70	17.00	45.90

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8432-032-029	306 N AZUSA AVE	B	2.70	33.00	89.10
8432-032-030	816 W SAN BERNARDINO RD	B	2.70	65.00	175.50
8432-032-031	404 N AZUSA AVE	B	2.70	166.00	448.20
8432-032-032	420 N AZUSA AVE	B	2.70	22.00	59.40
8432-033-007	216 N AZUSA AVE	B	2.70	15.00	40.50
8432-033-008	206 N AZUSA AVE	B	2.70	103.00	278.10
8432-033-009	114 N AZUSA AVE	B	2.70	109.00	294.30
8432-033-010	100 N AZUSA AVE	B	2.70	22.00	59.40
8432-036-002	649 W FRONT ST	A	20.80	1.00	20.80
8432-036-013	503 W FRONT ST	A	20.80	1.00	20.80
8432-036-017	537 W FRONT ST	A	20.80	1.00	20.80
8432-037-016	522 N HEATHDALE AVE	A	20.80	1.00	20.80
8432-038-003	530 W BRIDGER ST	A	20.80	1.00	20.80
8432-038-012	514 W FRONT ST	A	20.80	1.00	20.80
8432-039-005	525 N ARMEL DR	A	20.80	1.00	20.80
8434-001-003	1075 W SAN BERNARDINO RD	B	2.70	41.00	110.70
8434-001-005	1009 W SAN BERNARDINO RD	B	2.70	38.00	102.60
8434-001-006	Situs Unavailable	B	2.70	9.00	24.30
8434-001-007	975 W SAN BERNARDINO RD	B	2.70	73.00	197.10
8434-001-008	513 N AZUSA AVE	B	2.70	130.00	351.00
8434-001-009	Situs Unavailable	B	2.70	42.00	113.40
8434-001-010	501 N AZUSA AVE	B	2.70	22.00	59.40
8434-001-013	1017 W SAN BERNARDINO RD	B	2.70	8.00	21.60
8434-001-017	553 N AZUSA AVE	B	2.70	168.00	453.60
8434-001-019	Situs Unavailable	B	2.70	20.00	54.00
8434-001-020	1025 W SAN BERNARDINO RD	B	2.70	9.00	24.30
8434-001-021	1035 W SAN BERNARDINO RD	B	2.70	9.00	24.30
8434-001-022	1045 W SAN BERNARDINO RD	B	2.70	19.00	51.30
8434-001-023	544 N RIMSDALE AVE	B	2.70	46.00	124.20
8434-001-024	545 N RIMSDALE AVE	B	2.70	33.00	89.10
8434-001-025	1069 W SAN BERNARDINO RD	B	2.70	23.00	62.10
8434-001-026	1055 W SAN BERNARDINO RD	B	2.70	14.00	37.80
8434-002-011	1123 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-002-013	1139 W SAN BERNARDINO RD	B	2.70	9.00	24.30
8434-002-014	1145 W SAN BERNARDINO RD	B	2.70	8.00	21.60
8434-002-018	1109 W SAN BERNARDINO RD	B	2.70	19.00	51.30
8434-002-021	1151 W SAN BERNARDINO RD	B	2.70	8.00	21.60
8434-002-024	1131 W SAN BERNARDINO RD	B	2.70	10.00	27.00
8434-003-015	1235 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-003-016	1229 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-003-017	1217 W SAN BERNARDINO RD # 200	B	2.70	9.00	24.30
8434-003-018	1211 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-003-019	1205 W SAN BERNARDINO RD	B	2.70	10.00	27.00
8434-003-021	513 N JANALINDA AVE	B	2.70	8.00	21.60
8434-003-022	1171 W SAN BERNARDINO RD	B	2.70	9.00	24.30
8434-004-001	558 N LARK ELLEN AVE	A	20.80	1.00	20.80
8434-004-003	546 N LARK ELLEN AVE	B	2.70	10.00	27.00
8434-004-012	524 N LARK ELLEN AVE	A	20.80	1.00	20.80
8434-004-013	1275 W SAN BERNARDINO RD	B	2.70	28.00	75.60
8434-004-020	1241 W SAN BERNARDINO RD	B	2.70	21.00	56.70
8434-004-023	1247 W SAN BERNARDINO RD	B	2.70	21.00	56.70
8434-004-028	534 N LARK ELLEN AVE NO. 1	A	20.80	1.00	20.80
8434-004-029	534 N LARK ELLEN AVE 2	A	20.80	1.00	20.80
8434-004-030	534 N LARK ELLEN AVE 3	A	20.80	1.00	20.80
8434-004-031	534 N LARK ELLEN AVE 4	A	20.80	1.00	20.80
8434-004-033	1257 W SAN BERNARDINO RD	B	2.70	25.00	67.50
8434-004-036	1256 W MCGILL ST	B	2.70	10.55	28.49
8434-005-014	576 N LARK ELLEN AVE	A	20.80	1.00	20.80
8434-006-015	1242 W GLENTANA ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-007-002	1113 W GLENTANA ST	A	20.80	1.00	20.80
8434-007-003	1123 W GLENTANA ST	A	20.80	1.00	20.80
8434-008-006	636 N ENID AVE	A	20.80	1.00	20.80
8434-009-023	656 N VOGUE AVE	A	20.80	1.00	20.80
8434-009-025	1288 W FRONT ST	A	20.80	1.00	20.80
8434-009-026	1280 W FRONT ST	A	20.80	1.00	20.80
8434-009-027	1272 W FRONT ST	A	20.80	1.00	20.80
8434-009-028	1264 W FRONT ST	A	20.80	1.00	20.80
8434-009-029	1265 W FRONT ST	A	20.80	1.00	20.80
8434-009-030	1273 W FRONT ST	A	20.80	1.00	20.80
8434-009-031	1281 W FRONT ST	A	20.80	1.00	20.80
8434-009-032	1289 W FRONT ST	A	20.80	1.00	20.80
8434-011-001	565 N LARK ELLEN AVE	A	20.80	1.00	20.80
8434-011-002	559 N LARK ELLEN AVE	A	20.80	1.00	20.80
8434-011-003	551 N LARK ELLEN AVE	A	20.80	1.00	20.80
8434-011-004	545 N LARK ELLEN AVE	A	20.80	1.00	20.80
8434-011-005	535 N LARK ELLEN AVE	B	2.70	19.00	51.30
8434-011-006	501 N LARK ELLEN AVE	B	2.70	48.00	129.60
8434-011-007	1343 W SAN BERNARDINO RD	B	2.70	122.00	329.40
8434-012-008	1409 W SAN BERNARDINO RD	B	2.70	24.00	64.80
8434-012-019	1375 W SAN BERNARDINO RD	B	2.70	125.00	337.50
8434-012-023	1413 W SAN BERNARDINO RD UNIT A	A	20.80	1.00	20.80
8434-012-024	1413 W SAN BERNARDINO RD UNIT B	A	20.80	1.00	20.80
8434-012-025	1413 W SAN BERNARDINO RD UNIT C	A	20.80	1.00	20.80
8434-012-026	1413 W SAN BERNARDINO RD UNIT D	A	20.80	1.00	20.80
8434-012-027	1413 W SAN BERNARDINO RD UNIT E	A	20.80	1.00	20.80
8434-012-028	1413 W SAN BERNARDINO RD UNIT F	A	20.80	1.00	20.80
8434-012-029	1415 W SAN BERNARDINO RD UNIT F	A	20.80	1.00	20.80
8434-012-030	1415 W SAN BERNARDINO RD UNIT E	A	20.80	1.00	20.80
8434-012-031	1415 W SAN BERNARDINO RD UNIT D	A	20.80	1.00	20.80
8434-012-032	1415 W SAN BERNARDINO RD UNIT C	A	20.80	1.00	20.80
8434-012-033	1415 W SAN BERNARDINO RD UNIT B	A	20.80	1.00	20.80
8434-012-034	1415 W SAN BERNARDINO RD UNIT A	A	20.80	1.00	20.80
8434-012-035	1417 W SAN BERNARDINO RD UNIT A	A	20.80	1.00	20.80
8434-012-036	1417 W SAN BERNARDINO RD UNIT B	A	20.80	1.00	20.80
8434-012-037	1417 W SAN BERNARDINO RD UNIT C	A	20.80	1.00	20.80
8434-012-038	1417 W SAN BERNARDINO RD UNIT D	A	20.80	1.00	20.80
8434-012-039	1417 W SAN BERNARDINO RD UNIT E	A	20.80	1.00	20.80
8434-012-040	1417 W SAN BERNARDINO RD NO F	A	20.80	1.00	20.80
8434-012-041	1419 W SAN BERNARDINO RD UNIT A	A	20.80	1.00	20.80
8434-012-042	1419 W SAN BERNARDINO RD UNIT B	A	20.80	1.00	20.80
8434-012-043	1419 W SAN BERNARDINO RD UNIT C	A	20.80	1.00	20.80
8434-012-044	1419 W SAN BERNARDINO RD UNIT D	A	20.80	1.00	20.80
8434-012-045	1419 W SAN BERNARDINO RD UNIT E	A	20.80	1.00	20.80
8434-012-046	1419 W SAN BERNARDINO RD UNIT F	A	20.80	1.00	20.80
8434-012-047	1419 W SAN BERNARDINO RD UNIT G	A	20.80	1.00	20.80
8434-012-048	1419 W SAN BERNARDINO RD UNIT H	A	20.80	1.00	20.80
8434-012-049	1423 W SAN BERNARDINO RD UNIT A	A	20.80	1.00	20.80
8434-012-050	1423 W SAN BERNARDINO RD UNIT B	A	20.80	1.00	20.80
8434-012-051	1423 W SAN BERNARDINO RD UNIT C	A	20.80	1.00	20.80
8434-012-052	1423 W SAN BERNARDINO RD UNIT D	A	20.80	1.00	20.80
8434-012-053	1423 W SAN BERNARDINO RD UNIT E	A	20.80	1.00	20.80
8434-012-054	1423 W SAN BERNARDINO RD UNIT F	A	20.80	1.00	20.80
8434-012-055	1423 W SAN BERNARDINO RD UNIT G	A	20.80	1.00	20.80
8434-012-056	1423 W SAN BERNARDINO RD UNIT H	A	20.80	1.00	20.80
8434-012-057	1425 W SAN BERNARDINO RD UNIT A	A	20.80	1.00	20.80
8434-012-058	1425 W SAN BERNARDINO RD UNIT B	A	20.80	1.00	20.80
8434-012-059	1425 W SAN BERNARDINO RD UNIT C	A	20.80	1.00	20.80
8434-012-060	1425 W SAN BERNARDINO RD UNIT D	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-012-061	1425 W SAN BERNARDINO RD UNIT	E A	20.80	1.00	20.80
8434-012-062	1425 W SAN BERNARDINO RD UNIT	F A	20.80	1.00	20.80
8434-012-063	1425 W SAN BERNARDINO RD UNIT	G A	20.80	1.00	20.80
8434-012-064	1425 W SAN BERNARDINO RD UNIT	H A	20.80	1.00	20.80
8434-012-065	1427 W SAN BERNARDINO RD UNIT	A A	20.80	1.00	20.80
8434-012-066	1427 W SAN BERNARDINO RD UNIT	B A	20.80	1.00	20.80
8434-012-067	1427 W SAN BERNARDINO RD UNIT	C A	20.80	1.00	20.80
8434-012-068	1427 W SAN BERNARDINO RD UNIT	D A	20.80	1.00	20.80
8434-012-069	1427 W SAN BERNARDINO RD UNIT	E A	20.80	1.00	20.80
8434-012-070	1427 W SAN BERNARDINO RD UNIT	F A	20.80	1.00	20.80
8434-012-071	1429 W SAN BERNARDINO RD UNIT	A A	20.80	1.00	20.80
8434-012-072	1429 W SAN BERNARDINO RD UNIT	B A	20.80	1.00	20.80
8434-012-073	1429 W SAN BERNARDINO RD UNIT	C A	20.80	1.00	20.80
8434-012-074	1429 W SAN BERNARDINO RD UNIT	D A	20.80	1.00	20.80
8434-012-075	1429 W SAN BERNARDINO RD UNIT	E A	20.80	1.00	20.80
8434-012-076	1429 W SAN BERNARDINO RD UNIT	F A	20.80	1.00	20.80
8434-012-077	1431 W SAN BERNARDINO RD UNIT	A A	20.80	1.00	20.80
8434-012-078	1431 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-012-079	1431 W SAN BERNARDINO RD UNIT	C A	20.80	1.00	20.80
8434-012-080	1431 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-012-081	1433 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-012-082	1433 W SAN BERNARDINO RD UNIT	C A	20.80	1.00	20.80
8434-012-083	1433 W SAN BERNARDINO RD UNIT	B A	20.80	1.00	20.80
8434-012-084	1433 W SAN BERNARDINO RD UNIT	A A	20.80	1.00	20.80
8434-012-085	1435 W SAN BERNARDINO RD UNIT	A A	20.80	1.00	20.80
8434-012-086	1435 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-012-087	1435 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-012-088	1435 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-012-089	1435 W SAN BERNARDINO RD UNIT	E A	20.80	1.00	20.80
8434-012-090	1435 W SAN BERNARDINO RD	A	20.80	1.00	20.80
8434-013-002	526 N VINCENT AVE	B	2.70	12.00	32.40
8434-013-003	1681 W SAN BERNARDINO RD	B	2.70	22.00	59.40
8434-013-004	1665 W SAN BERNARDINO RD	B	2.70	17.00	45.90
8434-013-005	1651 W SAN BERNARDINO RD	B	2.70	14.00	37.80
8434-013-007	1635 W SAN BERNARDINO RD	B	2.70	75.00	202.50
8434-013-010	529 CUTTER WAY	B	2.70	98.00	264.60
8434-014-012	688 N RIMSDALE AVE #1	A	20.80	1.00	20.80
8434-014-013	688 N RIMSDALE AVE NO 2	A	20.80	1.00	20.80
8434-014-014	688 N RIMSDALE AVE NO 3	A	20.80	1.00	20.80
8434-014-015	688 N RIMSDALE AVE NO 4	A	20.80	1.00	20.80
8434-014-016	688 N RIMSDALE AVE NO 73	A	20.80	1.00	20.80
8434-014-017	688 N RIMSDALE AVE NO 74	A	20.80	1.00	20.80
8434-014-018	688 N RIMSDALE AVE NO 92	A	20.80	1.00	20.80
8434-014-019	688 N RIMSDALE AVE NO 93	A	20.80	1.00	20.80
8434-014-020	688 N RIMSDALE AVE NO 94	A	20.80	1.00	20.80
8434-014-021	688 N RIMSDALE AVE NO 95	A	20.80	1.00	20.80
8434-014-022	688 N RIMSDALE AVE NO 96	A	20.80	1.00	20.80
8434-014-023	688 N RIMSDALE AVE NO 97	A	20.80	1.00	20.80
8434-014-024	688 N RIMSDALE AVE NO 98	A	20.80	1.00	20.80
8434-014-025	688 N RIMSDALE AVE NO 99	A	20.80	1.00	20.80
8434-014-026	688 N RIMSDALE AVE NO 68	A	20.80	1.00	20.80
8434-014-027	688 N RIMSDALE AVE NO 69	A	20.80	1.00	20.80
8434-014-028	688 N RIMSDALE AVE NO 70	A	20.80	1.00	20.80
8434-014-029	688 N RIMSDALE AVE NO 71	A	20.80	1.00	20.80
8434-014-030	688 N RIMSDALE AVE NO 72	A	20.80	1.00	20.80
8434-014-031	688 N RIMSDALE AVE NO 57	A	20.80	1.00	20.80
8434-014-032	688 N RIMSDALE AVE NO 58	A	20.80	1.00	20.80
8434-014-033	688 N RIMSDALE AVE NO 59	A	20.80	1.00	20.80
8434-014-034	688 N RIMSDALE AVE NO 60	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-014-035	688 N RIMSDALE AVE NO 61	A	20.80	1.00	20.80
8434-014-036	688 N RIMSDALE AVE NO 64	A	20.80	1.00	20.80
8434-014-037	688 N RIMSDALE AVE NO 65	A	20.80	1.00	20.80
8434-014-038	688 N RIMSDALE AVE #66	A	20.80	1.00	20.80
8434-014-039	688 N RIMSDALE AVE NO 67	A	20.80	1.00	20.80
8434-014-041	688 N RIMSDALE AVE NO 101	A	20.80	1.00	20.80
8434-014-046	688 N RIMSDALE AVE NO 106	A	20.80	1.00	20.80
8434-014-048	688 N RIMSDALE AVE NO 108	A	20.80	1.00	20.80
8434-014-056	688 N RIMSDALE AVE NO 63	A	20.80	1.00	20.80
8434-014-057	688 N RIMSDALE AVE NO 62	A	20.80	1.00	20.80
8434-014-058	688 N RIMSDALE AVE NO 117	A	20.80	1.00	20.80
8434-014-059	688 N RIMSDALE AVE NO 116	A	20.80	1.00	20.80
8434-014-060	688 N RIMSDALE AVE NO 5	A	20.80	1.00	20.80
8434-014-061	688 N RIMSDALE AVE NO 6	A	20.80	1.00	20.80
8434-014-062	688 N RIMSDALE AVE NO 7	A	20.80	1.00	20.80
8434-014-063	688 N RIMSDALE AVE NO 8	A	20.80	1.00	20.80
8434-014-064	550 N RIMSDALE AVE	B	2.70	15.00	40.50
8434-014-065	Situs Unavailable	B	2.70	25.00	67.50
8434-014-089	688 N RIMSDALE AVE 100	A	20.80	1.00	20.80
8434-014-090	688 N RIMSDALE AVE 102	A	20.80	1.00	20.80
8434-014-091	688 N RIMSDALE AVE 103	A	20.80	1.00	20.80
8434-014-092	688 N RIMSDALE AVE 104	A	20.80	1.00	20.80
8434-014-093	688 N RIMSDALE AVE 105	A	20.80	1.00	20.80
8434-014-094	688 N RIMSDALE AVE 107	A	20.80	1.00	20.80
8434-014-095	688 N RIMSDALE AVE 109	A	20.80	1.00	20.80
8434-014-096	688 N RIMSDALE AVE 110	A	20.80	1.00	20.80
8434-014-097	688 N RIMSDALE AVE NO 111	A	20.80	1.00	20.80
8434-014-098	688 N RIMSDALE AVE 112	A	20.80	1.00	20.80
8434-014-099	688 N RIMSDALE AVE NO 113	A	20.80	1.00	20.80
8434-014-100	688 N RIMSDALE AVE 114	A	20.80	1.00	20.80
8434-014-101	688 N RIMSDALE AVE 115	A	20.80	1.00	20.80
8434-015-017	1530 W SAN BERNARDINO RD	B	2.70	21.00	56.70
8434-015-036	222 N VINCENT AVE	B	2.70	306.00	826.20
8434-016-010	312 N LARK ELLEN AVE	B	2.70	8.00	21.60
8434-016-011	306 N LARK ELLEN AVE	B	2.70	8.00	21.60
8434-016-012	1271 W BADILLO ST	B	2.70	96.00	259.20
8434-016-013	1243 W BADILLO ST	B	2.70	8.00	21.60
8434-016-017	1211 W BADILLO ST	B	2.70	30.00	81.00
8434-016-027	1235 W BADILLO ST	A	20.80	1.00	20.80
8434-016-033	1274 W SAN BERNARDINO RD	B	2.70	23.00	62.10
8434-016-036	1250 W SAN BERNARDINO RD	B	2.70	65.00	175.50
8434-016-037	Situs Unavailable	B	2.70	4.00	10.80
8434-016-041	1220 W SAN BERNARDINO RD	B	2.70	91.00	245.70
8434-017-007	1118 W SAN BERNARDINO RD	B	2.70	74.00	199.80
8434-017-008	1103 W BADILLO ST	B	2.70	24.00	64.80
8434-017-014	1163 E BADILLO ST	B	2.70	32.00	86.40
8434-017-023	1170 W SAN BERNARDINO RD	B	2.70	88.00	237.60
8434-017-024	1130 W SAN BERNARDINO RD	B	2.70	56.00	151.20
8434-017-081	1171 W BADILLO ST	A	20.80	14.00	291.20
8434-018-001	107 N AZUSA AVE	B	2.70	13.00	35.10
8434-018-002	127 N AZUSA AVE	B	2.70	18.00	48.60
8434-018-003	919 W BADILLO ST	B	2.70	12.00	32.40
8434-018-007	963 W BADILLO ST	B	2.70	13.00	35.10
8434-018-008	Situs Unavailable	B	2.70	13.00	35.10
8434-018-020	1060 W SAN BERNARDINO RD	B	2.70	189.00	510.30
8434-018-021	1085 W BADILLO ST	B	2.70	15.00	40.50
8434-018-031	1041 W BADILLO ST	B	2.70	89.00	240.30
8434-018-032	925 W BADILLO ST	B	2.70	50.00	135.00
8434-018-033	963 W BADILLO ST	B	2.70	60.00	162.00

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-018-035	401 N AZUSA AVE	B	2.70	69.60	187.92
8434-018-042	963 W BADILLO ST	B	2.70	435.16	1,174.93
8434-021-020	688 N RIMSDALE AVE NO 75	A	20.80	1.00	20.80
8434-021-021	688 N RIMSDALE AVE NO 76	A	20.80	1.00	20.80
8434-021-022	688 N RIMSDALE AVE NO 77	A	20.80	1.00	20.80
8434-021-023	688 N RIMSDALE AVE NO 78	A	20.80	1.00	20.80
8434-021-024	688 N RIMSDALE AVE NO 79	A	20.80	1.00	20.80
8434-021-025	688 N RIMSDALE AVE NO 80	A	20.80	1.00	20.80
8434-021-026	688 N RIMSDALE AVE NO 81	A	20.80	1.00	20.80
8434-021-027	688 N RIMSDALE AVE NO 82	A	20.80	1.00	20.80
8434-021-028	688 N RIMSDALE AVE NO 83	A	20.80	1.00	20.80
8434-021-029	688 N RIMSDALE AVE NO 56	A	20.80	1.00	20.80
8434-021-030	688 N RIMSDALE AVE NO 55	A	20.80	1.00	20.80
8434-021-031	688 N RIMSDALE AVE NO 54	A	20.80	1.00	20.80
8434-021-032	688 N RIMSDALE AVE NO 53	A	20.80	1.00	20.80
8434-021-033	688 N RIMSDALE AVE NO 52	A	20.80	1.00	20.80
8434-021-034	688 N RIMSDALE AVE NO 51	A	20.80	1.00	20.80
8434-021-035	688 N RIMSDALE AVE NO 50	A	20.80	1.00	20.80
8434-021-036	688 N RIMSDALE AVE NO 49	A	20.80	1.00	20.80
8434-021-037	688 N RIMSDALE AVE NO 26	A	20.80	1.00	20.80
8434-021-038	688 N RIMSDALE AVE NO 27	A	20.80	1.00	20.80
8434-021-039	688 N RIMSDALE AVE NO 28	A	20.80	1.00	20.80
8434-021-040	688 N RIMSDALE AVE NO 29	A	20.80	1.00	20.80
8434-021-041	688 N RIMSDALE AVE NO 30	A	20.80	1.00	20.80
8434-021-042	688 N RIMSDALE AVE NO 31	A	20.80	1.00	20.80
8434-021-043	688 N RIMSDALE AVE NO 32	A	20.80	1.00	20.80
8434-021-044	688 N RIMSDALE AVE NO 84	A	20.80	1.00	20.80
8434-021-045	688 N RIMSDALE AVE NO 85	A	20.80	1.00	20.80
8434-021-046	688 N RIMSDALE AVE NO 86	A	20.80	1.00	20.80
8434-021-047	688 N RIMSDALE AVE NO 87	A	20.80	1.00	20.80
8434-021-048	688 N RIMSDALE AVE NO 88	A	20.80	1.00	20.80
8434-021-049	688 N RIMSDALE AVE NO 89	A	20.80	1.00	20.80
8434-021-050	688 N RIMSDALE AVE NO 90	A	20.80	1.00	20.80
8434-021-051	688 N RIMSDALE AVE NO 91	A	20.80	1.00	20.80
8434-021-052	688 N RIMSDALE AVE NO 9	A	20.80	1.00	20.80
8434-021-053	688 N RIMSDALE AVE NO 10	A	20.80	1.00	20.80
8434-021-054	688 N RIMSDALE AVE NO 11	A	20.80	1.00	20.80
8434-021-055	688 N RIMSDALE AVE NO 12	A	20.80	1.00	20.80
8434-021-056	688 N RIMSDALE AVE NO 13	A	20.80	1.00	20.80
8434-021-057	688 N RIMSDALE AVE NO 14	A	20.80	1.00	20.80
8434-021-058	688 N RIMSDALE AVE NO 15	A	20.80	1.00	20.80
8434-021-059	688 N RIMSDALE AVE NO 16	A	20.80	1.00	20.80
8434-021-060	688 N RIMSDALE AVE NO 133	A	20.80	1.00	20.80
8434-021-061	688 N RIMSDALE AVE NO 132	A	20.80	1.00	20.80
8434-021-062	688 N RIMSDALE AVE NO 131	A	20.80	1.00	20.80
8434-021-063	688 N RIMSDALE AVE NO 130	A	20.80	1.00	20.80
8434-021-064	688 N RIMSDALE AVE NO 129	A	20.80	1.00	20.80
8434-021-065	688 N RIMSDALE AVE NO 128	A	20.80	1.00	20.80
8434-021-066	688 N RIMSDALE AVE NO 127	A	20.80	1.00	20.80
8434-021-067	688 N RIMSDALE AVE NO 126	A	20.80	1.00	20.80
8434-021-068	688 N RIMSDALE AVE NO 118	A	20.80	1.00	20.80
8434-021-069	688 N RIMSDALE AVE NO 119	A	20.80	1.00	20.80
8434-021-070	688 N RIMSDALE AVE NO 120	A	20.80	1.00	20.80
8434-021-071	688 N RIMSDALE AVE NO 121	A	20.80	1.00	20.80
8434-021-072	688 N RIMSDALE AVE NO 122	A	20.80	1.00	20.80
8434-021-073	688 N RIMSDALE AVE NO 123	A	20.80	1.00	20.80
8434-021-074	688 N RIMSDALE AVE NO 124	A	20.80	1.00	20.80
8434-021-075	688 N RIMSDALE AVE NO 125	A	20.80	1.00	20.80
8434-021-076	688 N RIMSDALE AVE 25	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-021-077	688 N RIMSDALE AVE 24	A	20.80	1.00	20.80
8434-021-078	688 N RIMSDALE AVE 23	A	20.80	1.00	20.80
8434-021-079	688 N RIMSDALE AVE 22	A	20.80	1.00	20.80
8434-021-080	688 N RIMSDALE AVE 21	A	20.80	1.00	20.80
8434-021-081	688 N RIMSDALE AVE 20	A	20.80	1.00	20.80
8434-021-082	688 N RIMSDALE AVE 19	A	20.80	1.00	20.80
8434-021-083	688 N RIMSDALE AVE NO 18	A	20.80	1.00	20.80
8434-021-084	688 N RIMSDALE AVE 17	A	20.80	1.00	20.80
8434-021-085	550 N RIMSDALE AVE	B	2.70	10.00	27.00
8435-033-017	433 N VINCENT AVE	B	2.70	23.00	62.10
8435-033-021	105 N VINCENT AVE	B	2.70	27.00	72.90
8442-001-008	1204 W BADILLO ST	A	20.80	1.00	20.80
8442-004-020	151 S WATERBURY AVE	A	20.80	1.00	20.80
8442-005-003	1014 W BADILLO ST	A	20.80	1.00	20.80
8442-005-024	216 S EILEEN AVE	A	20.80	1.00	20.80
8442-005-026	205 S EILEEN AVE	A	20.80	1.00	20.80
8442-006-001	980 W BADILLO ST	A	20.80	1.00	20.80
8442-006-002	968 W BADILLO ST	A	20.80	1.00	20.80
8442-006-003	960 W BADILLO ST	A	20.80	1.00	20.80
8442-006-004	952 W BADILLO ST	A	20.80	1.00	20.80
8442-006-005	944 W BADILLO ST	A	20.80	1.00	20.80
8442-006-006	936 W BADILLO ST	A	20.80	1.00	20.80
8442-006-007	928 W BADILLO ST	A	20.80	1.00	20.80
8442-006-009	912 W BADILLO ST	A	20.80	1.00	20.80
8442-006-016	945 W GROVECENTER ST	A	20.80	1.00	20.80
8442-006-017	955 W GROVECENTER ST	A	20.80	1.00	20.80
8442-006-018	961 W GROVECENTER ST	A	20.80	1.00	20.80
8442-006-019	971 W GROVECENTER ST	A	20.80	1.00	20.80
8442-006-023	101 S AZUSA AVE	B	2.70	13.00	35.10
8442-006-024	918 W BADILLO ST	A	20.80	1.00	20.80
8442-007-001	978 W GROVECENTER ST	A	20.80	1.00	20.80
8442-007-003	954 W GROVECENTER ST	A	20.80	1.00	20.80
8442-007-004	946 W GROVECENTER ST	A	20.80	1.00	20.80
8443-002-005	145 S ARMEL DR	A	20.80	1.00	20.80
8443-002-006	203 S ARMEL DR	A	20.80	1.00	20.80
8443-002-007	213 S ARMEL DR	A	20.80	1.00	20.80
8443-007-003	206 S ARMEL DR	A	20.80	1.00	20.80
8443-008-016	351 S HOUSER DR	A	20.80	1.00	20.80
8443-010-006	300 S HOUSER DR	A	20.80	1.00	20.80
8443-010-009	239 S HEATHDALE AVE	A	20.80	1.00	20.80
8443-011-017	510 W BADILLO ST	B	2.70	30.00	81.00
8443-011-018	530 E BADILLO ST	B	2.70	26.00	70.20
8443-012-001	549 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-002	549 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-003	549 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-012-004	547 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-012-005	547 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-012-006	547 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-007	547 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-008	545 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-012-009	545 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-012-010	545 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-011	545 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-012	541 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-012-013	541 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-012-014	541 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-015	541 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-016	537 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-012-017	537 W PUENTE ST UNIT 3	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8443-012-018	537 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-019	537 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-020	533 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-021	533 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-022	533 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-012-023	533 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-012-024	531 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-012-025	531 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-012-026	531 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-027	531 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-028	535 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-029	535 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-030	535 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-012-031	535 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-012-032	539 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-033	539 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-034	539 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-012-035	543 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-012-036	543 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-012-037	543 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-012-038	543 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-016-017	511 W PUENTE ST NO 1	A	20.80	1.00	20.80
8443-016-018	511 W PUENTE ST NO 2	A	20.80	1.00	20.80
8443-016-019	511 W PUENTE ST NO 3	A	20.80	1.00	20.80
8443-016-020	511 W PUENTE ST NO 4	A	20.80	1.00	20.80
8443-016-021	511 W PUENTE ST NO 5	A	20.80	1.00	20.80
8443-016-022	517 W PUENTE ST NO 3	A	20.80	1.00	20.80
8443-016-023	517 W PUENTE ST NO 2	A	20.80	1.00	20.80
8443-016-024	517 W PUENTE ST NO 1	A	20.80	1.00	20.80
8443-016-025	519 W PUENTE ST NO 3	A	20.80	1.00	20.80
8443-016-026	519 W PUENTE ST APT 2	A	20.80	1.00	20.80
8443-016-027	519 W PUENTE ST NO 1	A	20.80	1.00	20.80
8443-016-028	521 W PUENTE ST NO 1	A	20.80	1.00	20.80
8443-016-029	521 W PUENTE ST NO 2	A	20.80	1.00	20.80
8443-016-030	521 W PUENTE ST NO 3	A	20.80	1.00	20.80
8443-016-031	529 W PUENTE ST NO 1	A	20.80	1.00	20.80
8443-016-032	529 W PUENTE ST NO 2	A	20.80	1.00	20.80
8443-016-033	529 W PUENTE ST NO 3	A	20.80	1.00	20.80
8443-016-034	529 W PUENTE ST NO 4	A	20.80	1.00	20.80
8443-016-035	527 W PUENTE ST NO 6	A	20.80	1.00	20.80
8443-016-036	527 W PUENTE ST NO 5	A	20.80	1.00	20.80
8443-016-037	527 W PUENTE ST NO 4	A	20.80	1.00	20.80
8443-016-038	527 W PUENTE ST NO 3	A	20.80	1.00	20.80
8443-016-039	527 W PUENTE ST NO 2	A	20.80	1.00	20.80
8443-016-040	527 W PUENTE ST NO 1	A	20.80	1.00	20.80
8443-016-041	525 W PUENTE ST NO 1	A	20.80	1.00	20.80
8443-016-042	525 W PUENTE ST NO 2	A	20.80	1.00	20.80
8443-016-043	525 W PUENTE ST NO 3	A	20.80	1.00	20.80
8443-016-044	525 W PUENTE ST NO 4	A	20.80	1.00	20.80
8443-016-045	523 W PUENTE ST NO 2	A	20.80	1.00	20.80
8443-016-046	523 W PUENTE ST NO 1	A	20.80	1.00	20.80
8443-016-047	515 W PUENTE ST NO 4	A	20.80	1.00	20.80
8443-016-048	515 W PUENTE ST NO 3	A	20.80	1.00	20.80
8443-016-049	515 W PUENTE ST NO 2	A	20.80	1.00	20.80
8443-016-050	515 W PUENTE ST NO 1	A	20.80	1.00	20.80
8443-016-053	567 W PUENTE ST UNIT 6	A	20.80	1.00	20.80
8443-016-054	567 W PUENTE ST UNIT 5	A	20.80	1.00	20.80
8443-016-055	567 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-016-056	567 W PUENTE ST UNIT 3	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8443-016-057	567 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-016-058	567 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-016-059	563 W PUENTE ST NO 3	A	20.80	1.00	20.80
8443-016-060	563 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-016-061	563 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-016-062	561 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-016-063	561 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-016-064	561 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-016-065	559 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-016-066	559 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-016-067	559 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-016-068	559 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-016-069	551 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-016-070	551 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-016-071	551 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-016-072	553 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-016-073	553 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-016-074	555 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-016-075	555 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-016-076	555 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-016-077	555 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-016-078	557 W PUENTE ST UNIT 6	A	20.80	1.00	20.80
8443-016-079	557 W PUENTE ST UNIT 5	A	20.80	1.00	20.80
8443-016-080	557 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-016-081	557 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-016-082	557 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-016-083	557 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-016-084	565 W PUENTE ST UNIT 1	A	20.80	1.00	20.80
8443-016-085	565 W PUENTE ST UNIT 2	A	20.80	1.00	20.80
8443-016-086	565 W PUENTE ST UNIT 3	A	20.80	1.00	20.80
8443-016-087	565 W PUENTE ST UNIT 4	A	20.80	1.00	20.80
8443-016-088	565 W PUENTE ST UNIT 5	A	20.80	1.00	20.80
8444-001-001	107 S CITRUS AVE	B	2.70	11.00	29.70
8444-001-016	125 W CENTER ST	A	20.80	1.00	20.80
8444-001-020	166 W BADILLO ST	B	2.70	20.00	54.00
8444-002-004	230 W BADILLO ST	B	2.70	11.00	29.70
8444-002-014	253 W CENTER ST	B	2.70	10.00	27.00
8444-002-024	238 W BADILLO ST	B	2.70	11.00	29.70
8444-002-027	250 W BADILLO ST	B	2.70	9.00	24.30
8444-002-028	240 W BADILLO ST	B	2.70	9.00	24.30
8444-002-029	235 W CENTER ST	B	2.70	10.00	27.00
8444-002-030	219 W CENTER ST	B	2.70	10.00	27.00
8444-002-031	245 W CENTER ST	B	2.70	10.00	27.00
8444-002-032	229 W CENTER ST	B	2.70	10.00	27.00
8444-003-025	307 W CENTER ST	A	20.80	1.00	20.80
8444-003-031	338 W BADILLO ST	B	2.70	8.00	21.60
8444-003-032	315 W CENTER ST	B	2.70	9.00	24.30
8444-003-035	342 W BADILLO ST	B	2.70	8.00	21.60
8444-003-036	369 W CENTER ST	B	2.70	18.00	48.60
8444-003-039	320 W BADILLO ST	B	2.70	12.00	32.40
8444-003-040	323 W CENTER ST	B	2.70	9.00	24.30
8444-003-041	329 W CENTER ST	B	2.70	9.00	24.30
8444-003-042	339 W CENTER ST	B	2.70	18.00	48.60
8444-004-004	430 W BADILLO ST	B	2.70	8.00	21.60
8444-004-005	438 W BADILLO ST	B	2.70	8.00	21.60
8444-004-015	461 W CENTER ST	A	20.80	1.00	20.80
8444-004-022	407 W CENTER ST	A	20.80	1.00	20.80
8444-004-023	127 S 5TH AVE	A	20.80	1.00	20.80
8444-004-030	452 W BADILLO ST	B	2.70	8.00	21.60

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8444-004-031	415 W CENTER ST	B	2.70	9.00	24.30
8444-005-016	421 W DEXTER ST	A	20.80	1.00	20.80
8444-005-025	418 W CENTER ST	B	2.70	14.00	37.80
8444-005-026	430 W CENTER ST	B	2.70	10.00	27.00
8444-005-027	442 W CENTER ST	B	2.70	13.00	35.10
8444-005-028	410 W CENTER ST	B	2.70	10.00	27.00
8444-005-029	436 W CENTER ST	B	2.70	9.00	24.30
8444-005-030	452 W CENTER ST	B	2.70	13.00	35.10
8444-006-010	370 W CENTER ST	A	20.80	1.00	20.80
8444-006-012	382 W CENTER ST	A	20.80	1.00	20.80
8444-006-017	347 W DEXTER ST	A	20.80	1.00	20.80
8444-006-028	337 W DEXTER ST	A	20.80	1.00	20.80
8444-006-029	332 W CENTER ST	A	20.80	1.00	20.80
8444-007-009	250 W CENTER ST	A	20.80	1.00	20.80
8444-007-012	276 W CENTER ST	A	20.80	1.00	20.80
8444-007-029	259 W DEXTER ST	A	20.80	1.00	20.80
8444-007-030	261 W DEXTER ST	A	20.80	1.00	20.80
8444-007-031	263 W DEXTER ST	A	20.80	1.00	20.80
8444-007-032	265 W DEXTER ST	A	20.80	1.00	20.80
8444-007-033	267 W DEXTER ST	A	20.80	1.00	20.80
8444-007-034	269 W DEXTER ST	A	20.80	1.00	20.80
8444-007-035	271 W DEXTER ST	A	20.80	1.00	20.80
8444-007-036	242 W CENTER ST	B	2.70	10.00	27.00
8444-007-037	266 W CENTER ST	B	2.70	10.00	27.00
8444-007-038	218 W CENTER ST	B	2.70	10.00	27.00
8444-007-039	260 W CENTER ST	B	2.70	9.00	24.30
8444-007-040	239 W DEXTER ST	B	2.70	10.00	27.00
8444-008-003	215 S CITRUS AVE	B	2.70	6.00	16.20
8444-008-011	174 W CENTER ST	A	20.80	1.00	20.80
8444-008-017	131 W DEXTER ST	B	2.70	9.00	24.30
8444-008-023	Situs Unavailable	B	2.70	3.00	8.10
8444-008-027	156 W CENTER ST	B	2.70	9.00	24.30
8444-008-028	162 W CENTER ST	B	2.70	9.00	24.30
8444-008-029	161 W DEXTER ST	B	2.70	9.00	24.30
8444-008-030	165 W DEXTER ST	B	2.70	17.00	45.90
8444-010-017	331 S 3RD AVE	B	2.70	22.00	59.40
8444-010-020	227 W PUENTE ST	B	2.70	10.00	27.00
8444-010-021	253 W PUENTE ST	B	2.70	10.00	27.00
8444-010-024	219 W PUENTE ST	B	2.70	10.00	27.00
8444-010-025	236 W DEXTER ST	B	2.70	11.00	29.70
8444-010-026	222 W DEXTER ST	B	2.70	18.00	48.60
8444-012-006	349 S ALDENVILLE AVE	A	20.80	1.00	20.80
8444-013-013	355 S ALBERTSON AVE	A	20.80	1.00	20.80
8444-016-010	481 S CEDAR DR	A	20.80	1.00	20.80
8444-018-014	440 S HEPNER AVE	A	20.80	1.00	20.80
8444-019-010	478 S ALBERTSON AVE	A	20.80	1.00	20.80
8444-020-008	412 S ALDENVILLE AVE	A	20.80	1.00	20.80
8444-021-004	501 S CITRUS AVE	B	2.70	30.00	81.00
8444-021-005	405 S CITRUS AVE 71	B	2.70	230.00	621.00
8444-022-001	515 S CITRUS AVE	B	2.70	30.00	81.00
8444-022-011	Situs Unavailable	B	2.70	72.00	194.40
8444-022-012	575 S CITRUS AVE	B	2.70	53.14	143.49
8444-022-013	535 S CITRUS AVE	B	2.70	23.70	63.99
8444-024-005	547 S EDENFIELD AVE	A	20.80	1.00	20.80
8444-024-009	578 S CALVADOS AVE	A	20.80	1.00	20.80
8444-025-004	529 S CALVADOS AVE	A	20.80	1.00	20.80
8444-026-013	558 S ALDENVILLE AVE	A	20.80	1.00	20.80
8444-026-022	303 W ROWLAND ST	A	20.80	1.00	20.80
8444-026-026	313 W ROWLAND ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8444-027-001	505 S ALDENVILLE AVE	A	20.80	1.00	20.80
8444-027-013	548 S ALBERTSON AVE	A	20.80	1.00	20.80
8444-027-014	540 S ALBERTSON AVE	A	20.80	1.00	20.80
8444-028-009	577 S ALBERTSON AVE	A	20.80	1.00	20.80
8444-028-025	448 W CASAD ST	A	20.80	1.00	20.80
8444-028-031	528 S HEPNER AVE	A	20.80	1.00	20.80
8444-029-001	223 S 4TH AVE	A	20.80	1.00	20.80
8444-029-002	225 S 4TH AVE	A	20.80	1.00	20.80
8444-029-003	227 S 4TH AVE	A	20.80	1.00	20.80
8444-029-004	229 S 4TH AVE	A	20.80	1.00	20.80
8444-029-005	231 S 4TH AVE	A	20.80	1.00	20.80
8444-029-006	233 S 4TH AVE	A	20.80	1.00	20.80
8444-029-007	235 S 4TH AVE	A	20.80	1.00	20.80
8444-029-008	237 S 4TH AVE	A	20.80	1.00	20.80
8444-029-009	239 S 4TH AVE	A	20.80	1.00	20.80
8444-029-010	241 S 4TH AVE	A	20.80	1.00	20.80
8444-029-011	251 S 4TH AVE	A	20.80	1.00	20.80
8444-029-012	253 S 4TH AVE	A	20.80	1.00	20.80
8444-029-013	255 S 4TH AVE	A	20.80	1.00	20.80
8444-029-014	257 S 4TH AVE	A	20.80	1.00	20.80
8445-001-012	112 E ITALIA ST	B	2.70	2.00	5.40
8445-001-013	236 N CITRUS AVE	B	2.70	3.00	8.10
8445-001-014	230 N CITRUS AVE	B	2.70	8.00	21.60
8445-001-015	218 N CITRUS AVE	B	2.70	5.00	13.50
8445-001-016	214 N CITRUS AVE	B	2.70	2.00	5.40
8445-001-017	210 N CITRUS AVE	B	2.70	5.00	13.50
8445-001-018	200 N CITRUS AVE	B	2.70	5.00	13.50
8445-001-024	163 E COLLEGE ST	B	2.70	11.00	29.70
8445-001-039	159 E COLLEGE ST	B	2.70	9.00	24.30
8445-002-002	258 E ITALIA ST	B	2.70	2.00	5.40
8445-002-023	200 N 2ND AVE	B	2.70	89.00	240.30
8445-002-027	256 E ITALIA ST	B	2.70	9.00	24.30
8445-003-004	317 E COLLEGE ST	B	2.70	10.00	27.00
8445-003-010	351 E COLLEGE ST	A	20.80	1.00	20.80
8445-003-018	376 E ITALIA ST	A	20.80	1.00	20.80
8445-004-008	209 COLLEGE WAY	A	20.80	1.00	20.80
8445-005-012	231 N BARRANCA AVE	A	20.80	1.00	20.80
8445-005-017	215 N BARRANCA AVE	B	2.70	30.00	81.00
8445-006-008	453 E BADILLO ST	B	2.70	8.00	21.60
8445-006-013	411 E BADILLO ST	A	20.80	1.00	20.80
8445-006-016	437 E BADILLO ST	B	2.70	9.00	24.30
8445-007-011	329 E BADILLO ST	A	20.80	1.00	20.80
8445-007-013	345 E BADILLO ST	B	2.70	10.00	27.00
8445-007-019	330 E COLLEGE ST	B	2.70	12.00	32.40
8445-007-020	340 E COLLEGE ST	B	2.70	12.00	32.40
8445-007-022	354 E COLLEGE ST	B	2.70	10.00	27.00
8445-008-005	230 E COLLEGE ST	A	20.80	1.00	20.80
8445-008-008	144 N 2ND AVE	B	2.70	23.00	62.10
8445-008-015	203 E BADILLO ST	B	2.70	39.00	105.30
8445-009-001	160 E COLLEGE ST	B	2.70	16.00	43.20
8445-009-002	146 E COLLEGE ST	B	2.70	5.00	13.50
8445-009-003	140 E COLLEGE ST	B	2.70	11.00	29.70
8445-009-006	110 E COLLEGE ST	B	2.70	7.00	18.90
8445-009-007	134 N CITRUS AVE	B	2.70	3.00	8.10
8445-009-008	132 N CITRUS AVE	B	2.70	2.00	5.40
8445-009-009	130 N CITRUS AVE	B	2.70	2.00	5.40
8445-009-012	112 N CITRUS AVE	B	2.70	3.00	8.10
8445-009-013	114 N CITRUS AVE	B	2.70	3.00	8.10
8445-009-014	118 N CITRUS AVE	B	2.70	3.00	8.10

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8445-009-027	139 E BADILLO ST	B	2.70	9.00	24.30
8445-009-035	126 N CITRUS AVE	B	2.70	4.00	10.80
8445-009-036	122 N CITRUS AVE	B	2.70	3.00	8.10
8445-009-040	132 E COLLEGE ST	B	2.70	11.00	29.70
8445-009-042	175 E BADILLO ST	B	2.70	37.00	99.90
8445-009-043	100 N CITRUS AVE	B	2.70	8.00	21.60
8445-010-002	138 E BADILLO ST	B	2.70	11.00	29.70
8445-010-003	134 E BADILLO ST	B	2.70	11.00	29.70
8445-010-004	126 E BADILLO ST	B	2.70	6.00	16.20
8445-010-005	120 E BADILLO ST	B	2.70	4.00	10.80
8445-010-006	114 E BADILLO ST	B	2.70	11.00	29.70
8445-010-009	124 S CITRUS AVE	B	2.70	23.00	62.10
8445-010-019	100 S CITRUS AVE	B	2.70	16.00	43.20
8445-010-020	Situs Unavailable	B	2.70	18.00	48.60
8445-011-022	243 E CENTER ST	B	2.70	10.00	27.00
8445-011-023	227 E CENTER ST	B	2.70	10.00	27.00
8445-011-024	240 E BADILLO ST	B	2.70	9.00	24.30
8445-011-025	234 E BADILLO ST	B	2.70	9.00	24.30
8445-011-026	258 E BADILLO ST	B	2.70	12.00	32.40
8445-012-005	381 E GROVECENTER ST	A	20.80	1.00	20.80
8445-012-010	327 E GROVECENTER ST	A	20.80	1.00	20.80
8445-012-020	378 E BADILLO ST	B	2.70	7.00	18.90
8445-013-003	330 E ALGROVE ST	A	20.80	1.00	20.80
8445-013-009	380 E ALGROVE ST	A	20.80	1.00	20.80
8445-013-010	381 E ALGROVE ST	A	20.80	1.00	20.80
8445-013-019	380 E GROVECENTER ST	A	20.80	1.00	20.80
8445-013-021	212 S 1ST AVE	A	20.80	1.00	20.80
8445-013-022	220 S 1ST AVE	A	20.80	1.00	20.80
8445-014-006	402 E BADILLO ST APT 0003	B	2.70	8.00	21.60
8445-014-030	101 S BARRANCA AVE	B	2.70	53.00	143.10
8445-014-032	128 S SAN JOSE AVE	B	2.70	85.00	229.50
8445-014-033	430 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-034	432 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-035	426 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-036	428 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-037	424 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-038	422 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-039	420 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-040	421 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-041	423 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-042	425 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-043	427 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-044	429 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-045	431 E ALGROVE ST	A	20.80	1.00	20.80
8445-014-046	433 E ALGROVE ST	A	20.80	1.00	20.80
8445-015-001	405 E DEXTER ST	A	20.80	1.00	20.80
8445-015-005	439 E DEXTER ST	A	20.80	1.00	20.80
8445-015-015	430 E DEXTER ST	A	20.80	1.00	20.80
8445-015-018	404 E DEXTER ST	A	20.80	1.00	20.80
8445-015-020	328 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-015-040	342 S SAN JOSE AVE	B	2.70	12.00	32.40
8445-016-009	365 E DEXTER ST	A	20.80	1.00	20.80
8445-016-011	381 E DEXTER ST	A	20.80	1.00	20.80
8445-016-012	380 E DEXTER ST	A	20.80	1.00	20.80
8445-016-032	369 E PUENTE ST	B	2.70	9.00	24.30
8445-016-035	321 S SAN JOSE AVE	B	2.70	56.00	151.20
8445-016-036	330 S 1ST AVE	A	20.80	1.00	20.80
8445-016-039	377 E PUENTE ST	B	2.70	20.00	54.00
8445-016-040	347 E PUENTE ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8445-016-041	317 E PUENTE ST	B	2.70	11.00	29.70
8445-017-024	235 E DEXTER ST	B	2.70	9.00	24.30
8445-017-025	228 E CENTER ST	B	2.70	10.00	27.00
8445-017-026	218 E CENTER ST	B	2.70	10.00	27.00
8445-017-030	270 E CENTER ST	B	2.70	10.00	27.00
8445-017-031	213 E DEXTER ST	B	2.70	9.00	24.30
8445-017-032	277 E DEXTER ST	B	2.70	8.00	21.60
8445-017-033	217 E DEXTER ST	A	20.80	1.00	20.80
8445-017-034	219 E DEXTER ST	A	20.80	1.00	20.80
8445-017-035	221 E DEXTER ST	A	20.80	1.00	20.80
8445-017-036	223 E DEXTER ST	A	20.80	1.00	20.80
8445-017-037	225 E DEXTER ST	A	20.80	1.00	20.80
8445-017-038	227 E DEXTER ST	A	20.80	1.00	20.80
8445-018-020	235 E PUENTE ST	B	2.70	9.00	24.30
8445-018-029	244 E DEXTER ST	B	2.70	8.00	21.60
8445-018-030	224 E DEXTER ST	B	2.70	18.00	48.60
8445-018-031	225 E PUENTE ST	B	2.70	9.00	24.30
8445-018-032	219 E PUENTE ST	B	2.70	9.00	24.30
8445-018-033	209 E PUENTE ST	B	2.70	9.00	24.30
8445-019-005	142 E CENTER ST	B	2.70	10.00	27.00
8445-019-027	148 E CENTER ST	B	2.70	10.00	27.00
8445-021-001	106 E PUENTE ST	B	2.70	13.00	35.10
8445-021-015	145 E NAVILLA PL	B	2.70	10.00	27.00
8445-021-037	528 S CITRUS AVE	B	2.70	29.00	78.30
8445-023-001	404 E PUENTE ST	A	20.80	1.00	20.80
8445-023-002	410 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-023-015	430 S SAN JOSE AVE	B	2.70	47.00	126.90
8445-023-016	436 S SAN JOSE AVE	B	2.70	8.00	21.60
8445-023-017	440 S SAN JOSE AVE	B	2.70	39.00	105.30
8445-023-018	442 S SAN JOSE AVE NO D	A	20.80	1.00	20.80
8445-023-020	450 S SAN JOSE AVE	B	2.70	12.00	32.40
8445-023-026	427 S BARRANCA AVE	B	2.70	28.00	75.60
8445-023-028	448 S SAN JOSE AVE UNIT A	A	20.80	1.00	20.80
8445-023-029	448 S SAN JOSE AVE UNIT B	A	20.80	1.00	20.80
8445-023-030	448 S SAN JOSE AVE UNIT C	A	20.80	1.00	20.80
8445-023-031	448 S SAN JOSE AVE NO D	A	20.80	1.00	20.80
8445-023-032	448 S SAN JOSE AVE APT E	A	20.80	1.00	20.80
8445-023-033	448 S SAN JOSE AVE NO F	A	20.80	1.00	20.80
8445-023-034	444 S SAN JOSE AVE UNIT A	A	20.80	1.00	20.80
8445-023-035	444 S SAN JOSE AVE UNIT B	A	20.80	1.00	20.80
8445-023-036	450 E PUENTE ST	B	2.70	7.00	18.90
8445-023-037	456 E PUENTE ST	B	2.70	7.00	18.90
8445-024-001	502 S SAN JOSE AVE	B	2.70	11.00	29.70
8445-024-002	510 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-024-007	540 S SAN JOSE AVE	B	2.70	11.00	29.70
8445-024-008	550 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-024-009	560 S SAN JOSE AVE	B	2.70	16.00	43.20
8445-024-010	568 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-024-021	401 E ROWLAND ST	B	2.70	11.00	29.70
8445-024-039	520 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-024-047	530 S SAN JOSE AVE	B	2.70	17.00	45.90
8445-025-009	373 E ROWLAND ST	B	2.70	8.00	21.60
8445-025-010	571 S SAN JOSE AVE	B	2.70	8.00	21.60
8445-025-011	563 S SAN JOSE AVE	B	2.70	8.00	21.60
8445-025-012	545 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-025-013	535 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-025-014	525 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-025-015	515 S SAN JOSE AVE	A	20.80	1.00	20.80
8445-025-016	505 S SAN JOSE AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8445-025-019	382 E NAVILLA PL	B	2.70	7.00	18.90
8445-028-003	517 S EREMLAND DR	B	2.70	10.00	27.00
8445-028-006	545 S EREMLAND DR	B	2.70	10.00	27.00
8445-028-010	245 E ROWLAND ST	B	2.70	10.00	27.00
8445-028-015	Situs Unavailable	B	2.70	24.00	64.80
8445-028-016	502 S 2ND AVE	B	2.70	24.00	64.80
8445-028-020	245 E ROWLAND ST	B	2.70	29.00	78.30
8445-028-024	536 S 2ND AVE	B	2.70	49.00	132.30
8445-029-038	580 S CITRUS AVE	B	2.70	100.00	270.00
8445-029-042	528 S CITRUS AVE	B	2.70	68.00	183.60
8445-030-008	372 E ORLANDO WAY	B	2.70	6.00	16.20
8445-030-023	381 E NAVILLA PL	B	2.70	14.00	37.80
8445-031-003	378 E PUENTE ST	B	2.70	7.00	18.90
8445-031-004	413 S SAN JOSE AVE	B	2.70	7.00	18.90
8445-031-005	421 S SAN JOSE AVE	B	2.70	7.00	18.90
8446-001-001	869 E GROVECENTER ST	B	2.70	28.00	75.60
8446-007-005	705 E PUENTE ST	A	20.80	1.00	20.80
8446-008-005	638 E BADILLO ST	B	2.70	13.00	35.10
8446-008-006	628 E BADILLO ST	B	2.70	8.00	21.60
8446-008-012	110 S GRANDVIEW AVE	B	2.70	6.00	16.20
8446-010-001	550 E BADILLO ST	B	2.70	14.00	37.80
8446-010-007	105 S GRANDVIEW AVE	B	2.70	9.00	24.30
8446-010-010	111 S GRANDVIEW AVE	B	2.70	9.00	24.30
8446-010-011	123 S GRANDVIEW AVE	B	2.70	32.00	86.40
8446-011-001	534 E BADILLO ST	B	2.70	9.00	24.30
8446-011-014	235 S KENDALL WAY	A	20.80	1.00	20.80
8446-011-015	243 S KENDALL WAY	B	2.70	8.00	21.60
8446-011-018	242 S BARRANCA AVE	B	2.70	8.00	21.60
8446-011-028	249 S KENDALL WAY	B	2.70	8.00	21.60
8446-016-017	521 E ROWLAND ST	B	2.70	25.00	67.50
8446-019-019	673 E CASAD ST	A	20.80	1.00	20.80
8446-019-028	627 E SWANEE LN	A	20.80	1.00	20.80
8446-019-029	637 E SWANEE LN	A	20.80	1.00	20.80
8446-019-030	647 E SWANEE LN	A	20.80	1.00	20.80
8446-019-031	657 E SWANEE LN	A	20.80	1.00	20.80
8446-019-032	667 E SWANEE LN	A	20.80	1.00	20.80
8446-019-033	679 E SWANEE LN	A	20.80	1.00	20.80
8446-020-005	682 E SWANEE LN	A	20.80	1.00	20.80
8446-020-006	668 E SWANEE LN	A	20.80	1.00	20.80
8446-020-007	658 E SWANEE LN	A	20.80	1.00	20.80
8446-020-008	648 E SWANEE LN	A	20.80	1.00	20.80
8446-020-009	638 E SWANEE LN	A	20.80	1.00	20.80
8446-020-010	560 S PROSPERO DR	A	20.80	1.00	20.80
8446-028-020	573 E ROWLAND ST	A	20.80	1.00	20.80
8446-031-003	759 E SWANEE LN	A	20.80	1.00	20.80
8446-031-006	727 E SWANEE LN	A	20.80	1.00	20.80
8446-031-008	738 E CASAD ST	A	20.80	1.00	20.80
8446-032-003	759 E CASAD ST	A	20.80	1.00	20.80
8447-002-010	1302 E PUENTE ST	A	20.80	1.00	20.80
8447-002-030	1347 E NAVILLA PL	A	20.80	1.00	20.80
8447-003-045	1414 E PUENTE ST	A	20.80	1.00	20.80
8447-003-071	1464 E PUENTE ST	A	20.80	1.00	20.80
8447-003-075	1489 LEVEL ST	A	20.80	1.00	20.80
8447-003-076	1503 E LEVEL ST	A	20.80	1.00	20.80
8447-010-028	745 S CHAPARRO RD	A	20.80	1.00	20.80
8447-010-041	1201 E COVINA HILLS RD	A	20.80	1.00	20.80
8447-013-015	1031 E KNOLLCREST DR	A	20.80	1.00	20.80
8447-013-018	1056 E NAVILLA PL	A	20.80	1.00	20.80
8447-013-027	1106 E NAVILLA PL	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8447-013-040	1129 E KNOLLCREST DR	A	20.80	1.00	20.80
8447-013-041	1137 E KNOLLCREST DR	A	20.80	1.00	20.80
8447-013-042	1141 E KNOLLCREST DR	A	20.80	1.00	20.80
8447-013-043	1132 E KNOLLCREST DR	A	20.80	1.00	20.80
8447-013-044	1118 E KNOLLCREST DR	A	20.80	1.00	20.80
8447-014-055	1066 E DEEVIEW DR	A	20.80	1.00	20.80
8447-014-056	1080 E DEEVIEW DR	A	20.80	1.00	20.80
8447-014-057	1050 E DEEVIEW DR	A	20.80	1.00	20.80
8447-015-025	928 E NAVILLA PL	A	20.80	1.00	20.80
8447-015-033	576 S GRAND AVE	B	2.70	75.00	202.50
8447-017-009	404 S FARBER AVE	A	20.80	1.00	20.80
8447-020-026	1175 E GARVEY ST	B	2.70	29.00	78.30
8447-020-027	Situs Unavailable	B	2.70	1.00	2.70
8447-020-028	Situs Unavailable	B	2.70	2.00	5.40
8447-021-049	1345 CENTER COURT DR	B	2.70	14.00	37.80
8447-021-050	920 S VILLAGE OAKS DR	B	2.70	12.00	32.40
8447-021-054	908 S VILLAGE OAKS DR	B	2.70	20.00	54.00
8447-021-064	917 S VILLAGE OAKS DR	B	2.70	13.00	35.10
8447-021-065	927 S VILLAGE OAKS DR	B	2.70	13.00	35.10
8447-021-069	850 S FOREST HILLS DR	A	20.80	1.00	20.80
8447-021-072	1373 CENTER COURT DR	B	2.70	32.00	86.40
8447-021-074	861 S VILLAGE OAKS DR	B	2.70	50.00	135.00
8447-021-075	885 S VILLAGE OAKS DR	B	2.70	69.00	186.30
8447-021-080	874 S VILLAGE OAKS DR	B	2.70	39.00	105.30
8447-021-082	880 S OAK PARK RD	B	2.70	32.00	86.40
8447-021-092	845 S OAK PARK RD	B	2.70	16.00	43.20
8447-021-093	861 S OAK PARK RD	B	2.70	15.00	40.50
8447-021-094	1302 E COVINA HILLS RD	A	20.80	1.00	20.80
8447-021-095	818 S OAK PARK RD	B	2.70	100.00	270.00
8447-021-096	1211 CENTER COURT DR	B	2.70	39.00	105.30
8447-021-097	1275 CENTER COURT DR	B	2.70	25.00	67.50
8447-021-098	858 S OAK PARK RD	B	2.70	70.00	189.00
8447-023-057	784 RANCHO EL FUERTE DR	A	20.80	1.00	20.80
8447-023-058	781 RANCHO SINALOA DR	A	20.80	1.00	20.80
8447-023-059	775 RANCHO SINALOA DR	A	20.80	1.00	20.80
8447-023-073	1153 E MEADOW WOOD DR	A	20.80	1.00	20.80
8447-023-086	767 S HEFFNER HILL RD	A	20.80	1.00	20.80
8447-023-087	777 S HEFFNER HILL RD	A	20.80	1.00	20.80
8447-023-088	787 S HEFFNER HILL RD	A	20.80	1.00	20.80
8447-023-089	793 S HEFFNER HILL RD	A	20.80	1.00	20.80
8447-023-090	780 S HEFFNER HILL RD	A	20.80	1.00	20.80
8447-023-091	1054 E WALNUT CREEK RD	A	20.80	1.00	20.80
8447-023-092	1066 E WALNUT CREEK RD	A	20.80	1.00	20.80
8447-023-093	1090 E WALNUT CREEK RD	A	20.80	1.00	20.80
8447-023-094	1104 E WALNUT CREEK RD	A	20.80	1.00	20.80
8447-023-095	1110 E WALNUT CREEK RD	A	20.80	1.00	20.80
8447-023-096	1114 E WALNUT CREEK RD	A	20.80	1.00	20.80
8447-023-097	1118 E WALNUT CREEK RD	A	20.80	1.00	20.80
8447-024-044	1526 E LEVEL ST	A	20.80	1.00	20.80
8447-027-004	1445 E HOLT AVE	A	20.80	1.00	20.80
8447-029-048	600 S GRAND AVE	B	2.70	36.00	97.20
8447-030-021	716 S OAK CANYON RD	A	20.80	1.00	20.80
8447-030-024	1057 E RANCHCREEK RD	A	20.80	1.00	20.80
8447-031-028	960 S VILLAGE OAKS DR	B	2.70	16.00	43.20
8447-031-029	1338 CENTER COURT DR	B	2.70	8.00	21.60
8447-031-030	1338 CENTER COURT DR	B	2.70	7.00	18.90
8447-031-031	1278 CENTER COURT DR	B	2.70	15.00	40.50
8447-031-032	1290 CENTER COURT DR	B	2.70	16.00	43.20
8447-031-033	957 S VILLAGE OAKS DR	B	2.70	14.00	37.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8447-031-034	957 S VILLAGE OAKS DR	B	2.70	2.00	5.40
8447-031-035	969 S VILLAGE OAKS DR	B	2.70	11.00	29.70
8447-031-036	969 S VILLAGE OAKS DR	B	2.70	11.00	29.70
8447-031-037	Situs Unavailable	B	2.70	1.00	2.70
8447-031-038	979 S VILLAGE OAKS DR	B	2.70	21.00	56.70
8447-031-045	1211 E GARVEY ST	B	2.70	21.00	56.70
8447-031-047	1373 CENTER COURT DR	B	2.70	30.00	81.00
8447-031-050	970 S VILLAGE OAKS DR	B	2.70	62.00	167.40
8447-031-051	1300 E COVINA HILLS RD	B	2.70	50.00	135.00
8447-031-052	1270 E GARVEY ST	B	2.70	38.00	102.60
8447-031-053	1211 E GARVEY ST	B	2.70	216.00	583.20
8447-032-028	1104 DAWN RIDGE WAY	A	20.80	1.00	20.80
8447-032-035	1136 DAWN RIDGE WAY	A	20.80	1.00	20.80
8447-032-053	1146 E MEADOW WOOD DR	A	20.80	1.00	20.80
8447-032-069	1182 DAWN RIDGE WAY	A	20.80	1.00	20.80
8448-001-013	589 N JALAPA DR	A	20.80	1.00	20.80
8448-001-014	581 N JALAPA DR	A	20.80	1.00	20.80
8448-005-021	752 S RANCHO SIMI DR	A	20.80	1.00	20.80
8448-005-022	764 S RANCHO SIMI DR	A	20.80	1.00	20.80
8448-005-025	792 S RANCHO SIMI DR	A	20.80	1.00	20.80
8448-005-031	751 S RANCHO SIMI DR	A	20.80	1.00	20.80
8448-005-033	731 S RANCHO SIMI DR	A	20.80	1.00	20.80
8448-005-035	711 S RANCHO SIMI DR	A	20.80	1.00	20.80
8448-005-039	675 S RANCHO SIMI DR	A	20.80	1.00	20.80
8448-006-025	649 S RANCHO SIMI DR	A	20.80	1.00	20.80
8448-006-033	518 N JALAPA DR	A	20.80	1.00	20.80
8448-006-037	1833 RANCHO TUJUNGA DR	A	20.80	1.00	20.80
8448-006-038	1847 RANCHO TUJUNGA DR	A	20.80	1.00	20.80
8448-006-040	1875 RANCHO TUJUNGA DR	A	20.80	1.00	20.80
8448-006-046	1844 RANCHO TUJUNGA DR	A	20.80	1.00	20.80
8448-011-028	1845 E RANCHO GRANDE DR	A	20.80	1.00	20.80
8448-012-021	535 S RANCHO ALEGRE DR	A	20.80	1.00	20.80
8448-012-022	523 S RANCHO ALEGRE DR	A	20.80	1.00	20.80
8448-014-029	565 S RANCHO LINDO DR	A	20.80	1.00	20.80
8448-016-021	510 S RANCHO VISTA DR	A	20.80	1.00	20.80
8448-016-024	484 S RANCHO DEL SOL DR	A	20.80	1.00	20.80
8448-016-025	520 S RANCHO VISTA DR	B	2.70	31.00	83.70
8448-016-026	540 S RANCHO VISTA DR	B	2.70	27.00	72.90
8448-016-027	560 S RANCHO VISTA DR	B	2.70	25.00	67.50
8448-017-018	667 RANCHO LOS NOGALES DR	A	20.80	1.00	20.80
8448-019-033	1037 PARK VIEW DR	B	2.70	30.00	81.00
8448-019-034	1051 PARK VIEW DR	B	2.70	34.00	91.80
8448-019-039	1161 PARK VIEW DR	B	2.70	35.00	94.50
8448-019-040	Situs Unavailable	B	2.70	67.00	180.90
8448-019-041	Situs Unavailable	B	2.70	44.00	118.80
8448-019-042	Situs Unavailable	B	2.70	42.00	113.40
8448-019-043	1074 PARK VIEW DR	B	2.70	46.00	124.20
8448-019-044	Situs Unavailable	B	2.70	36.00	97.20
8448-019-045	Situs Unavailable	B	2.70	37.00	99.90
8448-019-046	1430 E HOLT AVE	B	2.70	33.00	89.10
8448-019-047	1438 E HOLT AVE	A	20.80	1.00	20.80
8448-019-048	1123 PARK VIEW DR	B	2.70	95.00	256.50
8448-019-049	1067 PARK VIEW DR	B	2.70	37.00	99.90
8451-001-024	643 S 2ND AVE	B	2.70	8.00	21.60
8451-001-027	669 S 2ND AVE	B	2.70	8.00	21.60
8451-001-030	225 E LOMA VISTA ST	A	20.80	1.00	20.80
8451-001-047	654 S CITRUS AVE	B	2.70	12.00	32.40
8451-002-030	666 S CITRUS AVE	B	2.70	7.00	18.90
8451-002-031	105 E LOMA VISTA ST	B	2.70	23.00	62.10

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8451-002-046	748 S PALMETTO AVE	A	20.80	1.00	20.80
8451-002-048	728 S CITRUS AVE	B	2.70	43.00	116.10
8451-002-049	750 TERRADO PLZ	B	2.70	127.00	342.90
8451-002-050	Situs Unavailable	B	2.70	8.00	21.60
8451-002-051	770 S CITRUS AVE	B	2.70	29.00	78.30
8451-003-014	642 S 2ND AVE	B	2.70	6.00	16.20
8451-003-016	626 S 2ND AVE	B	2.70	6.00	16.20
8451-003-020	248 E ROWLAND ST	B	2.70	11.00	29.70
8451-004-102	686 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-103	688 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-104	690 E ROWLAND ST NO 3	A	20.80	1.00	20.80
8451-004-105	692 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-106	694 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-107	696 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-108	698 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-109	700 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-110	702 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-111	704 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-112	706 E ROWLAND ST # 11	A	20.80	1.00	20.80
8451-004-113	708 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-114	710 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-115	712 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-116	714 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-117	716 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-118	718 E ROWLAND ST	A	20.80	1.00	20.80
8451-004-132	637 S OAK TREE DR	A	20.80	1.00	20.80
8451-004-133	627 S OAK TREE DR	A	20.80	1.00	20.80
8451-005-038	682 E ROWLAND ST	A	20.80	1.00	20.80
8451-006-022	608 N BARRANCA AVE	B	2.70	20.00	54.00
8451-007-031	310 E ROWLAND ST	B	2.70	7.00	18.90
8451-007-032	314 E ROWLAND ST	B	2.70	7.00	18.90
8451-007-042	650 S 1ST AVE	B	2.70	7.00	18.90
8451-007-057	348 E ROSSELLEN PL	A	20.80	1.00	20.80
8451-007-058	350 E ROSSELLEN PL	A	20.80	1.00	20.80
8451-007-059	352 E ROSSELLEN PL NO 3	A	20.80	1.00	20.80
8451-009-020	611 E ORANGEWOOD DR	A	20.80	1.00	20.80
8451-009-039	Situs Unavailable	A	20.80	1.00	20.80
8451-011-006	734 E ORANGEWOOD DR	A	20.80	1.00	20.80
8451-013-017	621 WORKMAN LN	A	20.80	1.00	20.80
8451-014-084	630 S OAK TREE DR	A	20.80	1.00	20.80
8451-014-085	634 S OAK TREE DR	A	20.80	1.00	20.80
8451-014-111	773 S OAK TREE DR	A	20.80	1.00	20.80
8451-016-044	800 S BARRANCA AVE	B	2.70	40.00	108.00
8451-016-045	848 S BARRANCA AVE	B	2.70	499.00	1,347.30
8451-016-046	Situs Unavailable	B	2.70	55.00	148.50
8451-016-051	600 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-052	602 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-053	604 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-054	606 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-055	608 E WORKMAN ST # 5	A	20.80	1.00	20.80
8451-016-056	610 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-057	612 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-058	614 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-059	616 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-060	618 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-061	620 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-062	622 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-063	624 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-064	626 E WORKMAN ST	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8451-016-065	628 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-066	630 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-067	632 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-068	634 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-069	636 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-070	638 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-071	640 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-072	642 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-073	644 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-074	646 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-075	648 E WORKMAN ST #25	A	20.80	1.00	20.80
8451-016-076	652 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-077	654 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-078	656 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-079	658 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-080	660 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-081	662 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-082	664 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-083	666 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-084	668 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-085	670 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-086	672 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-087	674 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-088	676 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-089	678 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-090	680 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-091	682 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-092	684 E WORKMAN ST # 42	A	20.80	1.00	20.80
8451-016-093	686 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-094	688 E WORKMAN ST	A	20.80	1.00	20.80
8451-016-095	690 E WORKMAN ST NO 45	A	20.80	1.00	20.80
8451-018-013	676 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-014	672 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-015	668 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-016	664 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-017	660 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-021	644 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-022	665 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-023	671 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-024	675 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-025	681 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-026	412 E ROWLAND ST	B	2.70	83.00	224.10
8451-018-029	656 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-030	652 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-031	648 S SAN ANTONIO DR	A	20.80	1.00	20.80
8451-018-035	680 S SAN ANTONIO DR	A	20.80	1.00	20.80
8453-001-001	611 S CITRUS AVE	B	2.70	22.00	59.40
8453-001-003	120 W ROWLAND ST	B	2.70	5.00	13.50
8453-001-022	623 S CITRUS AVE	B	2.70	9.00	24.30
8453-001-050	675 S CITRUS AVE	B	2.70	32.00	86.40
8453-002-004	668 S FENIMORE AVE	A	20.80	1.00	20.80
8453-002-018	671 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-019	669 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-020	663 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-021	661 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-022	653 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-023	651 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-024	645 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-025	643 S CALVADOS AVE	A	20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8453-002-026	673 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-027	674 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-028	665 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-029	668 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-030	655 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-031	654 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-032	647 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-033	646 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-034	642 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-035	644 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-036	650 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-037	652 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-038	662 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-039	664 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-040	670 S CALVADOS AVE	A	20.80	1.00	20.80
8453-002-041	672 S CALVADOS AVE	A	20.80	1.00	20.80
8453-005-006	677 S ALBERTSON AVE	A	20.80	1.00	20.80
8453-005-016	420 W ROWLAND ST	B	2.70	70.00	189.00
8453-006-016	420 W ROWLAND ST	B	2.70	131.00	353.70
8453-006-030	480 W ROWLAND ST	B	2.70	20.00	54.00
8453-006-036	450 W ROWLAND ST	B	2.70	15.00	40.50
8453-006-037	Situs Unavailable	B	2.70	15.00	40.50
8453-006-038	Situs Unavailable	A	20.80	1.00	20.80
8453-006-039	662 S HOLLENBECK AVE	A	20.80	1.00	20.80
8453-008-008	779 S MIDSITE AVE	A	20.80	1.00	20.80
8453-010-001	779 S ALBERTSON AVE	A	20.80	1.00	20.80
8453-010-007	727 S ALBERTSON AVE	A	20.80	1.00	20.80
8453-012-021	780 S ALDENVILLE AVE	A	20.80	1.00	20.80
8453-013-020	253 W WORKMAN ST	A	20.80	1.00	20.80
8453-016-017	876 S CALVADOS AVE	A	20.80	1.00	20.80
8453-016-018	866 S CALVADOS AVE	A	20.80	1.00	20.80
8453-016-020	848 S CALVADOS AVE	A	20.80	1.00	20.80
8453-020-007	460 W WORKMAN ST	A	20.80	1.00	20.80
8454-006-010	604 S EASTBURY AVE	A	20.80	1.00	20.80
Total:					\$125,526.11
Parcel Count:					3,220



CITY OF COVINA

AGENDA REPORT

ITEM NO. PH 3

MEETING DATE: July 19, 2016

TITLE: Public Hearing – Adopt Resolutions Approving the Engineer’s Report for Levying Assessment on the Vehicle Parking District No. 1 for Fiscal Year 2016-17 and Confirming the Engineer’s Report Dated June 21, 2016 and Ordering the Levying and Collection of Assessments for Vehicle Parking District No. 1 for Fiscal Year 2016-17

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION:

- 1) Conduct the public hearing and consider all testimony that may be forthcoming;
- 2) Adopt Resolution No. 16-7500 approving the Engineer’s Report for levying assessment on the Vehicle Parking District No. 1 for fiscal year 2016-17; and
- 3) Adopt Resolution No. 16-7501 confirming the Engineer’s Report Dated June 21, 2016 and Ordering the Levying and Collection of Assessments for Vehicle Parking District No. 1 for Fiscal Year 2016-17.

BACKGROUND:

On June 21, 2016, the City Council adopted Resolution No. 16-7494 declaring the City’s intention to levy and collect assessments on Vehicle Parking District No. 1 for fiscal year 2016-17 and appointing Tuesday, July 19, 2016 at 7:30 p.m. in the Council Chamber, 125 East College Street, Covina, California, as the time and place for hearing protests as to the question of levying and collecting assessments on the Vehicle Parking District No. 1 for Fiscal Year 2016-17 for fiscal year 2015-16.

Vehicle Parking District No. 1 was created on September 6, 1955 in accordance with California Streets and Highways Code Sections 31500-31519 entitled “Vehicle Parking District Law of 1943”. The District was created to provide a means for acquiring, improving, maintaining, operating, and administering the off-street parking facilities for downtown Covina.

In November 1996, California voters approved “The Right to Vote on Taxes Act,” the State Constitutional Amendment known as Proposition 218. At that time, the existing Vehicle Parking District No. 1 assessments did not qualify for any of the tax or assessment exemption provisions contained in the Constitutional Amendment, and therefore, property owner approval was required to continue to ad valorem assessment of properties within the District. In 1997, the continuation of the ad valorem assessment (special tax) rate of \$0.0875 per \$100 of assessed property valuation was submitted to a vote of the affected property owners. The ballots resulted

in 83% in favor of the continued assessment, in compliance with the provisions of the Constitution.

Each year state law requires an Engineer’s Report be prepared prior to levying assessments for certain types of assessment districts. Attached for review and consideration is the Engineer’s report for the Vehicle Parking District No. 1 assessment for fiscal year 2016-17.

DISCUSSION:

The assessment would provide funds for the operation and maintenance of existing public parking lots, as well as, for the future acquisition of properties for additional parking lots, as needed. The report recommends continuation of the ad valorem assessment rate of \$0.0875 per \$100 of assessed property valuation on the applicable properties within the District to provide approximately \$49,078 of revenue to this district. There are a total of 167 properties with a total assessed valuation of \$56,089,968. The recommended rate has been in existence and unchanged since 1982.

The total projected fiscal year 2016-17 revenue for the Vehicle Parking District is \$125,778 and is comprised of the funds generated by District assessments, sale of parking permits, parking meter revenues, lease with Bank of America, and other revenues including interest. The total projected fiscal year 2016-17 expenses for the fiscal year are \$97,643. Any accumulated funds would be used for the future acquisition of properties for additional parking and/or rehabilitation of existing parking lots. The Board of Parking Board Commissioners has determined that continued ad valorem assessment tax revenue is required to fund a portion of the annual expenses. However, it is also necessary to accumulate additional funds for capital expenses that will eventually be needed for future acquisitions and rehabilitation of existing parking facilities.

Table 1 – Covina Vehicle Parking District No. 1 – Fiscal Year 2016-17 Summary

Budget Item	Amount (\$)
Parking Permits	30,000
Property Rental	46,200
Other Revenue (including interest)	500
Proposed Assessments	49,078
Total Projected Revenue	125,778
Professional & Technical Services	3,950
Property Services/Utilities	48,394
Other Services & Charges	600
Supplies	200
Interdepartmental Charges	44,499
Total Projected Expenditures	97,643
Funds Available for Acquisition/Rehabilitation	28,135

FISCAL IMPACT:

Legally required engineering and advertising costs for Vehicle Parking District No. 1 are included in the fiscal year 2016-17 Municipal Parking District budget (fund 2700). Accordingly, the proposed action has no impact on the General Fund.

The assessment of properties within Vehicle Parking District No. 1 under the current ad valorem assessment rate (special tax) raises the funds necessary to operate the District and fund future acquisition of properties for additional parking and/or rehabilitation of existing parking lots.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Siobhan Foster

Director of Public Works

ATTACHMENTS:

Attachment A: Resolution No. 16-7500

Attachment B: Resolution No. 16-7501

Attachment C: Engineer's Report

RESOLUTION 16-7500

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, APPROVING THE ENGINEER'S REPORT FOR LEVYING
ASSESSMENT ON THE "VEHICLE PARKING DISTRICT NO. 1"
FOR THE 2016/2017 FISCAL YEAR.**

WHEREAS, the City of Covina, California, has a parking assessment district known as "VEHICLE PARKING DISTRICT NO. 1"; and

WHEREAS, the provisions of the "Vehicle Parking District Law of 1943" of the State of California, (Part 1 of Division 18, Section 31500, et seq., of the Streets and Highways Code of said State) require the Engineer to make and file with the Clerk of the City Council a report in writing, presenting certain matters relating to levying assessment on the Vehicle Parking District No.1 for the fiscal year 2016/2017 as contemplated under the provisions of said "Vehicle Parking District Law of 1943"; and

WHEREAS, said Engineer, pursuant to the requirements of said law, did make and on the 21st day of June, 2016, file in the office of the City Clerk (who is ex officio Clerk of the City Council) of said City, his report in writing as contemplated under the provisions of said "Vehicle Parking District Law of 1943"; and

WHEREAS, said City Clerk has presented the said report to the City Council of said City, and said City Council has proceeded to carefully examine, inspect and consider the said report and is satisfied with said report and with each and all of the items therein set forth;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. That the report of the Engineer of the City of Covina, California, bearing date June 21, 2016, which said report was prepared and filed in conformity with the provisions of the "Vehicle Parking District Law of 1943," of the State of California, (Part 1 of Division 18, Section 31500 et seq., of the Streets and Highways Code of said State), and which said report was filed in the office of the City Clerk of the City of Covina, on June 21, 2016, be, and the same is hereby, approved, as so prepared, presented, and filed.

Section 2. That the City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be entered among the original resolutions of the City Council of said City and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

APPROVED AND PASSED this 19th day of July, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7500 was duly adopted by the City Council of the City of Covina at a regular meeting held on the ___ day of _____, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk

RESOLUTION 16-7501

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, CONFIRMING THE ENGINEER'S REPORT, DATED JUNE 21, 2016
AND ORDERING THE LEVYING AND COLLECTION OF ASSESSMENTS FOR
"VEHICLE PARKING DISTRICT NO. 1" FOR THE 2016/2017 FISCAL YEAR**

WHEREAS, the City of Covina, California, has a parking assessment district known as "VEHICLE PARKING DISTRICT NO. 1"; and

WHEREAS, pursuant to the requirements of the "Vehicle Parking District Law of 1943" of the State of California, (Part 1 of Division 18, Section 31500, et seq., of the Streets and Highways Code of said State) the Engineer made and on the 21st day of June, 2016, filed with the Clerk of the City Council a report in writing, presenting certain matters relating to levying the assessment for Vehicle Parking District No.1 for the Fiscal Year 2016/2017 as contemplated under the provisions of said "Vehicle Parking District Law of 1943"; and

WHEREAS, said City Council did thereafter and on said 21st day of June, 2016, pass its Resolution of Intention No. 16-7494 declaring its intention to levy and collect assessments for Vehicle Parking District No. 1 for the 2016/2017 Fiscal Year; and

WHEREAS, said City Council did on said Resolution 16-7494 fix and designate Tuesday, the 19th day of July, 2016, at the hour of 7:30 P.M. of said day, as the time for hearing protests as to the question of levying and collecting assessments for Vehicle Parking District No. 1 for the 2016/2017 Fiscal Year, at the Council Chamber, 125 East College Street, in the City of Covina, California; and

WHEREAS, at the time and place above stated for hearing protests in reference to the proposed improvement and assessment, all written and oral protests and objections were presented and considered; and

WHEREAS, said City Council being fully advised in the premise, does hereby proceed as follows:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. That said Council does hereby approve, confirm, and adopt the said Engineer's Report dated June 21, 2016 and does hereby approve and confirm the assessment proposed for said proposed improvement set forth and referred to in said report, which said report is now on file in the office of the City Clerk of said City, open to inspection, hereby referred to and made a part hereof; and said City Council does hereby also confirm and adopt the respective instruments therein contained and designated therein as Specifications, Exhibits (Diagram), Estimate of Costs and Assessment, all of which, on file as aforesaid, are hereby incorporated herein and made a part hereof.

Section 2. That said Council does hereby order and determine that the fiscal year referred to in said Resolution of Intention 16-7494 shall be, and the same is hereby, fixed and established as the period commencing on the 1st day of July, 2016, and ending on the 30th day of June, 2017, both dates inclusive, as therein set forth; and said Council does hereby levy the proposed assessment of \$0.0875 per \$100 assessed property value in said report made to cover the costs and of maintaining / improvement of the parking lots in said district and provide funds for acquisition of additional properties for parking lot purposes for the benefit of the properties within said district as described in said Resolution of Intention 16-7494 and as fixed and determined by said report, dated June 21, 2016 and the proposed assessment, filed therein, as aforesaid, in the office of the City Clerk of said City, for the 2016/2017 Fiscal Year.

Section 3. That the City Clerk of said City is hereby ordered to transmit, or cause to be transmitted, to the County Auditor of Los Angeles County, State of California, as contemplated under the provisions of the "Vehicle Parking District Law of 1943", the Exhibits and Assessment upon which levy is based, and the County Tax Collector of said County (who is also the City Tax Collector for said City) is hereby designated, requested, empowered, authorized, instructed, ordered and directed to make collection of all assessments shown in said Assessment and to perform the acts and duties as are required by law of and to be performed by the officer, employee, or persons so designated.

Section 4. That the City Council hereby orders and directs the City Treasurer to place into the "Vehicle Parking District No. 1 Fund" all payments of assessments received from the County Tax Collector and payments shall be made out of said special funds only for the purposes provided for in said "Vehicle Parking District Law of 1943".

Section 5. The City Clerk shall certify to the passage and adoption of this resolution, shall cause the original of the same to be entered in the book of original resolutions of said city,

and shall make a minute of this passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes at which the same is passed and adopted.

Section 6. That this resolution shall take effect immediately.

APPROVED AND PASSED this 19th day of July, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7501 was duly adopted by the City Council of the City of Covina at a regular meeting held on the ___ day of _____, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk



City of Covina

Vehicle Parking District No. 1

2016/2017 ENGINEER'S REPORT

Intent Meeting: June 7, 2016

Public Hearing: June 21, 2016

27368 Via Industria
Suite 200
Temecula, CA 92590
T 951.587.3500 | 800.755.6864
F 951.587.3510

www.willdan.com/financial



ENGINEER'S REPORT AFFIDAVIT

Vehicle Parking District No. 1

City of Covina

Los Angeles County, State of California

This Report and the enclosed map defining the properties within the District identify the District boundaries, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this _____ day of _____, 2016.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Covina

By: _____

Jose Ometeotl, Project Manager
District Administration Services

By: _____

Richard Kopecky
R. C. E. #16742

This is to verify that on _____, the Engineer's Report on fiscal year 2016/2017 Assessment for the Vehicle Parking District No.1 was received in the Office of the City Clerk in accordance with Section 31500-31519 of the California Streets and Highways Code.

City Clerk

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I. BACKGROUND

Vehicle Parking District No. 1 (hereafter referred to as "District") was created on September 6, 1955 in accordance with California Streets and Highways Code Sections 31500-31519 entitled "Vehicle Parking District Law of 1943". The District was created to provide a means for acquiring, improving, maintaining, operating and administering the off-street parking facilities for downtown Covina. Even though the District was organized in 1955, it was not until 1960 that an assessment was levied and bonds were sold to finance the purchase and improvement of two parking lots. The District was created with 40% protest from property owners. The current ad valorem assessment rate (special tax) was established in 1982 at \$0.0875 per \$100 assessed value of the properties in this District and is estimated to produce \$49,078 of revenue in fiscal year 2016/2017.

Attached in Appendix A is the list of properties that are currently in the District together with assessed valuations. There are a total of 167 properties with a total assessed valuation of \$ 56,089,698.

Below are the current parking lots in this District with the corresponding space distribution:

Location	4 Hour	24 Hour	Hdcp	Leased	Total
West College St. (South)	56	31	4	5	96
West College St. (North)	55	42	5	15	117
150 West College	0	26	2	0	28
Cottage Dr.	13	24	2	0	39
Italia St. (South)	38	65	5	0	108
Second Ave. North of College	4	9	1	0	14
S/E Badillo/Second	0	0	0	28	28
West Badillo	22	7	2	0	31
121 E. Badillo	9	8	1	0	18
124 E. College	41	16	3	0	60
Total	238	228	25	48	539

II. CONSTITUTIONAL REQUIREMENTS

In November 1996, the California voters approved "The Right To Vote On Taxes Act", a State Constitutional Amendment known as Proposition 218, which established Articles XIII C and XIII D in the State Constitution. In the City Attorney's opinion, the existing Vehicle Parking District No. 1 assessments did not qualify for any of the tax or assessment exemption provisions contained in the Constitutional Amendment and therefore property owner approval was required to continue the ad valorem assessment of properties within the District. In 1997, the continuation of the ad valorem assessment (special tax) for the District was submitted to a vote of the affected property owners. The

ballots resulted in 83% in favor of the continued assessment, in compliance with the provisions of the Constitution.

The Covina Municipal Code has the following provisions for properties within the District:

- a. The properties are deemed to have complied with the off-street parking requirements of the Covina Municipal Code to the extent that the properties have been originally assessed to provide for off-street parking.
- b. The properties receive additional credit toward off-street parking compliance for parking spaces purchased by the District from proceeds of the annual ad valorem assessment for parking expansion of parking.
- c. The properties that do not have adequate on-site parking may also receive credit toward compliance with parking requirements by contributing parking spaces on another parcel to the District, or by contributing money to the District sufficient for the District to purchase the spaces necessary to meet the parking requirements for such properties.
- d. The parking requirement for each use is approximately 10% less than for properties outside the District.

The above Municipal Code provisions constitute special benefit to the properties within the district that the properties outside the district do not have.

III. PLANS AND SPECIFICATIONS

Attached in Appendix A is a copy of the boundary map defining the properties within Vehicle Parking District No. 1. The original boundary diagram and the corresponding current Los Angeles County Assessor's Maps for properties within the District are on file in the City of Covina Engineering Division's-office, and by reference are made part of this report.

IV. REVENUE AND EXPENSE STATEMENT

Fiscal Year 2016/2017 Revenue	
Parking Permits	\$30,000
Property Rental	46,200
Parking Meter	500
Other Revenues including Interest	-
Assessment (Proposed)	49,078
Total Revenue	\$125,778
Fiscal Year 2016/2017 Expenses	
Services & Supplies	
Repair and maintenance	\$22,180
County Admin Fee	100
Administrative Overhead	6,699
Engineering Services	3,950
Water	3,200
Electricity	13,086
Telephone	1,152
Landscaping	7,776
Maintenance Equipment (Other)	1,000
Parking Control	30,000
Supplies	200
Streets	7,800
Notices & Printing	200
Promotion Advertising	300
Sub-total	97,643
Capital Improvements	0
Total Expenses	\$97,643

V. ASSESSMENT RATES AND REVENUES

Although the fund balance from the prior fiscal years is enough to cover the expenses for the 2016/2017 fiscal year, there is a continuous need to have greater funds than the expected routine expenses to provide funding for future acquisition of properties for additional parking lots and rehabilitation of existing parking lots. The Board of Parking Board Commissioners has determined that continued ad valorem assessment tax revenue is required to fund a portion of the Annual Expenses. However, it is also necessary to accumulate additional funds for Capital Expenses that will eventually be needed for future acquisitions and rehabilitation of existing parking facilities.

This report contains a proposal to assess the properties in the existing Vehicle Parking District to produce additional revenues necessary for annual operating expenses and future acquisition of lots for parking and rehabilitation of existing parking lots. The existing annual ad valorem assessment rate of \$0.0875 per \$100 of assessed value approved by the property owners in 1997 has not changed since 1982. It is not necessary to submit the rate to the vote of the property owners if the rate is the same or lower than the previous years.

Recommended Rate for fiscal year 2016/2017:

$(\text{Assessed Value of Properties}) / (\$100 \text{ per Assessed Value}) \times (\$0.0875) = \text{Revenue}$

$(\$56,089,698) / (\$100 \text{ per assessed value}) \times (\$0.0875) = \$49,078 \text{ assessment revenue}$

APPENDIX A – DISTRICT DIAGRAM

MAP OF VEHICLE PARKING DISTRICT NO. 1



APPENDIX B – ASSESSMENT ROLL

The proposed parking district assessment roll for the fiscal year 2016/2017 is shown on the following pages:

APNFmt	TRA	Situs	Address	Assessed Land	Assessed Structure	Home Exemption	Assessed Total	Ad Valorem
8430-027-001	03210	170	E SCHOOL ST	\$74,345	\$31,990	\$0	\$106,335	\$93.04
8430-027-015	03210	151	E ITALIA ST	27,113	10,518	0	37,631	32.93
8430-027-016	03210	159	E ITALIA ST	184,620	136,680	0	321,300	281.14
8430-027-027	03210	301	N 2ND AVE	281,918	101,968	0	383,886	335.90
8430-027-039	03210	135	E ITALIA ST	138,300	241,700	0	380,000	332.50
8430-027-040	03210	137	E ITALIA ST	153,000	232,000	0	385,000	336.88
8430-027-041	03210	139	E ITALIA ST	145,860	200,940	0	346,800	303.45
8430-027-042	03210	141	E ITALIA ST	146,880	202,980	0	349,860	306.13
8430-027-043	03210	143	E ITALIA ST	150,348	207,570	0	357,918	313.18
8430-027-044	03210	145	E ITALIA ST	148,512	205,020	0	353,532	309.34
8430-027-045	03210	147	E ITALIA ST	149,940	207,060	0	357,000	312.38
8430-027-046	03210	179	CLEMENTINE CT	149,940	207,060	0	357,000	312.38
8430-027-047	03210	177	CLEMENTINE CT	147,900	204,918	0	352,818	308.72
8430-027-048	03210	175	CLEMENTINE CT	144,838	199,918	0	344,756	301.66
8430-027-049	03210	173	CLEMENTINE CT	142,490	210,630	0	353,120	308.98
8430-027-050	03210	171	CLEMENTINE CT	145,860	200,940	0	346,800	303.45
8430-027-051	03210	163	CLEMENTINE CT	147,900	204,000	0	351,900	307.91
8430-027-052	03210	161	CLEMENTINE CT	147,900	204,000	0	351,900	307.91
8430-027-053	03210	310	ORANGE BLOSSOM LN	159,324	220,320	0	379,644	332.19
8430-027-054	03210	312	ORANGE BLOSSOM LN	151,980	209,100	0	361,080	315.95
8430-027-055	03210	316	ORANGE BLOSSOM LN	148,512	205,020	0	353,532	309.34
8430-027-056	03210	318	ORANGE BLOSSOM LN	148,512	205,020	0	353,532	309.34
8430-027-057	03210	320	ORANGE BLOSSOM LN	156,264	215,832	0	372,096	325.58
8430-027-058	03210	322	ORANGE BLOSSOM LN	111,700	241,700	0	353,400	309.23
8430-027-059	03210	324	ORANGE BLOSSOM LN	153,000	222,000	0	375,000	328.13
8430-027-060	03210	316	PUMMELO PLAZA	158,100	218,586	0	376,686	329.60
8430-027-061	03210	318	PUMMELO PLAZA	162,180	223,380	0	385,560	337.37
8430-027-062	03210	320	PUMMELO PLAZA	150,960	208,080	0	359,040	314.16
8430-027-063	03210	322	PUMMELO PLAZA	154,632	214,200	0	368,832	322.73
8430-027-064	03210	324	PUMMELO PLAZA	156,060	217,872	0	373,932	327.19
8430-027-066	03210	303	ORANGE BLOSSOM LN	40,575	0	0	40,575	35.50
8430-027-067	03210	305	ORANGE BLOSSOM LN	89,000	154,500	0	243,500	213.06
8430-027-068	03210	307	ORANGE BLOSSOM LN	52,400	191,100	0	243,500	213.06
8430-027-069	03210	309	ORANGE BLOSSOM LN	89,000	154,500	0	243,500	213.06
8430-027-070	03210	311	ORANGE BLOSSOM LN	89,000	154,500	0	243,500	213.06
8430-027-071	03210	315	ORANGE BLOSSOM LN	144,500	245,500	0	390,000	341.25
8430-027-072	03210	317	ORANGE BLOSSOM LN	157,000	240,600	0	397,600	347.90
8430-027-073	03210	319	ORANGE BLOSSOM LN	89,000	154,500	0	243,500	213.06
8430-027-074	03210	321	ORANGE BLOSSOM LN	89,000	154,500	0	243,500	213.06
8430-027-075	03210	323	ORANGE BLOSSOM LN	89,000	154,500	0	243,500	213.06
8430-027-082	03210	325	ORANGE BLOSSOM LN	89,000	151,400	0	240,400	210.35
8430-027-083	03211	327	ORANGE BLOSSOM LN	157,000	220,500	0	377,500	330.31

APNFmt	TRA	Situs	Address	Assessed Land	Assessed Structure	Home Exemption	Assessed Total	Ad Valorem
8430-027-095	03210	Situs	Unavailable	153,000	222,000	0	375,000	328.13
8430-027-096	03210	Situs	Unavailable	153,000	217,000	0	370,000	323.75
8430-027-097	03210	Situs	Unavailable	153,000	217,200	0	370,200	323.93
8430-027-098	03210	Situs	Unavailable	153,000	229,400	0	382,400	334.60
8430-027-099	03218	151	CITRON LN	195,500	196,000	0	391,500	342.56
8430-027-100	03218	153	CITRON LN	191,000	192,000	0	383,000	335.13
8430-027-101	03218	155	CITRON LN	184,000	184,500	0	368,500	322.44
8430-027-102	03218	157	CITRON LN	143,300	241,700	0	385,000	336.88
8430-027-103	03218	159	CITRON LN	185,000	185,000	0	370,000	323.75
8430-027-104	03218	161	CITRON LN	183,000	184,000	0	367,000	321.13
8430-027-105	03218	163	CITRON LN	197,500	200,000	0	397,500	347.81
8431-029-001	03210	325	N CITRUS AVE	161,183	109,809	0	270,992	237.12
8431-029-002	03210	311	N CITRUS AVE	263,484	263,078	0	526,562	460.74
8431-029-003	03210	309	N CITRUS AVE	19,162	47,431	0	66,593	58.27
8431-029-016	03210	307	N CITRUS AVE	77,795	76,497	0	154,292	135.01
8431-029-020	03210	133	W COTTAGE DR	180,442	45,109	0	225,551	197.36
8431-029-021	03210	139	W COTTAGE DR	140,800	69,700	7,000	203,500	178.06
8431-029-022	03210	145	W COTTAGE DR	25,156	5,832	0	30,988	27.11
8431-029-023	03210	149	W COTTAGE DR	25,156	6,028	0	31,184	27.29
8431-029-024	03210	153	W COTTAGE DR	25,156	5,054	0	30,210	26.43
8431-029-025	03210	161	W COTTAGE DR	25,156	5,832	0	30,988	27.11
8431-029-026	03210	165	W COTTAGE DR	25,156	6,619	0	31,775	27.80
8431-029-033	03210	171	W COTTAGE DR	271,894	867,826	0	1,139,720	997.26
8431-029-034	03210	301	N CITRUS AVE	72,568	571,389	0	643,957	563.46
8431-029-900	03210	Situs	Unavailable	70,442	0	0	70,442	61.64
8431-032-002	03210	155	W COLLEGE ST	155,159	54,221	0	209,380	183.21
8431-032-003	03210	151	W COLLEGE ST	77,471	114,358	0	191,829	167.85
8431-032-007	03210	221	N CITRUS AVE	112,327	411,878	0	524,205	458.68
8431-032-008	03210	211	N CITRUS AVE	300,000	968,000	0	1,268,000	1,109.50
8431-032-009	03210	201	N CITRUS AVE	171,309	368,381	0	539,690	472.23
8431-032-014	03210	154	W COTTAGE DR	152,382	76,187	0	228,569	200.00
8431-032-015	03210	148	W COTTAGE DR	114,144	4,740	0	118,884	104.02
8431-032-017	03210	146	W COTTAGE DR	120,484	4,740	0	125,224	109.57
8431-032-018	03210	136	W COTTAGE DR	25,156	5,832	0	30,988	27.11
8431-032-019	03210	132	W COTTAGE DR	39,006	10,930	0	49,936	43.69
8431-032-023	03210	239	N CITRUS AVE	288,318	70,718	0	359,036	314.16
8431-032-024	03210	223	N CITRUS AVE	1,377,000	918,000	0	2,295,000	2,008.13
8431-032-029	03210	Situs	Unavailable	111,823	2,708	0	114,531	100.21
8431-032-030	03210	110	W COTTAGE DR	224,659	125,291	0	349,950	306.21
8431-032-034	03210	175	W COLLEGE ST	89,226	3,888	0	93,114	81.47
8431-032-908	03210	Situs	Unavailable	206,209	0	0	206,209	180.43
8431-033-001	03210	145	N CITRUS AVE	138,718	139,826	0	278,544	243.73
8431-033-002	03210	143	N CITRUS AVE	79,349	224,839	0	304,188	266.16
8431-033-003	03210	141	N CITRUS AVE	19,299	35,701	0	55,000	48.13
8431-033-004	03210	139	N CITRUS AVE	19,299	40,257	0	59,556	52.11
8431-033-005	03210	137	N CITRUS AVE	36,997	36,967	0	73,964	64.72
8431-033-011	03040	140	W COLLEGE ST	307,590	1,105,891	0	1,413,481	1,236.80
8431-033-016	03040	150	N 3RD AVE	175,450	456,174	0	631,624	552.67
8431-033-019	03210	149	W BADILLO ST	63,811	47,602	0	111,413	97.49

APNFmt	TRA	Situs	Address	Assessed Land	Assessed Structure	Home Exemption	Assessed Total	Ad Valorem
8431-033-020	03210	145	W BADILLO ST	129,662	259,330	0	388,992	340.37
8431-033-021	03210	125	W BADILLO ST	64,826	239,880	0	304,706	266.62
8431-033-022	03210	115	W BADILLO ST	64,826	129,662	0	194,488	170.18
8431-033-023	03210	123	N CITRUS AVE	147,152	121,115	0	268,267	234.73
8431-033-024	03210	117	N CITRUS AVE	45,943	71,276	0	117,219	102.57
8431-033-025	03210	113	N CITRUS AVE	101,024	77,711	0	178,735	156.39
8431-033-026	03210	111	N CITRUS AVE	51,283	108,795	0	160,078	140.07
8431-033-030	03210	129	N CITRUS AVE	152,382	318,225	0	470,607	411.78
8431-033-031	03210	125	N CITRUS AVE	26,136	55,606	0	81,742	71.52
8431-033-032	03210	101	N CITRUS AVE	105,543	281,463	0	387,006	338.63
8431-033-033	03040	166	W COLLEGE ST	78,642	152,224	0	230,866	202.01
8431-033-034	03040	155	W BADILLO ST	201,021	310,756	0	511,777	447.80
8431-033-035	03040	158	W COLLEGE ST	287,183	534,947	0	822,130	719.36
8431-033-900	03210	Situs	Unavailable	0	0	0	0	0.00
8431-033-902	03040	Situs	Unavailable	0	0	0	0	0.00
8444-001-001	03210	107	S CITRUS AVE	499,388	277,437	0	776,825	679.72
8444-001-002	03210	117	S CITRUS AVE	173,319	0	0	173,319	151.65
8444-001-003	03210	118	W BADILLO ST	67,117	74,980	0	142,097	124.33
8444-001-005	03210	144	W BADILLO ST	66,538	108,057	0	174,595	152.77
8444-001-006	03210	150	W BADILLO ST	359,898	107,965	0	467,863	409.38
8444-001-007	03210	156	W BADILLO ST	627,448	261,436	0	888,884	777.77
8444-001-018	03210	125	S CITRUS AVE	933,330	1,051,500	0	1,984,830	1,736.73
8444-001-019	03210	141	S CITRUS AVE	177,943	123,022	0	300,965	263.34
8444-001-020	03040	166	W BADILLO ST	284,000	416,000	0	700,000	612.50
8444-001-901	03210	Situs	Unavailable	76,076	0	0	76,076	66.57
8444-008-001	03040	203	S CITRUS AVE	221,862	145,390	0	367,252	321.35
8444-008-002	03040	211	S CITRUS AVE	215,068	237,707	0	452,775	396.18
8444-008-003	03040	215	S CITRUS AVE	156,013	124,809	0	280,822	245.72
8444-008-018	03040	207	S CITRUS AVE	30,040	79,614	0	109,654	95.95
8445-001-012	03210	112	E ITALIA ST	42,050	78,340	0	120,390	105.34
8445-001-013	03210	236	N CITRUS AVE	77,711	202,063	0	279,774	244.80
8445-001-014	03210	230	N CITRUS AVE	90,111	145,732	0	235,843	206.36
8445-001-015	03210	218	N CITRUS AVE	169,791	113,192	0	282,983	247.61
8445-001-016	03210	214	N CITRUS AVE	80,229	66,855	0	147,084	128.70
8445-001-017	03210	210	N CITRUS AVE	462,455	326,036	0	788,491	689.93
8445-001-018	03210	200	N CITRUS AVE	230,613	288,269	0	518,882	454.02
8445-001-024	03210	163	E COLLEGE ST	276,460	300,690	0	577,150	505.01
8445-001-039	03210	159	E COLLEGE ST	374,184	207,902	0	582,086	509.33
8445-001-905	03210	114	E ITALIA ST	97,595	0	0	97,595	85.40
8445-001-913	03210	125	E COLLEGE ST	90,551	0	0	90,551	79.23
8445-001-916	03210	233	N 2ND AVE	84,530	0	0	84,530	73.96
8445-001-918	03210	151	E COLLEGE ST	56,819	0	0	56,819	49.72
8445-001-919	03210	Situs	Unavailable	0	0	0	0	0.00
8445-001-920	03210	Situs	Unavailable	0	0	0	0	0.00
8445-009-001	03210	160	E COLLEGE ST	98,745	95,432	0	194,177	169.90
8445-009-002	03210	146	E COLLEGE ST	32,769	66,732	0	99,501	87.06
8445-009-003	03210	140	E COLLEGE ST	190,815	187,097	0	377,912	330.67
8445-009-006	03210	110	E COLLEGE ST	158,397	112,628	0	271,025	237.15
8445-009-007	03210	134	N CITRUS AVE	29,452	29,842	0	59,294	51.88

APNFmt	TRA	Situs	Address	Assessed Land	Assessed Structure	Home Exemption	Assessed Total	Ad Valorem
8445-009-008	03210	132	N CITRUS AVE	19,299	10,943	0	30,242	26.46
8445-009-009	03210	130	N CITRUS AVE	76,158	65,278	0	141,436	123.76
8445-009-012	03210	112	N CITRUS AVE	89,937	0	0	89,937	78.69
8445-009-013	03210	114	N CITRUS AVE	127,998	245,331	0	373,329	326.66
8445-009-014	03210	118	N CITRUS AVE	127,998	245,331	0	373,329	326.66
8445-009-027	03210	139	E BADILLO ST	223,737	150,001	0	373,738	327.02
8445-009-035	03210	126	N CITRUS AVE	38,432	58,534	0	96,966	84.85
8445-009-036	03210	122	N CITRUS AVE	345,922	230,613	0	576,535	504.47
8445-009-040	03210	132	E COLLEGE ST	89,931	38,793	0	128,724	112.63
8445-009-042	03210	175	E BADILLO ST	793,809	396,902	0	1,190,711	1,041.87
8445-009-043	03210	100	N CITRUS AVE	735,767	1,944,577	0	2,680,344	2,345.30
8445-009-901	03210	170	E COLLEGE ST	94,393	0	0	94,393	82.59
8445-009-908	03210	Situs	Unavailable	0	0	0	0	0.00
8445-009-909	03210	114	E COLLEGE ST	174,517	0	0	174,517	152.70
8445-009-911	03210	Situs	Unavailable	0	0	0	0	0.00
8445-009-912	03210	Situs	Unavailable	0	0	0	0	0.00
8445-010-002	03210	138	E BADILLO ST	301,920	75,480	0	377,400	330.23
8445-010-003	03210	134	E BADILLO ST	301,920	75,480	0	377,400	330.23
8445-010-004	03210	126	E BADILLO ST	47,213	21,844	0	69,057	60.42
8445-010-005	03210	120	E BADILLO ST	228,480	97,920	0	326,400	285.60
8445-010-006	03210	114	E BADILLO ST	225,447	169,442	0	394,889	345.53
8445-010-009	03040	124	S CITRUS AVE	652,000	216,000	0	868,000	759.50
8445-010-019	03210	100	S CITRUS AVE	259,989	566,071	0	826,060	722.80
8445-010-811	03210	Situs	Unavailable	0	0	0	0	0.00
8445-010-811	03210	Situs	Unavailable	0	0	0	0	0.00
8445-010-812	03210	Situs	Unavailable	0	0	0	0	0.00
8445-010-812	03210	Situs	Unavailable	0	0	0	0	0.00
Total				\$26,235,206	\$29,861,492	\$7,000	\$56,089,698	\$49,078
Parcel Count								167

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CITY OF COVINA

AGENDA REPORT

ITEM NO. PH 4

MEETING DATE: July 19, 2016

TITLE: Public Hearing - Adoption of Fiscal Year 2017 Budget and the Fiscal Year 2017-2021 Capital Improvement Program and Fiscal Year 2017 CIP Budget.

PRESENTED BY: Don Penman, Interim City Manager
Dennis Swink, Interim Finance Director

RECOMMENDATION:

- 1) Conduct the public hearing and consider all testimony that may be forthcoming;
- 2) Adopt Resolution No. 16-7503 approving the City of Covina budget for July 1, 2016 through June 30, 2017; and
- 3) Adopt Resolution No. 16-037 approving the operating budget for the City of Covina Successor Agency; and
- 4) Adopt Resolution No. 16-7504 approving the Fiscal Year 2017-2021 Capital Improvement Program and the Fiscal Year 2017 Capital Improvement Program Budget.

BACKGROUND:

Covina Municipal Code (CMC) Section 2.08.160 provides for a preliminary budget to be presented to the City Council before the fifteenth day of June each year. The CMC also states that continuing appropriations for year-end encumbrances, contractual commitments, and capital projects shall be automatically carried forward. All other appropriations shall lapse at year-end unless carried forward by City Council action. According to this code section, the City Manager is to keep the City Council informed thereto.

On June 21, 2016, the City Council adopted Resolution No. 16-7491, authorizing the City of Covina's FY 2016 budget appropriations to remain in effect pending the approval of the FY 2017 budget, thereby continuing the FY 2016 budget into FY 2017 and authorizing the continuation of necessary and essential expenditures.

On July 7, 2016, the Interim City Manager submitted the Proposed FY 2017 Budget and FY 2017-2021 Capital Improvement Program and FY 2017 Budget and CIP to the City Council. Concurrently copies of the Proposed FY 2017 Budget and CIP FY 2017 CIP Budget and five year program were placed in the Covina Public Library and in the City Clerk's Office. The documents are also available on the City's website.

On July 7, 2016, the Community Development Director also transmitted the Proposed FY 2017-2021 CIP and FY 2017 CIP Budget to the Planning Commission as part of the agenda for the Planning Commission's regularly scheduled meeting of July 12, 2016.

On July 12, 2016, the City Council held a Special Meeting to consider the Proposed FY 2017 Budget and FY 2017-2021 Five Year CIP and FY 2017 Annual CIP Budget. The operating budgets for City departments and CIP were reviewed and discussed.

On July 12, 2016, the Planning Commission reviewed the FY 2017-2021 CIP and FY 2017 CIP Budget and adopted Resolution No. 2016-019 PC, finding that the proposed FY 2017-2021 CIP and FY 2017 CIP Budget is consistent with the goals and policies of the Covina General Plan pursuant to Government Code Sections 65103 and 65402.

DISCUSSION:

FY 2017 Budget

The Proposed FY 2017 General Fund Expenditure Budget totals \$34,655,727, which reflects a decrease of 3.5% when compared to FY 2016. However, FY 2016 included a one-time Rule 20A expenditure of \$1,125,000. Without these funds, the change between years would be approximately ½%. Projected General Fund revenues in FY 2017 are \$ 34,163,510, a decrease of 1,174,305 or 3.3% from the prior year. Again, the Rule 20A revenue in FY 2016 of \$1.5 million skews the comparison. Without the Rule 20A money, the difference between years would be a 1.1% increase. Based on projected revenues and expenditures as presented in the Preliminary Budget, the Proposed FY 2017 General Fund showed a \$ 492,217 deficit. During the Budget Workshop on July 12, 2016, staff presented the City Council with a list of options to address this shortfall.

Following the review and discussion of the Proposed FY 2017 Budget and consideration of reduction options by the City Council on July 12, 2016, the following amendments are recommended to be incorporated into the budget prior to adoption.

1. Cancel Rice Englander and Associates contract – Savings \$33,000 (for eleven months, annual \$36,000 based on twelve month period)
 2. Cancel Cornerstone Communications contract – Savings \$84,000 (based on ten and one half months, annual savings thereafter of \$96,000)
 3. Reduce newsletter distribution to four issues annually – Postage and printing savings of \$18,440
 4. Reduce City Hall lobby staffing from two to one and to review possibility of use of volunteers – Savings \$24,000
 5. Reduce City Council conference budget – League Conference held locally - \$2,000
 6. Further reduce City Manager consulting budget - \$5,000
 7. Cut Legal notices and publications in Public Information - \$3,700
- **Subtotal Savings – \$170,140**

Another area staff suggested the City Council consider was the elimination of the Assessment Engine as part of the contract with the Los Angeles County Fire Department. This provision provides a paramedic on Engine 152 and Quint 153. Estimated annual savings of \$201,630 (\$16,802 monthly) would be realized if these units were converted to non-paramedic units. It should be noted that there is no data to demonstrate the overall impact of this upgraded level of support. Additionally, eliminating the assessment engine would still provide a comparable level of service as the cities around Covina that are served by County Fire and in general the same level of service provided to most other contract and Fire District cities.

- **Potential Savings – \$168,020**

In order to achieve a balanced budget additional cuts and/or revenue increases would need to be identified that were not included and/or presented, as part of the Preliminary Budget during the

study session of July 12.

From a revenue standpoint there are very limited options due to the constraints under current law for tax increases and Proposition 218 requirements. However, a couple of options mentioned previously include revisiting the fee study conducted by Willdan Associates in June 2014 and The Rose Institute study conducted in October 2015 of six cities in our region. A brief review of the Willdan and Rose Institute reports suggest that there are a number of areas where fees can be adjusted upward to reflect either a full cost recovery approach or at least move closer to full cost recovery. While the City should revisit the fees currently in place, it does not appear from a cursory look at the two studies that adjustments would result in enough revenue to balance the General Fund budget.

A second area that needs to be reviewed is the City's collections program. It is not implemented consistently, particularly in Finance. A more effective program will generate added revenues, but it is too difficult to estimate a number at this time.

There are a number of options for reducing expenditures, however, since the majority of expenses are employee related; these options will affect staffing levels and/or services. These include:

1. Freeze all or a selective number of vacant General Fund positions for a specific period of time – Projected total savings could be as high as **\$568,336**.
2. Freeze two vacant police officer positions – Projected savings **\$177,400**.
3. Freeze or eliminate vacation and sick time buyback (will not affect payoffs upon termination) – Projected savings in General Fund **\$350,577**.
4. Implement a 10% reduction in work hours, from 40 to 36 hours per week for all employees, excluding Police Department. This would result in a Monday through Thursday work week 7:30am to 5:30 pm. – Projected savings **\$406,000**.
5. Freeze all merit increases – Projected savings **\$216,535**.

The cuts recommended earlier in the report would reduce the deficit to \$492,217. With the elimination of the Assessment Engine, the deficit would be \$324,197 or .009%. With such a small percentage, additional savings that can be generated freezing positions and/or selectively filling vacant positions over time would be the most prudent approach.

It is important to remember that a balanced budget is achieved by having adequate revenues to cover costs, and the budget represents staffs best efforts at estimating these numbers. While expenditures can be controlled in most cases revenues are more difficult to estimate. That makes it all the more critical that the City carefully monitor its budget and impose greater fiscal discipline in controlling costs.

Attachment E, FY 2017 Recommended Budget Summary, contains the recommended FY 2017 budget appropriations and positions by department and estimated revenues by category.

Fiscal Year 2017-2021 CIP and Fiscal Year 2017 CIP Budget

The Proposed FY 2017-2021 CIP contains 78 projects with a total estimated cost of \$82,736,166. Resolution No. 16-7504 recommends the adoption of the FY 2017-2021 CIP and the FY 2017 CIP Annual Budget totaling \$10,342,167. Details regarding the proposed CIP projects and budgets are included in Attachment F.

Attachment E, Proposed FY 2017 Capital Improvement Program Budget Summary Report, details the FY 2017 CIP Budget and funding sources. These projects are incorporated into the

FY 2017 Budget. Attachment F, FY 2017- 2021 Capital Improvement Program Totals by Fund, show the sources of funds for the Proposed Fiscal Year 2017-2021 CIP.

FISCAL IMPACT:

Attachment E to this report details total appropriations for all funds. These represent a total of \$81,594,824.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

FY 2017 Budget

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

FY 2017-2021 CIP and FY 2017 CIP Budget

As work for each project moves through the City's approval process, the appropriate environmental analysis will be conducted and brought to the City Council.

Respectfully submitted,



Don Penman
Interim City Manager

ATTACHMENTS:

Attachment A: Resolution 16-7503

Attachment B: Resolution 16-037

Attachment C: Resolution 16-7504

Attachment D: Resolution No. 2016-019 PC, Adopted by Planning Commission on July 12, 2016

Attachment E: FY 2017 Recommended Budget Summary

Attachment F: Proposed FY 2017 Capital Improvement Program Budget Summary Report

Attachment G: FY 2017- 2021 Capital Improvement Program Totals by Fund

RESOLUTION NO. 16-7503

**A RESOLUTION OF THE CITY COUNCIL/COVINA
PUBLIC FINANCING AUTHORITY/COVINA HOUSING
AUTHORITY ADOPTING THE FISCAL YEAR 2016-
2017 OPERATING BUDGET**

WHEREAS, the Interim City Manager presented a Proposed Fiscal Year 2016-2017 Operating Budget to the City Council; and

WHEREAS, the Proposed Fiscal Year 2016-2017 Operating Budget was discussed in detail on July 12, 2016, during a properly noticed special City Council meeting; and

WHEREAS, the City Council has given careful consideration to the Proposed Fiscal Year 2016-2017 Operating Budget; and

WHEREAS, City staff was directed to prepare and publish an Approved Fiscal Year 2016-2017 Operating Budget document to include changes approved by the City Council for the forthcoming fiscal year; and

WHEREAS, the Interim City Manager is responsible to implement the annual budget as authorized by Covina Municipal Code Section 2.08.160; and

WHEREAS, the total budget appropriations, as adjusted where required, are incorporated herein by reference; and

WHEREAS, the number of appropriated full-time positions shall not change without Interim City Manager approval; and

WHEREAS, the City faces budget constraints, and therefore, the Interim City Manager is authorized to reduce the workforce by not filling certain vacant positions and/or initiating staffing reductions within established guidelines and procedures; and

WHEREAS, there are funds within this budget document that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources; and

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

SECTION 1. The Fiscal Year 2016-2017 Operating Budget as presented to the City Council at the July 19, 2016 City Council meeting, as set forth in Attachment A to the July 19, 2016 City Council Agenda Report entitled “Public Hearing – Adoption of fiscal Year 2017 Budget and the Fiscal Year 2017 CIP Budget” and incorporated herein by reference, and as amended by the revisions set forth in the attached Exhibit A to this Resolution, are hereby approved and adopted as the official municipal budget for the City of Covina (“Fiscal Year 2016-2017 Operating Budget”).

SECTION 2. Beginning on July 1, 2016, the City Manager is hereby authorized to proceed with the implementation of the programs as set forth in the approved and adopted Fiscal Year 2016-2017 Operating Budget, and to transfer any sum of appropriated funds between departments and programs provided they do not cross funds.

SECTION 3. Unexpended appropriations from the Fiscal Year 2016-2017 Operating Budget may be carried forward to the next fiscal year provided the funds have been previously encumbered for a specific purpose, or apply to authorized, but uncompleted projects in the City's approved Capital Improvement Program.

SECTION 4. This Resolution shall take effect immediately upon adoption.

SECTION 5 The City Clerk shall certify to the passage and adoption of this Resolution.

APPROVED AND PASSED this 19th day of July, 2016.

BY:

KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-_____ was duly adopted by the City Council of the City of Covina at a regular meeting held on the 19th day of July, 2016, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk

RESOLUTION NO. 16-037

**A RESOLUTION OF THE SUCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY ADOPTING THE
FISCAL YEAR 2016-2017 OPERATING BUDGET**

WHEREAS, the Interim City Manager presented a Proposed Fiscal Year 2016-2017 Operating Budget to the City Council; and

WHEREAS, the Proposed Fiscal Year 2016-2017 Operating Budget was discussed in detail on July 12, 2016, during a properly noticed special City Council meeting; and

WHEREAS, the City Council has given careful consideration to the Proposed Fiscal Year 2016-2017 Operating Budget; and

WHEREAS, City staff was directed to prepare and publish an Approved Fiscal Year 2016-2017 Operating Budget document to include changes approved by the City Council for the forthcoming fiscal year; and

WHEREAS, the Interim City Manager is responsible to implement the annual budget as authorized by Covina Municipal Code Section 2.08.160; and

WHEREAS, the total budget appropriations, as adjusted where required, are incorporated herein by reference; and

WHEREAS, the number of appropriated full-time positions shall not change without Interim City Manager approval; and

WHEREAS, the City faces budget constraints, and therefore, the Interim City Manager is authorized to reduce the workforce by not filling certain vacant positions and/or initiating staffing reductions within established guidelines and procedures; and

WHEREAS, there are funds within this budget document that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources; and

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

SECTION 1. The Fiscal Year 2016-2017 Operating Budget as presented to the City Council at the July 19, 2016 City Council meeting, as set forth in Attachment A to the July 19, 2016 City Council Agenda Report entitled "Public Hearing – Adoption of fiscal Year 2017 Budget and the Fiscal Year 2017 CIP Budget" and incorporated herein by reference, and as amended by the revisions set forth in the attached Exhibit A to this Resolution, are hereby approved and adopted as the official municipal budget for the City of Covina ("Fiscal Year 2016-2017 Operating Budget").

SECTION 2. Beginning on July 1, 2016, the City Manager is hereby authorized to

proceed with the implementation of the programs as set forth in the approved and adopted Fiscal Year 2016-2017 Operating Budget, and to transfer any sum of appropriated funds between departments and programs provided they do not cross funds.

SECTION 3. Unexpended appropriations from the Fiscal Year 2016-2017 Operating Budget may be carried forward to the next fiscal year provided the funds have been previously encumbered for a specific purpose, or apply to authorized, but uncompleted projects in the City's approved Capital Improvement Program.

SECTION 4. This Resolution shall take effect immediately upon adoption.

SECTION 5 The City Clerk shall certify to the passage and adoption of this Resolution.

APPROVED AND PASSED this 19th day of July, 2016.

BY:

KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-_____ was duly adopted by the City Council of the City of Covina at a regular meeting held on the 19th day of July, 2016, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk

RESOLUTION NO. 16-7504

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, ADOPTING THE FISCAL YEAR
2017-2021 CAPITAL IMPROVEMENT PROGRAM AND
ADOPTING THE 2016-2017 CAPITAL IMPROVEMENT PROGRAM
BUDGET**

WHEREAS, on July 7, 2016, the Interim City Manager presented a Proposed Fiscal Year 2017-2021 Capital Improvement Program (“CIP”) Budget to the City Council; and

WHEREAS, the Proposed Fiscal Year 2017- 2021 CIP Budget was discussed in detail on July 12, 2016, during a properly noticed special City Council meeting; and

WHEREAS, the City Council has given careful consideration to the Proposed Fiscal Year 2016-2017 CIP Budget;and

WHEREAS, the total budget appropriations, as adjusted where required, are incorporated herein by reference;and

WHEREAS, there are funds within this budget document that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources; and

WHEREAS, on July 12, 2016, the Planning Commission found the CIP consistent with the City’s General Plan in accordance with Government Code Section 65401.

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

SECTION 1. Adoption of this CIP is categorically exempt from environmental review under the California Environmental Quality Act (“CEQA”). Pursuant to Section 15262 of the State Guidelines for Implementation of CEQA, a project involving only feasibility or planning studies for possible future actions, which actions the City Council has not approved, adopted, or funded, does not require preparation of an EIR or Negative Declaration, but does require consideration of environmental factors. In reviewing this Program and conducting public hearings on it, the City Council has considered relevant environmental factors. This City Council, as the lead agency for environmental review, pursuant to the California Environmental Quality Act and the Guidelines promulgated there under (collectively “CEQA”), has reviewed the scope and nature of this Capital Improvement Program and has concluded that the planning and prioritization process comprising this activity is not a project pursuant to CEQA because it does not order or authorize the commencement of any physical or other activity that would directly or indirectly have a significant effect upon the environment. The Capital Improvement Program merely establishes a listing of priority and allocates funds for the City to commence the necessary planning studies, including review pursuant to CEQA, at a future unspecified

date. The future planning studies will be conducted at the earliest possible time so as to ensure thorough review pursuant to CEQA. Recognizing that the protection of the environment is a key factor in the quality of life within the City of Covina and to further the City's strict adherence to both the spirit and letter of the law as regards to CEQA, this City Council has also considered this Capital Improvement Program as if it were a Project pursuant to CEQA. Reviewing this Program as a Project, this City Council concludes the Project would be exempt from review under CEQA, both pursuant to Section 15061(b)(3) and to the categorical exemption set forth in Section 15262 of CEQA. Section 15061(b)(3) would apply because it can be seen with certainty that this prioritizing and fund allocation program cannot and does not have the potential to cause a significant effect on the environment. No physical activity will occur until all required CEQA review is conducted at the time the physical improvements prioritized in the Program are undertaken. Section 15262 provides a categorical exemption to actions that are feasibility or planning studies related to possible future actions. This Council is aware of and has considered the current and relevant environmental factors as an integral component of the review of this Program. This Council, as lead agency, hereby determines and decides that the exemption provided in both Sections 15061(b)(3) and 15262 apply in the event this is deemed a Project pursuant to CEQA.

SECTION 2. The City Council hereby adopts the Fiscal Year 2017-2021 CIP and the Fiscal Year 2016-2017 CIP Budget, which documents are on file in the office of the City Clerk of the City of Covina, incorporated herein by reference, and hereby appropriates funds in the City of Covina Fiscal Year 2016- 2017 CIP Budget and the Interim City Manager is authorized to implement the same.

SECTION 2. The City Clerk shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and is in force.

APPROVED AND PASSED this 19th day of July, 2016.

BY:

KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No.16 - 7504 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 19th day of July, 2016, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk

RESOLUTION NO. 2016-019PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA FINDING THAT THE PROPOSED FISCAL YEAR 2017-2021 CITY OF COVINA FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM IS CONSISTENT WITH THE GOALS AND POLICIES OF THE COVINA GENERAL PLAN

WHEREAS, the City of Covina Capital Improvement Program (CIP) is a five-year program adjusted annually that outlines public improvements and estimated expenditures to construct improvements; and

WHEREAS, the proposed CIP is for Fiscal Years 2017-2021 for City Council review and consideration (Attachment A); and

WHEREAS, California Government Code Section 65401 requires that City's Planning Commission to make a determination that the City's annual CIP is in conformance with the City's General Plan; and

WHEREAS, the Planning Commission held a duly noticed public meeting on July 12, 2016, on the proposed CIP for consistency with the Covina General Plan, at which time all persons interested in the proposed CIP had the opportunity and did address the Planning Commission on this matter.

NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Planning Commission has duly considered the full record before it, which may include but is not limited to such things as the City staff report, testimony by staff and the public, and other materials and evidence submitted or provided to the Commission. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

SECTION 2. The Community Development Department completed an environmental assessment for the project in accordance with the California Environmental Quality Act (CEQA). The CIP was reviewed for conformance with the CEQA and the California Public Resource Code, Division 13. Since the CIP is a public improvement and transportation planning document which identifies areas for possible improvements based on the availability of funding, the approval of the CIP is exempt from the CEQA and the CEQA Guidelines pursuant to CEQA Guidelines Section 15738(b)(4) because the proposed CIP is not a "project" as defined by CEQA

but involves the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. Should a specific improvement identified in the CIP be undertaken, a full environmental analysis of that improvement will be performed in accordance with the requirements of CEQA. The Planning Commission recommends that the City Council of the City of Covina determine, based on its own independent judgment, that the proposed CIP for Fiscal Year 2017-2021 is exempt from CEQA.

SECTION 3. The Planning Commission, after considering all the written and oral evidence offered including the staff report and all attachments, further finds and determines that the proposed CIP is consistent with the following goals and policies of the Covina General Plan pursuant to Government Code Section 65103 and 65402:

I. Land Use Element

A. General Land Use Policy C.1.a.2(b)(c)(e)(f)(g). Ensure that major land use change proposals, particularly those regarding vacant schools, utility sites, and other institutional surplus properties, carefully consider many factors, including, but not limited to:

- Street capacity, public facilities, and other infrastructure impacts.
- Effects on the local circulation, public transportation, and regional circulation/transportation networks.
- The provision of services and utilities.
- All relevant environmental and physical constraints and resources.
- Covina's image and character.

B. General Land Use Policy C.1.a.4. Accommodate growth that adequately serves existing and future residents, workers, shoppers, and others while protecting their health, safety, and welfare.

C. General Land Use Policy C.1.a.5. Accommodate growth that is consistent with current general land use patterns, that maintains existing relative land use quantities, and that respects physical and environmental resources and constraints.

D. General Land Use Policy C.1.a.9. Provide for the continuation of existing and development of new or expanded public streets and facilities, storm drains and other infrastructure, parking amenities, and utilities to support the City's land uses and meet all needs.

E. General Land Use Policy C.1.a.15. Monitor land use, traffic, and circulation pressures associated with the Metrolink Commuter Train Station near the downtown and best

capitalize on potentially beneficial impacts by adopting strategies such as an “urban village” or livable cities concept, incorporating mixed uses, sufficient businesses, and attractive and functional public and private improvements.

F. General Land Use Policy C.1.a.17. Maintain consistency between the Land Use Element and implementation mechanisms including, but not limited to, the Zoning and Subdivision Ordinances, the Design Guidelines, and the Capital Improvement Program.

G. General Land Use Policy C.1.a.22. Capture all potential benefits resulting from the Metrolink Commuter Train Station, downtown revitalization, Azusa Avenue beautification, and other major programs/efforts.

H. General Land Use Policy C.1.a.27. Address its park/open space deficiency and attempt to mitigate the problem to the greatest extent possible.

I. General Land Use Policy C.2.a.6. Ensure that the overall amount, locations, and timing of development reflect community desires and needs as well as physical and environmental constraints and will not inhibit the City’s ability to meet street capacities and to provide other infrastructure, utilities, and adequate community services.

J. General Land Use Policy C.3.a.9. Encourage that medium to high-density complexes be developed in appropriately designated areas and replace old, deteriorating residential structures.

K. General Land Use Policy C.4.a.3. Consider developing additional parks of all types and sizes at various areas, with an emphasis placed on locating new facilities in the eastern and western portions of the City and in neighborhoods in and around medium-to high-density developments.

L. General Land Use Policy D.1.a.4. Maintain an adequate amount of and distribution of public and quasi-public facilities.

M. General Land Use Policy D.1.a.5(b)(c)(e)(g). Ensure that major land use change proposals, particularly those regarding vacant schools, utility sites, and other institutional surplus properties, carefully consider many factors, including, but not limited to:

- Street capacity, public facilities, and other infrastructure impacts.
- Effects on the local circulation, public transportation, and regional circulation/transportation networks.
- The provision of services and utilities.

- All relevant environmental and physical constraints and resources.
- Covina's image and character.

N. General Land Use Policy D.1.a.7. Provide for the continuation of existing and development of new or expanded public streets and facilities, storm drains and other infrastructure, parking amenities, and utilities to support the City's land uses and meet all needs.

O. General Land Use Policy D.3.a.9. Pay particular attention to the special needs and character of the downtown and continue appropriate economic revitalization and physical enhancement activities.

P. General Land Use Policy E.1.n. Maintain the downtown area's pedestrian friendly atmosphere as a means of enhancing its social and economic vitality.

Q. General Land Use Policy E.1.q. Attempt to maintain the attractiveness and condition of all streets and public landscaping, particularly major ones and those at key City entry points, public improvements, and public facilities, so that Covina evokes a positive perception by residents, workers, shoppers, passer-by, and others.

R. General Land Use Policy E.1.w. Preserve existing parklands and open space resources and consider to develop additional parks of all types and sizes at various areas.

S. General Land Use Policy F.1.i. Ensure that the circulation network and major street widths adequately serve all current and planned residential, commercial, industrial, and institutional uses – or that all future developments not overburden streets and other infrastructure or local services.

T. General Land Use Policy G.1.c. Achieve an adequately designed and functional street system and other infrastructure, including utility and storm drainage systems plus an adequate distribution of public and quasi-public facilities, in accommodating future growth to best maintain the community's visual, economic, and spiritual vitality.

II. Circulation Element

A. General Circulation Policy C.3. Maintain and, where administratively and financially possible, improve the physical condition, structural integrity, design capacity, utilization, appearance, and/or cleanliness of Covina's public right-of-way and facilities, including, but not limited to, streets, alleys, sidewalks, medians, landscaping, parking areas, and miscellaneous infrastructure.

B. General Circulation Policy C.4. Where necessary and feasible, conduct traffic circulation improvements and congestion mitigation measures, including, but not limited to, traffic signal installation, synchronization, or upgrade, lane restriping or modification, and/or speed limit, stop sign, or street light installation.

C. General Circulation Policy C.6. Handle needed street and related infrastructure and transportation improvements on a realistic, viable, prioritized, systematic, consistent, and cost effective basis and, if possible, from the standpoint of benefiting the greatest number of Covina residents and businesses.

D. General Circulation Policy C.7. Accommodate, where financially, administratively, and technically feasible, needed street and related infrastructure and transportation improvements, among other reasons, to minimize traffic conflicts and hazards as well as liability, to improve vehicular and pedestrian safety, to bolster ongoing code enforcement efforts, and to enhance community appearance, image, and character, social, economic, and recreational vitality, and overall quality of life.

E. General Circulation Policy C.11. Reconcile the need to resolve remaining, major road and infrastructure deficiencies with the need to maintain the maturing community's aging street and circulation networks.

F. General Circulation Policy C.16. Monitor and, where administratively and financially possible, consider expanding the City's bikeways and related facilities in appropriate areas, such as near or linking schools, parks, and major commercial activities and employment centers, for functional as well as recreational uses, in a manner that best meets local conditions and needs.

G. General Circulation Policy C.23. Continue encouraging, where administratively and financially feasible, public transportation-and pedestrian-accommodating enhancements to the infrastructure, including, but not limited to, bus pads and sidewalk and wheelchair ramps.

H. General Circulation Policy D.6. Monitor and attempt to best maintain the functional and design adequacy and parking capacity of the Covina Metrolink Commuter Rail Station and, where desired and feasible, improve and/or expand the Station and/or related parking to meet local and regional needs.

I. General Circulation Policy D.7. Accommodate the linking of the Covina Metrolink Commuter Rail Station and other public transit depots to feeder transportation, to the greatest extent feasible.

J. General Circulation Policy E.1. Maintain and, where necessary and feasible, consider enhancements to downtown traffic, circulation, parking and overall infrastructure, including, but not limited to, better synchronizing traffic signals, constructing more off-street parking in deficient areas, improving parking lot security/lighting, and better, more clearly linking off-street parking to district businesses through sufficient signage and other strategies.

K. General Circulation Policy E.4. Where appropriate, consider infrastructure and related enhancements to facilitate downtown pedestrian circulation, taking into account safety, lighting, pleasantness, adequacy, and accessibility for the disabled.

L. General Circulation Policy F.1. Ensure, to the greatest extent feasible, through direct or liaison efforts, the continued maintenance and adequacy and, where necessary, improvement of Covina's sewers and sewage disposal systems system to prevent contamination of groundwater and receiving water quality and to accommodate long-term growth and revitalization.

M. General Circulation Policy F.3. Ensure, to the greatest extent feasible, through direct or liaison efforts, the continued maintenance and adequacy and, where necessary, improvements of Covina's stormdrains and storm drainage system to prevent or minimize flooding and soil erosion and to accommodate future growth and revitalization.

N. General Circulation Policy F.5. Ensure, to the greatest extent feasible, through direct or liaison efforts, the continued maintenance and adequacy and, where necessary, improvement of Covina's water supply facilities and water distribution system as well as the ability of the water network to meet future growth and revitalization.

O. General Circulation Policy F.6. Ensure, to the greatest extent feasible, through direct or liaison efforts, that all current and future peak period water demands are met and that water pressure and fire flow rates in all areas are adequate.

P. General Circulation Policy G.13. Continue accommodating pedestrian circulation, to the greatest degree possible, in terms of adequately-sized, conveniently located, safe, functional, unobstructed, and disabled-accessible major-and small-street public sidewalks, public crosswalks, private walkways and access routes, private walkways/access route linkages to public sidewalks, and sufficient connections between public sidewalk and crosswalks.

III. Natural Resources and Open Space Element

A. General Natural Resources and Open Space Policy B.2.h. Provide for landscape improvements to the City's sidewalks, streets, civic properties, and related public spaces and facilities, in accordance with all applicable standards and provisions, for aesthetic and ecological reasons, to the greatest extent possible.

B. General Natural Resources and Open Space Policy B.2.i. Provide for needed landscape improvements to the City's parks and recreational facilities, as described in the Covina Park System Master Plan and other sources, in accordance with all applicable standards and provisions, for aesthetic and ecological reasons, to the greatest extent possible.

C. General Natural Resources and Open Space Policy B.2.j. Encourage the preservation of existing mature street and other public trees in conjunction with all public works projects, except where infeasible and/or unsafe.

D. General Natural Resources and Open Space Policy C.1.i. Whenever possible and feasible, attempt to acquire and improve land for park and recreational uses.

E. General Natural Resources and Open Space Policy C.1.o. Continue to upgrade, enhance, redesign, and/or replace existing parks and recreational areas and appurtenant facilities and amenities to improve overall park use, safety, and/or appearance as well as to maintain community image and vitality, whenever possible.

F. General Natural Resources and Open Space Policy C.5.a. Continue providing for adequate maintenance of the physical condition, operation, cleanliness, and appearance of all parks and recreational facilities and appurtenant amenities, following reasonable, applicable procedures and standards.

IV. Safety Element

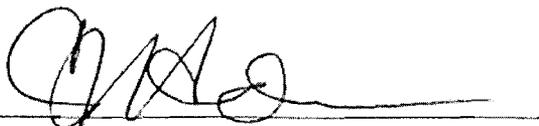
A. General Safety Policy B.3.k. Maintain sufficient personnel, equipment, facilities, and resources in the Fire and Police Departments to handle fire incidents.

SECTION 4. Based upon the entire record before the Planning Commission, all written and oral evidence presented to the Planning Commission, and the findings made in this Resolution, the Planning Commission hereby recommends that the City Council adopt the Fiscal Year 2017-2021 City of Covina Five-Year Capital Improvement Program (CIP).

SECTION 5. The Planning Commission hereby directs the Community Development Director to forward a copy of this Resolution to the City Council for their consideration at the next available regular City Council meeting.

SECTION 6. The Secretary shall certify to the adoption of this Resolution.

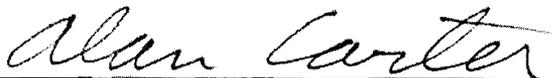
PASSED, APPROVED AND ADOPTED by members of the Planning Commission of Covina on this 12th day of July, 2017.



CHARLES HODAPP, CHAIRMAN
COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 12th day of July, 2016, by the following vote of the Planning Commission:

AYES: CONNORS, HODAPP, MANNING, MCMEEKIN, PATTERSON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE



COVINA PLANNING COMMISSION SECRETARY

ATTACHMENT A

City of Covina

FY 2017-2021 Capital Improvement Program

Mid-Year

	July 1, 2015	Revenues	Expenditures	Ending Fund Balance	June 30, 2016	Change
1010 General Fund	5,204,199	33,876,050	35,722,254	3,357,995	3,357,995	(1,846,204)
1060 Special General Fund (20A Swap)	-	1,550,000	1,125,000	425,000	425,000	425,000
1095 Emergency Reserve	6,345,730	-	-	6,345,730	6,345,730	-
2900 Donations	1,225	-	-	1,225	1,225	-
	11,551,154	35,426,050	36,847,254	10,129,950	10,129,950	(1,421,204)

Projected Year End

	July 1, 2015	Revenues	Expenditures	Ending Fund Balance	June 30, 2016	Change
1010 General Fund	5,204,199	33,787,815	34,187,126	4,804,888	4,804,888	(399,311)
1060 Special General Fund (20A Swap)	-	1,550,000	1,125,000	425,000	425,000	425,000
1095 Emergency Reserve	6,345,730	-	-	6,345,730	6,345,730	-
2900 Donations	1,225	-	-	1,225	1,225	-
	11,551,154	35,337,815	35,312,126	11,576,843	11,576,843	25,689

2017 Budget

	July 1, 2016	Revenues	Expenditures	Ending Fund Balance	June 30, 2017	Change
1010 General Fund	4,804,888	34,163,510	34,602,852	4,365,546	4,365,546	(439,342)
1060 Special General Fund (20A Swap)	425,000	-	52,875	372,125	372,125	(52,875)
1095 Emergency Reserve	6,345,730	-	-	6,345,730	6,345,730	-
2900 Donations	1,225	-	-	1,225	1,225	-
	11,576,843	34,163,510	34,655,727	11,084,626	11,084,626	(492,217)

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
General Fund (Fund 1010)					
Tax Revenue					
40120	Secured Property Tax-Current	\$5,508,202.71	\$5,507,490.00	\$5,509,644.96	\$5,785,127.00
40140	Unsecured Property Tax-Current	\$303,616.05	\$170,000.00	\$75,000.00	\$170,000.00
40160	Secured/Unsecured-Prior Year	(\$6,819.18)	\$10,000.00	(\$5,000.00)	\$5,000.00
40180	Supplemental Roll-Current Year	\$178,922.76	\$140,000.00	\$150,000.00	\$140,000.00
40185	Supplemental Roll-Prior Year	(\$2,700.22)	\$0.00	\$12,200.00	\$0.00
40187	Property Tax In-Lieu MVL	\$4,056,509.00	\$4,234,180.00	\$4,293,607.00	\$4,423,703.00
40188	Property Tax In-Lieu Sales Tax	\$1,926,538.63	\$1,687,150.00	\$1,815,556.00	\$0.00
40190	Interest on Property Tax	\$25,837.52	\$19,000.00	(\$41,350.00)	\$15,000.00
40195	SB211 Pass-Throughs	\$784,724.02	\$1,261,460.00	\$350,000.00	\$700,000.00
40200	Sales Tax	\$6,569,382.11	\$7,588,050.00	\$8,235,727.00	\$9,156,000.00
40300	Transient Occupancy Tax	\$348,148.09	\$335,000.00	\$419,383.00	\$400,000.00
40400	Property Transfer Tax	\$159,795.36	\$180,000.00	\$209,680.00	\$180,000.00
40500	Business Registration Tax	\$314,415.23	\$480,000.00	\$500,000.00	\$500,000.00
40590	Business Registration Penalty	\$10,615.60	\$11,150.00	\$10,100.00	\$14,150.00
40700	Utility Users Tax	\$5,033,846.11	\$5,200,000.00	\$5,000,000.00	\$5,200,000.00
40820	Franchise Tax-Cable TV	\$182,961.68	\$176,000.00	\$170,000.00	\$170,000.00
40840	Franchise Tax-Electric	\$246,361.53	\$250,000.00	\$250,000.00	\$250,000.00
40860	Franchise Tax-Gas	\$124,421.41	\$125,000.00	\$125,000.00	\$125,000.00
40870	Franchise Tax-Towing	\$203,793.60	\$228,000.00	\$180,000.00	\$220,000.00
40880	Franchise Tax-Refuse	\$597,013.68	\$575,000.00	\$550,000.00	\$575,000.00
40890	Franchise Tax-Other	\$195,178.05	\$200,000.00	\$200,000.00	\$200,000.00
	Total Tax Revenue	\$26,760,763.74	\$28,377,480.00	\$28,009,547.96	\$28,228,980.00
Licenses and Permits					
41100	Animal Licenses	\$75,365.74	\$78,000.00	\$88,954.62	\$84,000.00
41200	Building Permits	\$312,146.85	\$450,000.00	\$375,000.00	\$450,000.00
41220	Electrical Permits	\$132,394.20	\$100,000.00	\$100,000.00	\$100,000.00
41240	Plumbing Permits	\$58,503.30	\$75,000.00	\$80,000.00	\$75,000.00
41260	Mechanical Permits	\$34,898.40	\$50,000.00	\$40,000.00	\$50,000.00
41300	Engineering Permits	\$75,398.39	\$55,000.00	\$90,000.00	\$90,000.00
41990	Permit/Inspection Fees -IWP	\$80.00	\$0.00	\$0.00	\$0.00
	Total Licenses and Permits	\$688,786.88	\$808,000.00	\$773,954.62	\$849,000.00
Intergovernmental					
42100	Homeowners Exemption	\$37,975.74	\$38,000.00	\$38,000.00	\$38,000.00
42105	State Mandated Reimbursement	\$110,078.00	\$58,000.00	\$49,152.21	\$76,860.00
42111	State CAD Reimb	\$0.00	\$79,695.00	\$92,810.00	\$0.00
42113	AB109 Realignment	\$118,595.00	\$110,000.00	\$110,000.00	\$110,000.00
42114	Prop 69-DNA	\$900.00	\$1,000.00	\$300.00	\$1,000.00
42115	Public Safety Augmentation	\$411,237.61	\$325,000.00	\$350,000.00	\$350,000.00
42117	POST Subvention	\$18,185.52	\$35,000.00	\$15,000.00	\$15,000.00
42118	Standards/Training-Corrections	\$5,720.00	\$6,000.00	\$0.00	\$0.00
42130	Vehicle In-Lieu Fees	\$20,375.66	\$21,000.00	\$20,000.00	\$21,000.00
42240	Prop A Discretionary	\$0.00	\$63,830.00	\$487,932.01	\$20,000.00
42500	School District	\$154,088.67	\$105,000.00	\$148,041.78	\$148,000.00
	Total Intergovernmental	\$877,156.20	\$842,525.00	\$1,311,236.00	\$779,860.00
Charges for Services					
43010	Passport Fee	\$6,736.97	\$5,500.00	\$0.00	\$0.00
43011	Passport Photo Fee	\$2,050.00	\$2,000.00	\$0.00	\$0.00
43015	Antenna Rental	\$39,145.41	\$50,000.00	\$50,000.00	\$50,000.00
43020	Returned Ck Fees	\$9,406.99	\$7,000.00	\$8,000.00	\$8,000.00
43022	License Processing Fees	\$115,473.00	\$175,000.00	\$175,000.00	\$175,000.00
43025	Workers Compensation Charges	\$0.00	\$0.00	\$21,000.00	\$0.00
43040	Publication Charges	\$8,100.00	\$7,000.00	\$650.00	\$500.00
43050	Duplicating Charges	\$11,492.73	\$12,000.00	\$300.00	\$0.00
43090	Other General Government Chrg	\$104.24	\$200.00	\$0.00	\$200.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
43101	Police Fee-VIS	\$325.00	\$100.00	\$150.00	\$100.00
43113	Police Fee-VEH	\$1,335.40	\$500.00	\$1,485.00	\$1,200.00
43114	Police Fee-CIT	\$2,570.00	\$5,000.00	\$5,000.00	\$5,000.00
43116	Police Fee-Vehicle Impound	\$19,430.00	\$25,000.00	\$25,000.00	\$25,000.00
43118	Police Fee-TC/Crime Reports	\$852.90	\$1,000.00	\$1,617.00	\$1,000.00
43119	Police Fee-Other	\$70,244.27	\$45,100.00	\$101,570.36	\$53,100.00
43125	Entertainment Fee Revenue	\$0.00	\$0.00	\$0.00	\$0.00
43130	Finger Printing Fees	\$705.00	\$500.00	\$500.00	\$500.00
43140	Alarm Fees	\$117,050.99	\$70,000.00	\$112,578.57	\$100,000.00
43150	Overnight Parking Fees	\$310,421.60	\$330,000.00	\$300,000.00	\$300,000.00
43173	Fire Plan Check	\$4,256.08	\$40,000.00	\$10,000.00	\$10,000.00
43185	Fire Paramedic Pass Through	\$82,947.99	\$80,000.00	\$164,685.00	\$150,000.00
43190	Other Public Safety Charges	\$1,925.00	\$2,000.00	\$1,100.00	\$2,000.00
43200	Sale of Maps and Publications	\$5.60	\$0.00	\$0.00	\$0.00
43250	Engineer Services-Other	\$8,800.00	\$10,000.00	\$14,000.00	\$14,000.00
43290	Other Public Works Charges	\$1,265.00	\$1,000.00	\$1,727.00	\$151,500.00
43311	Community Special Event Fees	\$957.75	\$8,380.00	\$4,587.20	\$10,250.00
43314	Youth Sport Fees	\$69,631.55	\$97,670.00	\$77,667.47	\$94,415.00
43315	Leisure Lifestyle Fees	\$255,809.24	\$245,000.00	\$235,000.00	\$235,000.00
43316	Cultural Excursion Fees	\$18,233.00	\$16,000.00	\$23,028.00	\$20,000.00
43317	Peewee Recreation Fees	\$68,877.10	\$76,180.00	\$80,080.00	\$80,080.00
43318	Youth/Teen Program Fees	\$0.00	\$0.00	\$0.00	\$4,800.00
43320	Park Facilities Fees	\$27,871.90	\$23,500.00	\$25,000.00	\$26,000.00
43326	Field Maintenance Fees	\$8,889.16	\$9,000.00	\$9,000.00	\$0.00
43328	Community Involvement	\$11,860.49	\$11,730.00	\$8,755.00	\$18,000.00
43337	Senior Programs	\$50,439.96	\$52,790.00	\$40,094.31	\$47,840.00
43340	Community Parade	\$5,545.00	\$5,300.00	\$5,415.00	\$5,300.00
43350	Aquatics	\$217,349.53	\$221,930.00	\$214,950.00	\$233,200.00
43380	Library Services	\$1,034.69	\$900.00	\$1,200.00	\$1,000.00
43381	Homework Help	\$703.00	\$750.00	\$958.00	\$800.00
43385	Library Videos	\$9,296.87	\$10,000.00	\$7,000.00	\$7,500.00
43387	Lost/Damaged Book fees	\$3,189.86	\$3,000.00	\$3,051.08	\$3,000.00
43388	Library Late Charges	\$15,699.01	\$15,000.00	\$15,263.31	\$15,000.00
43400	Plan Review	\$351,510.41	\$320,000.00	\$277,000.00	\$330,000.00
43402	Reinspection Fee	\$0.00	\$15,000.00	\$0.00	\$0.00
43410	Zoning and Subdivision Fees	\$416,371.01	\$300,000.00	\$380,000.00	\$350,000.00
43600	Property Rental Fees	\$18,334.54	\$14,700.00	\$15,600.00	\$14,700.00
	Total Charges for Services	\$2,366,248.24	\$2,315,730.00	\$2,418,012.30	\$2,543,985.00
	Fines and Forfeits				
44100	Court Fines	\$80,658.85	\$450,000.00	\$200,000.00	\$200,000.00
44150	Red Light Camera Fines	\$0.00	\$0.00	\$182,769.94	\$400,000.00
44200	Parking Fines	\$477,350.19	\$500,000.00	\$450,000.00	\$450,000.00
	Total Fines and Forfeits	\$558,009.04	\$950,000.00	\$832,769.94	\$1,050,000.00
	Enterprise / Internal Services				
46890	Employee Benefits-Other	\$5,969.47	\$6,040.00	\$0.00	\$0.00
	Total Enterprise / Internal Services	\$5,969.47	\$6,040.00	\$0.00	\$0.00
	Investment Earnings				
47200	Interest on Investments	\$38,065.45	\$50,000.00	\$140,000.00	\$90,000.00
47500	UnrealizedGain (Loss)-Investmt	\$71,861.59	\$75,000.00	\$60,000.00	\$75,000.00
47990	Interest Earnings-Other	\$0.00	\$0.00	\$950.00	\$0.00
	Total Investment Earnings	\$109,927.04	\$125,000.00	\$200,950.00	\$165,000.00
	Miscellaneous Revenue				
48100	Donations and Contributions	\$34,823.95	\$46,100.00	\$33,582.56	\$36,900.00
48780	Late Fees	\$196,245.80	\$176,000.00	\$164,395.00	\$176,000.00
48790	Cash Overage/Shortage	\$40.64	\$0.00	\$181.27	\$0.00
48990	Other	\$84,611.82	\$107,175.00	\$43,185.51	\$50,360.00
	Total Miscellaneous Revenue	\$315,722.21	\$329,275.00	\$241,344.34	\$263,260.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Other Financing Sources					
49110	Transfer-General Fund	\$737,011.00	\$0.00	\$0.00	\$0.00
49120	Transfer-Special Revenue Fund	\$658,503.50	\$122,000.00	\$0.00	\$283,425.00
49170	Transfer-Internal Service Fund	\$1,001,926.00	\$0.00	\$0.00	\$0.00
49700	Sale of Property Proceeds	\$3,503,549.18	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$5,900,989.68	\$122,000.00	\$0.00	\$283,425.00
Total Revenue		\$37,583,572.50	\$33,876,050.00	\$33,787,815.16	\$34,163,510.00
Special General Fund (Fund 1060)					
Intergovernmental					
42930	Rule 20A Swap-La Verne	\$0.00	\$0.00	\$1,550,000.00	\$0.00
	Total Intergovernmental	\$0.00	\$0.00	\$1,550,000.00	\$0.00
Total Revenue		\$0.00	\$0.00	\$1,550,000.00	\$0.00
Low Mod Housing Asset Fund (Fund 2020)					
Miscellaneous Revenue					
48650	Loan Reimbursements	\$0.00	\$584,289.00	\$584,289.00	\$724,025.00
48660	Advance Reimbursements	\$0.00	\$0.00	(\$504,345.00)	\$1,291,462.00
	Total Miscellaneous Revenue	\$0.00	\$584,289.00	\$79,944.00	\$2,015,487.00
Total Revenue		\$0.00	\$584,289.00	\$79,944.00	\$2,015,487.00
CDBG-Bus Assist (Fund 2100)					
Intergovernmental					
42050	Community Development Block Gr	\$388,327.16	\$317,156.00	\$318,474.00	\$777,480.00
	Total Intergovernmental	\$388,327.16	\$317,156.00	\$318,474.00	\$777,480.00
Total Revenue		\$388,327.16	\$317,156.00	\$318,474.00	\$777,480.00
SHPMc Gill Grant (Fund 2130)					
Intergovernmental					
42990	Other Governmental Units	\$96,091.00	\$96,060.00	\$96,090.00	\$96,091.00
	Total Intergovernmental	\$96,091.00	\$96,060.00	\$96,090.00	\$96,091.00
Total Revenue		\$96,091.00	\$96,060.00	\$96,090.00	\$96,091.00
Bldg Equip Rsrv -Bldg Insp (Fund 2185)					
Charges for Services					
43401	Plan Maint Fee	\$3,083.52	\$0.00	\$3,000.00	\$2,500.00
	Total Charges for Services	\$3,083.52	\$0.00	\$3,000.00	\$2,500.00
Total Revenue		\$3,083.52	\$0.00	\$3,000.00	\$2,500.00
Gen Comm Improv -Code Enf (Fund 2188)					
Charges for Services					
43480	Abandoned Property Registratio	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
43485	Rental Inspection Fees	\$106,326.20	\$115,000.00	\$11,000.00	\$0.00
43490	Other Comm Development Charge	\$104,861.10	\$120,000.00	\$3,700.00	\$50,000.00
	Total Charges for Services	\$213,187.30	\$237,000.00	\$16,700.00	\$52,000.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
	Fines and Forfeits				
44800	Code Enforcement Fines	\$1,400.00	\$2,000.00	\$14,000.00	\$2,000.00
	Total Fines and Forfeits	\$1,400.00	\$2,000.00	\$14,000.00	\$2,000.00
	Miscellaneous Revenue				
48990	Other	\$100.00	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$100.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$214,687.30	\$239,000.00	\$30,700.00	\$54,000.00
	<i>Inmate Comm-Jail (Fund 2205)</i>				
	Charges for Services				
43121	Inmate Telephone Use Fee	\$1,536.24	\$1,000.00	\$0.00	\$1,000.00
	Total Charges for Services	\$1,536.24	\$1,000.00	\$0.00	\$1,000.00
	Total Revenue	\$1,536.24	\$1,000.00	\$0.00	\$1,000.00
	<i>Red Light Camera-Patrol (Fund 2210)</i>				
	Fines and Forfeits				
44150	Red Light Camera Fines	\$526,017.40	\$0.00	\$0.00	\$0.00
	Total Fines and Forfeits	\$526,017.40	\$0.00	\$0.00	\$0.00
	Total Revenue	\$526,017.40	\$0.00	\$0.00	\$0.00
	<i>Fed Treasury (Fund 2221)</i>				
	Investment Earnings				
47200	Interest on Investments	\$10.11	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$10.11	\$0.00	\$0.00	\$0.00
	Total Revenue	\$10.11	\$0.00	\$0.00	\$0.00
	<i>Fed Justice (Fund 2222)</i>				
	Investment Earnings				
47200	Interest on Investments	\$244.39	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$244.39	\$0.00	\$0.00	\$0.00
	Total Revenue	\$244.39	\$0.00	\$0.00	\$0.00
	<i>Other State-Patrol (Fund 2230)</i>				
	Intergovernmental				
42190	Other State Grants/Subventions	\$0.00	\$153,632.00	\$0.00	\$0.00
	Total Intergovernmental	\$0.00	\$153,632.00	\$0.00	\$0.00
	Total Revenue	\$0.00	\$153,632.00	\$0.00	\$0.00
	<i>Supp Law (Fund 2246)</i>				
	Intergovernmental				
42110	Supplemental Law	\$120,848.25	\$100,000.00	\$71,514.10	\$70,000.00
	Total Intergovernmental	\$120,848.25	\$100,000.00	\$71,514.10	\$70,000.00
	Other Financing Sources				
49110	Transfer-General Fund	\$75,000.00	\$55,060.00	\$75,000.00	\$55,060.00
	Total Other Financing Sources	\$75,000.00	\$55,060.00	\$75,000.00	\$55,060.00
	Total Revenue	\$195,848.25	\$155,060.00	\$146,514.10	\$125,060.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Other Federal-Patrol (Fund 2270)					
Intergovernmental					
42090	Other Federal Grants	(\$10,608.08)	\$0.00	\$15,026.97	\$0.00
42990	Other Governmental Units	\$0.00	\$0.00	\$21,557.85	\$0.00
	Total Intergovernmental	(\$10,608.08)	\$0.00	\$36,584.82	\$0.00
	Total Revenue	(\$10,608.08)	\$0.00	\$36,584.82	\$0.00
JAG-Police Invest (Fund 2271)					
Intergovernmental					
42080	JAG Grant	\$12,527.52	\$22,619.00	\$12,678.00	\$12,000.00
	Total Intergovernmental	\$12,527.52	\$22,619.00	\$12,678.00	\$12,000.00
	Total Revenue	\$12,527.52	\$22,619.00	\$12,678.00	\$12,000.00
Traffic Safety-Traffic (Fund 2290)					
Charges for Services					
43116	Police Fee-Vehicle Impound	\$19,866.00	\$25,000.00	\$36,000.00	\$15,000.00
	Total Charges for Services	\$19,866.00	\$25,000.00	\$36,000.00	\$15,000.00
	Total Revenue	\$19,866.00	\$25,000.00	\$36,000.00	\$15,000.00
State Gas Tax (Fund 2300)					
Intergovernmental					
42140	State Gas Tax (2105)	\$294,727.99	\$284,062.00	\$284,062.00	\$305,263.00
42141	State Gas Tax (2106)	\$178,550.52	\$151,251.00	\$151,251.00	\$153,802.00
42143	State Gas Tax (2107)	\$379,536.08	\$388,365.00	\$388,265.00	\$423,907.00
42144	State Gas Tax (2107.5)	\$12,000.00	\$6,000.00	\$6,000.00	\$6,000.00
42145	State Gas Tax(2103)	\$526,091.40	\$225,210.00	\$225,210.00	\$115,280.00
	Total Intergovernmental	\$1,390,905.99	\$1,054,888.00	\$1,054,788.00	\$1,004,252.00
Investment Earnings					
47200	Interest on Investments	\$28,794.64	\$0.00	\$9,900.00	\$0.00
	Total Investment Earnings	\$28,794.64	\$0.00	\$9,900.00	\$0.00
	Total Revenue	\$1,419,700.63	\$1,054,888.00	\$1,064,688.00	\$1,004,252.00
CA Strong Motion (Fund 2360)					
Intergovernmental					
42155	State-Strong Motion Instrument	\$189.13	\$0.00	\$0.00	\$0.00
	Total Intergovernmental	\$189.13	\$0.00	\$0.00	\$0.00
	Total Revenue	\$189.13	\$0.00	\$0.00	\$0.00
CA Green Bldg (Fund 2370)					
Intergovernmental					
42156	State-Green Building Standards	\$188.21	\$0.00	\$0.00	\$0.00
	Total Intergovernmental	\$188.21	\$0.00	\$0.00	\$0.00
	Total Revenue	\$188.21	\$0.00	\$0.00	\$0.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Prop A (Fund 2400)					
Intergovernmental					
42210	Proposition A	\$883,203.30	\$877,945.00	\$877,945.00	\$938,829.00
	Total Intergovernmental	\$883,203.30	\$877,945.00	\$877,945.00	\$938,829.00
Charges for Services					
43500	Transit Fares	\$3,823.00	\$4,000.00	\$3,400.00	\$4,000.00
43510	EV Charging Station Fees	\$126.18	\$120.00	\$67.00	\$100.00
43550	Transit Parking Permit Fees	\$261,945.39	\$225,000.00	\$200,148.00	\$271,000.00
	Total Charges for Services	\$265,894.57	\$229,120.00	\$203,615.00	\$275,100.00
Investment Earnings					
47200	Interest on Investments	\$15,907.85	\$7,000.00	\$6,500.00	\$7,000.00
	Total Investment Earnings	\$15,907.85	\$7,000.00	\$6,500.00	\$7,000.00
	Total Revenue	\$1,165,005.72	\$1,114,065.00	\$1,088,060.00	\$1,220,929.00
Prop C (Fund 2405)					
Intergovernmental					
42220	Proposition C	\$709,834.47	\$728,232.00	\$728,232.00	\$755,824.00
	Total Intergovernmental	\$709,834.47	\$728,232.00	\$728,232.00	\$755,824.00
Charges for Services					
43600	Property Rental Fees	\$31,200.00	\$31,200.00	\$32,448.00	\$33,000.00
	Total Charges for Services	\$31,200.00	\$31,200.00	\$32,448.00	\$33,000.00
Investment Earnings					
47200	Interest on Investments	\$16,194.92	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$16,194.92	\$0.00	\$0.00	\$0.00
	Total Revenue	\$757,229.39	\$759,432.00	\$760,680.00	\$788,824.00
TDA (Fund 2407)					
Intergovernmental					
42122	Bicycle-Pedestrian Grant	\$12,237.25	\$53,600.00	\$100,017.00	\$24,000.00
	Total Intergovernmental	\$12,237.25	\$53,600.00	\$100,017.00	\$24,000.00
Investment Earnings					
47200	Interest on Investments	\$108.23	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$108.23	\$0.00	\$0.00	\$0.00
	Total Revenue	\$12,345.48	\$53,600.00	\$100,017.00	\$24,000.00
Measure R (Fund 2410)					
Intergovernmental					
42221	Measure R	\$532,149.74	\$546,181.00	\$546,181.00	\$566,827.00
	Total Intergovernmental	\$532,149.74	\$546,181.00	\$546,181.00	\$566,827.00
Investment Earnings					
47200	Interest on Investments	\$15,748.42	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$15,748.42	\$0.00	\$0.00	\$0.00
Other Financing Sources					
49120	Transfer-Special Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$547,898.16	\$546,181.00	\$546,181.00	\$566,827.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
<i>Air Quality (Fund 2500)</i>					
Intergovernmental					
42900	Motor Vehicle Environmental	\$60,290.99	\$60,000.00	\$60,000.00	\$60,000.00
	Total Intergovernmental	\$60,290.99	\$60,000.00	\$60,000.00	\$60,000.00
Investment Earnings					
47200	Interest on Investments	\$247.30	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$247.30	\$0.00	\$0.00	\$0.00
Miscellaneous Revenue					
48790	Cash Overage/Shortage	(\$1.00)	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	(\$1.00)	\$0.00	\$0.00	\$0.00
	Total Revenue	\$60,537.29	\$60,000.00	\$60,000.00	\$60,000.00
<i>DOC Bev Grant-Env Svc (Fund 2520)</i>					
Intergovernmental					
42190	Other State Grants/Subventions	\$12,703.00	\$13,000.00	\$13,041.00	\$13,000.00
	Total Intergovernmental	\$12,703.00	\$13,000.00	\$13,041.00	\$13,000.00
	Total Revenue	\$12,703.00	\$13,000.00	\$13,041.00	\$13,000.00
<i>Oil Payment Prog-Env Svc (Fund 2530)</i>					
Intergovernmental					
42165	Oil Block Grant	\$13,606.00	\$13,800.00	\$13,566.00	\$13,800.00
	Total Intergovernmental	\$13,606.00	\$13,800.00	\$13,566.00	\$13,800.00
	Total Revenue	\$13,606.00	\$13,800.00	\$13,566.00	\$13,800.00
<i>Cultural-Cultural Arts (Fund 2600)</i>					
Charges for Services					
43311	Community Special Event Fees	\$4,964.00	\$4,920.00	(\$4,920.00)	\$5,200.00
	Total Charges for Services	\$4,964.00	\$4,920.00	(\$4,920.00)	\$5,200.00
Miscellaneous Revenue					
48100	Donations and Contributions	\$1,976.00	\$840.00	\$0.00	\$2,450.00
	Total Miscellaneous Revenue	\$1,976.00	\$840.00	\$0.00	\$2,450.00
	Total Revenue	\$6,940.00	\$5,760.00	(\$4,920.00)	\$7,650.00
<i>Parking Dist-Prkng (Fund 2700)</i>					
Tax Revenue					
40120	Secured Property Tax-Current	\$94,245.84	\$60,000.00	\$89,298.00	\$49,078.00
40140	Unsecured Property Tax-Current	\$1,623.44	\$0.00	\$311.00	\$0.00
40160	Secured/Unsecured-Prior Year	\$1,636.36	\$0.00	\$43.00	\$0.00
40180	Supplemental Roll-Current Year	\$3,487.74	\$0.00	\$154.00	\$0.00
40185	Supplemental Roll-Prior Year	\$0.61	\$0.00	\$0.00	\$0.00
40190	Interest on Property Tax	\$516.53	\$0.00	\$1,852.00	\$1,000.00
	Total Tax Revenue	\$101,510.52	\$60,000.00	\$91,658.00	\$50,078.00
Intergovernmental					
42100	Homeowners Exemption	\$11.55	\$0.00	\$5.00	\$5.00
	Total Intergovernmental	\$11.55	\$0.00	\$5.00	\$5.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
	Charges for Services				
43280	Parking Permit Fees	\$35,312.00	\$30,000.00	\$30,000.00	\$30,000.00
43510	EV Charging Station Fees	\$806.81	\$500.00	\$500.00	\$500.00
43600	Property Rental Fees	\$46,200.00	\$42,000.00	\$46,200.00	\$46,200.00
	Total Charges for Services	\$82,318.81	\$72,500.00	\$76,700.00	\$76,700.00
	Total Revenue	\$183,840.88	\$132,500.00	\$168,363.00	\$126,783.00
	<i>Lighting Dist (Fund 2710)</i>				
	Special Assessments				
45300	Street Lighting	\$126,262.79	\$122,500.00	\$125,464.00	\$125,526.00
	Total Special Assessments	\$126,262.79	\$122,500.00	\$125,464.00	\$125,526.00
	Other Financing Sources				
49110	Transfer-General Fund	\$75,000.00	\$125,000.00	\$75,000.00	\$125,000.00
	Total Other Financing Sources	\$75,000.00	\$125,000.00	\$75,000.00	\$125,000.00
	Total Revenue	\$201,262.79	\$247,500.00	\$200,464.00	\$250,526.00
	<i>Landscape Dist-St Trees (Fund 2720)</i>				
	Special Assessments				
45250	Street Landscaping	\$161,429.28	\$160,000.00	\$200,000.00	\$174,114.00
	Total Special Assessments	\$161,429.28	\$160,000.00	\$200,000.00	\$174,114.00
	Total Revenue	\$161,429.28	\$160,000.00	\$200,000.00	\$174,114.00
	<i>Com Fac-Public Service (Fund 2740)</i>				
	Special Assessments				
45800	Community Facilities Dist.	\$60,961.39	\$89,000.00	\$60,932.00	\$68,252.00
	Total Special Assessments	\$60,961.39	\$89,000.00	\$60,932.00	\$68,252.00
	Total Revenue	\$60,961.39	\$89,000.00	\$60,932.00	\$68,252.00
	<i>Shop Dist-Prkng (Fund 2750)</i>				
	Tax Revenue				
40500	Business Registration Tax	\$1,598.75	\$3,000.00	\$3,000.00	\$3,000.00
	Total Tax Revenue	\$1,598.75	\$3,000.00	\$3,000.00	\$3,000.00
	Charges for Services				
43280	Parking Permit Fees	\$6,160.00	\$5,000.00	\$4,306.00	\$4,500.00
	Total Charges for Services	\$6,160.00	\$5,000.00	\$4,306.00	\$4,500.00
	Total Revenue	\$7,758.75	\$8,000.00	\$7,306.00	\$7,500.00
	<i>Literacy-Lib Svc (Fund 2800)</i>				
	Intergovernmental				
42090	Other Federal Grants	\$1,000.00	\$0.00	\$97.10	\$0.00
42186	Library Literacy Grant	\$25,862.00	\$31,372.00	\$31,372.00	\$16,000.00
	Total Intergovernmental	\$26,862.00	\$31,372.00	\$31,469.10	\$16,000.00
	Miscellaneous Revenue				
48100	Donations and Contributions	\$8,197.00	\$4,500.00	\$4,500.00	\$4,500.00
	Total Miscellaneous Revenue	\$8,197.00	\$4,500.00	\$4,500.00	\$4,500.00
	Total Revenue	\$35,059.00	\$35,872.00	\$35,969.10	\$20,500.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Workforce-Lib Svc (Fund 2807)					
Intergovernmental					
42186	Library Literacy Grant	\$17,466.00	\$0.00	\$0.00	\$0.00
42190	Other State Grants/Subventions	\$3,138.00	\$20,858.00	\$20,858.00	\$10,000.00
	Total Intergovernmental	\$20,604.00	\$20,858.00	\$20,858.00	\$10,000.00
	Total Revenue	\$20,604.00	\$20,858.00	\$20,858.00	\$10,000.00
Library Rsrv-Lib Svc (Fund 2810)					
Charges for Services					
43380	Library Services	\$7,640.00	\$5,000.00	\$9,000.00	\$8,000.00
	Total Charges for Services	\$7,640.00	\$5,000.00	\$9,000.00	\$8,000.00
	Total Revenue	\$7,640.00	\$5,000.00	\$9,000.00	\$8,000.00
Library Services (Fund 2830)					
Intergovernmental					
42600	Other Grants	\$1,000.00	\$0.00	\$0.00	\$0.00
	Total Intergovernmental	\$1,000.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenue					
48500	Private Grants	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
	Total Miscellaneous Revenue	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
	Total Revenue	\$2,000.00	\$1,000.00	\$1,000.00	\$0.00
PEG-Public Info (Fund 2890)					
Miscellaneous Revenue					
48400	Public Education in Government	\$69,525.45	\$66,000.00	\$45,000.00	\$66,000.00
	Total Miscellaneous Revenue	\$69,525.45	\$66,000.00	\$45,000.00	\$66,000.00
	Total Revenue	\$69,525.45	\$66,000.00	\$45,000.00	\$66,000.00
Canine Unit (Fund 2923)					
Miscellaneous Revenue					
48100	Donations and Contributions	\$20,185.00	\$0.00	\$10,125.00	\$0.00
	Total Miscellaneous Revenue	\$20,185.00	\$0.00	\$10,125.00	\$0.00
	Total Revenue	\$20,185.00	\$0.00	\$10,125.00	\$0.00
Explore Don-Crime Prevent (Fund 2927)					
Miscellaneous Revenue					
48100	Donations and Contributions	\$2,000.00	\$0.00	\$5,376.00	\$0.00
	Total Miscellaneous Revenue	\$2,000.00	\$0.00	\$5,376.00	\$0.00
	Total Revenue	\$2,000.00	\$0.00	\$5,376.00	\$0.00
Teen Prog-Rec Svc (Fund 2958)					
Miscellaneous Revenue					
48100	Donations and Contributions	\$0.00	\$780.00	\$272.00	\$780.00
	Total Miscellaneous Revenue	\$0.00	\$780.00	\$272.00	\$780.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
	Total Revenue	\$0.00	\$780.00	\$272.00	\$780.00
	<i>Parks-Cultural Arts (Fund 2960)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$0.00	\$200.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$0.00	\$200.00	\$0.00	\$0.00
	Total Revenue	\$0.00	\$200.00	\$0.00	\$0.00
	<i>War Memorial-Park Admin (Fund 2961)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$2,960.25	\$0.00	\$9,210.00	\$0.00
	Total Miscellaneous Revenue	\$2,960.25	\$0.00	\$9,210.00	\$0.00
	Total Revenue	\$2,960.25	\$0.00	\$9,210.00	\$0.00
	<i>Youth Donation-Rec Svc (Fund 2965)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$1,224.60	\$1,000.00	\$1,000.00	\$1,000.00
	Total Miscellaneous Revenue	\$1,224.60	\$1,000.00	\$1,000.00	\$1,000.00
	Total Revenue	\$1,224.60	\$1,000.00	\$1,000.00	\$1,000.00
	<i>Web Berger-Comm Rel (Fund 2967)</i>				
	Charges for Services				
43305	Volunteer Service Fees	\$2,678.75	\$3,100.00	(\$3,348.75)	\$3,100.00
	Total Charges for Services	\$2,678.75	\$3,100.00	(\$3,348.75)	\$3,100.00
	Miscellaneous Revenue				
48100	Donations and Contributions	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	Total Miscellaneous Revenue	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	Total Revenue	\$7,678.75	\$8,100.00	\$1,651.25	\$8,100.00
	<i>Senior Fund-Senior Svc (Fund 2968)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$160.00	\$2,600.00	\$0.00	\$1,200.00
	Total Miscellaneous Revenue	\$160.00	\$2,600.00	\$0.00	\$1,200.00
	Total Revenue	\$160.00	\$2,600.00	\$0.00	\$1,200.00
	<i>Grandmothers-Senior Svc (Fund 2969)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$1,403.00	\$2,310.00	\$0.00	\$1,500.00
48990	Other	\$349.00	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$1,752.00	\$2,310.00	\$0.00	\$1,500.00
	Total Revenue	\$1,752.00	\$2,310.00	\$0.00	\$1,500.00
	<i>Donation-Lib Svc (Fund 2970)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$20,746.80	\$26,510.00	\$20,000.00	(\$27,650.00)
	Total Miscellaneous Revenue	\$20,746.80	\$26,510.00	\$20,000.00	(\$27,650.00)
	Total Revenue	\$20,746.80	\$26,510.00	\$20,000.00	(\$27,650.00)

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
General CIP-Civic Center (Fund 4010)					
Other Financing Sources					
49110	Transfer-General Fund	\$175,961.56	\$0.00	\$0.00	\$0.00
49120	Transfer-Special Revenue Fund	\$191,000.00	\$58,098.00	\$0.00	\$0.00
49140	Transfer-Capital Projects Fund	\$121,643.20	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$488,604.76	\$58,098.00	\$0.00	\$0.00
	Total Revenue	\$488,604.76	\$58,098.00	\$0.00	\$0.00
Banna Park Open Space (Fund 4050)					
Other Financing Sources					
49110	Transfer-General Fund	\$0.00	\$1,091,864.00	\$0.00	\$0.00
49115	Transfer-Special General fund	\$0.00	\$550,000.00	\$0.00	\$0.00
49120	Transfer-Special Revenue Fund	\$0.00	\$556,000.00	\$0.00	\$0.00
	Total Other Financing Sources	\$0.00	\$2,197,864.00	\$0.00	\$0.00
	Total Revenue	\$0.00	\$2,197,864.00	\$0.00	\$0.00
Covina iTEC Project fund (Fund 4060)					
Other Financing Sources					
49115	Transfer-Special General fund	\$0.00	\$75,000.00	\$0.00	\$0.00
	Total Other Financing Sources	\$0.00	\$75,000.00	\$0.00	\$0.00
	Total Revenue	\$0.00	\$75,000.00	\$0.00	\$0.00
Transp-Streets (Fund 4300)					
Intergovernmental					
42040	Surface Transportation Prog Gr	\$78.41	\$0.00	\$0.00	\$0.00
42090	Other Federal Grants	\$74,982.86	\$0.00	\$0.00	\$0.00
42190	Other State Grants/Subventions	\$0.00	\$42,550.00	\$0.00	\$0.00
	Total Intergovernmental	\$75,061.27	\$42,550.00	\$0.00	\$0.00
Other Financing Sources					
49120	Transfer-Special Revenue Fund	\$842,346.25	\$535,589.84	\$1,155,187.00	\$0.00
	Total Other Financing Sources	\$842,346.25	\$535,589.84	\$1,155,187.00	\$0.00
	Total Revenue	\$917,407.52	\$578,139.84	\$1,155,187.00	\$0.00
Park Improv (Fund 4600)					
Intergovernmental					
42070	FEMA Grant	(\$15,115.49)	\$79,611.25	\$0.00	\$0.00
42177	State Park Grant	\$589,952.48	\$0.00	\$0.00	\$0.00
	Total Intergovernmental	\$574,836.99	\$79,611.25	\$0.00	\$0.00
Miscellaneous Revenue					
48990	Other	\$298,881.85	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$298,881.85	\$0.00	\$0.00	\$0.00
Other Financing Sources					
49115	Transfer-Special General fund	\$0.00	\$500,000.00	\$0.00	\$0.00
49140	Transfer-Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$578,450.00
	Total Other Financing Sources	\$0.00	\$500,000.00	\$0.00	\$578,450.00
	Total Revenue	\$873,718.84	\$579,611.25	\$0.00	\$578,450.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
<i>Kahler Russ (Fund 4630)</i>					
Investment Earnings					
47200	Interest on Investments	\$0.00	\$0.00	\$1,200.00	\$1,200.00
	Total Investment Earnings	\$0.00	\$0.00	\$1,200.00	\$1,200.00
	Total Revenue	\$0.00	\$0.00	\$1,200.00	\$1,200.00
<i>Joslyn Center Reconstruction (Fund 4640)</i>					
Miscellaneous Revenue					
48100	Donations and Contributions	\$0.00	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00
<i>Impact General (Fund 4701)</i>					
Charges for Services					
43095	Development Impct Fee Genl Gov	\$537.60	\$0.00	\$0.00	\$0.00
	Total Charges for Services	\$537.60	\$0.00	\$0.00	\$0.00
	Total Revenue	\$537.60	\$0.00	\$0.00	\$0.00
<i>Impact-Police Admin (Fund 4703)</i>					
Charges for Services					
43155	Development Impact Fee-Police	\$495.60	\$0.00	\$0.00	\$0.00
	Total Charges for Services	\$495.60	\$0.00	\$0.00	\$0.00
	Total Revenue	\$495.60	\$0.00	\$0.00	\$0.00
<i>Impact-Streets (Fund 4705)</i>					
Charges for Services					
43263	Development Impct Fee-Streets	\$16,237.20	\$0.00	\$0.00	\$0.00
	Total Charges for Services	\$16,237.20	\$0.00	\$0.00	\$0.00
	Total Revenue	\$16,237.20	\$0.00	\$0.00	\$0.00
<i>Impact Fire (Fund 4706)</i>					
Charges for Services					
43180	Development Impct Fee-Fire	\$238.00	\$0.00	\$0.00	\$0.00
	Total Charges for Services	\$238.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$238.00	\$0.00	\$0.00	\$0.00
<i>Water (Fund 6010)</i>					
Enterprise / Internal Services					
46100	Water Sales-Retail	\$10,408,853.04	\$8,900,000.00	\$8,791,099.00	\$8,800,000.00
46120	Fire Line	\$308,183.56	\$250,000.00	\$276,174.00	\$275,000.00
46150	Water Capital Fees	\$0.00	\$0.00	\$0.00	\$0.00
46160	Water Meter Installation Fees	\$60,188.97	\$20,000.00	\$19,760.00	\$0.00
46165	Water Reconnection Fees	\$24,520.00	\$29,000.00	\$28,320.00	\$28,000.00
46185	Leased Water Rights	\$0.00	\$500,000.00	\$0.00	\$0.00
46190	Water-Other	\$95,034.02	\$80,000.00	\$76,928.00	\$72,500.00
	Total Enterprise / Internal Services	\$10,896,779.59	\$9,779,000.00	\$9,192,281.00	\$9,175,500.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Investment Earnings					
47200	Interest on Investments	\$1,029.77	\$0.00	\$35,000.00	\$35,000.00
47410	Interest on Advances-Genl Fund	\$0.00	\$0.00	\$0.00	\$0.00
47510	UnrealizedGain(Loss)-CIC	\$2,108.58	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$3,138.35	\$0.00	\$35,000.00	\$35,000.00
Miscellaneous Revenue					
48790	Cash Overage/Shortage	\$16.11	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$16.11	\$0.00	\$0.00	\$0.00
	Total Revenue	\$10,899,934.05	\$9,779,000.00	\$9,227,281.00	\$9,210,500.00
Water CIP-Production (Fund 6011)					
Enterprise / Internal Services					
46150	Water Capital Fees	\$452,466.61	\$435,000.00	\$400,000.00	\$435,000.00
	Total Enterprise / Internal Services	\$452,466.61	\$435,000.00	\$400,000.00	\$435,000.00
	Total Revenue	\$452,466.61	\$435,000.00	\$400,000.00	\$435,000.00
Environ (Fund 6200)					
Licenses and Permits					
41190	Application Fee - IWP	\$11,807.00	\$8,000.00	\$12,650.00	\$8,000.00
41990	Permit/Inspection Fees -IWP	\$116,181.18	\$126,100.00	\$137,430.00	\$128,120.00
	Total Licenses and Permits	\$127,988.18	\$134,100.00	\$150,080.00	\$136,120.00
Charges for Services					
43262	Storm Water Inspection Fee	\$10,950.16	\$8,000.00	\$10,700.00	\$12,000.00
43400	Plan Review	\$7,628.70	\$5,000.00	\$4,206.00	\$5,000.00
	Total Charges for Services	\$18,578.86	\$13,000.00	\$14,906.00	\$17,000.00
Enterprise / Internal Services					
46310	Refuse Collection Fees	\$977.95	\$0.00	\$171.00	\$0.00
46315	Integrated Waste Fee	\$777,138.41	\$460,000.00	\$785,000.00	\$712,000.00
46330	Recycling - MRF	\$110,122.11	\$115,000.00	\$60,620.00	\$50,000.00
46350	CRV Rebate	\$3,464.96	\$3,000.00	\$4,180.00	\$3,500.00
46380	CNG Station Charge In-House	\$442.63	\$500.00	\$361.00	\$500.00
46381	CNG Station Charge Outside	\$71,595.57	\$70,000.00	\$70,000.00	\$70,000.00
46382	Fed Alternative Fuel Credit	\$12,028.34	\$0.00	\$13,303.00	\$7,500.00
46385	Storm Water Inspection Fee	\$36,567.25	\$35,000.00	\$33,000.00	\$35,000.00
46387	NPDES Environmental Compliance	\$81,150.00	\$85,000.00	\$78,600.00	\$80,000.00
46390	Waste Management-Other	\$163.75	\$0.00	\$30.00	\$0.00
	Total Enterprise / Internal Services	\$1,093,650.97	\$768,500.00	\$1,045,265.00	\$958,500.00
Miscellaneous Revenue					
48500	Private Grants	\$50.96	\$0.00	\$0.00	\$0.00
48790	Cash Overage/Shortage	\$9.00	\$0.00	\$0.00	\$0.00
48990	Other	\$39.18	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$99.14	\$0.00	\$0.00	\$0.00
	Total Revenue	\$1,240,317.15	\$915,600.00	\$1,210,251.00	\$1,111,620.00
Sewer (Fund 6300)					
Special Assessments					
45700	Sanitary Sewer	\$2,593,325.88	\$2,150,000.00	\$2,635,587.00	\$2,698,842.00
	Total Special Assessments	\$2,593,325.88	\$2,150,000.00	\$2,635,587.00	\$2,698,842.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Investment Earnings					
47200	Interest on Investments	\$17,861.98	\$0.00	\$220,000.00	\$220,000.00
47500	Unrealized Gain (Loss)-Investmt	\$437.59	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$18,299.57	\$0.00	\$220,000.00	\$220,000.00
Miscellaneous Revenue					
48795	Connection Fees	\$1,676.70	\$0.00	\$14,220.00	\$10,000.00
48990	Other	\$1,315.76	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$2,992.46	\$0.00	\$14,220.00	\$10,000.00
	Total Revenue	\$2,614,617.91	\$2,150,000.00	\$2,869,807.00	\$2,928,842.00
Central (Fund 7010)					
Enterprise / Internal Services					
46400	Motor Pool Charges	\$1,135,332.00	\$199,924.00	\$199,924.00	\$228,925.00
46430	Fuel Charges- Outside Sales	\$101,921.95	\$135,000.00	\$72,486.00	\$71,500.00
	Total Enterprise / Internal Services	\$1,237,253.95	\$334,924.00	\$272,410.00	\$300,425.00
Investment Earnings					
47200	Interest on Investments	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
	Total Investment Earnings	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
Miscellaneous Revenue					
48700	Gain on Sale of Property	\$17,260.76	\$0.00	\$32,550.00	\$0.00
48900	Internal Service Charges	\$0.00	\$1,181,467.00	\$843,540.00	\$803,384.00
48990	Other	\$1,165.56	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$18,426.32	\$1,181,467.00	\$876,090.00	\$803,384.00
	Total Revenue	\$1,255,680.27	\$1,519,391.00	\$1,151,500.00	\$1,106,809.00
IT-IT Admin (Fund 7200)					
Miscellaneous Revenue					
48900	Internal Service Charges	\$0.00	\$1,575,104.00	\$1,575,104.00	\$1,575,104.00
48990	Other	\$213.50	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$213.50	\$1,575,104.00	\$1,575,104.00	\$1,575,104.00
Other Financing Sources					
49110	Transfer-General Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$213.50	\$1,575,104.00	\$1,575,104.00	\$1,575,104.00
Work Comp Reserve (Fund 7360)					
Charges for Services					
43025	Workers Compensation Charges	\$39.10	\$0.00	\$28,742.00	\$0.00
	Total Charges for Services	\$39.10	\$0.00	\$28,742.00	\$0.00
Miscellaneous Revenue					
48900	Internal Service Charges	\$0.00	\$448,161.00	\$448,161.00	\$448,161.00
	Total Miscellaneous Revenue	\$0.00	\$448,161.00	\$448,161.00	\$448,161.00
Other Financing Sources					
49110	Transfer-General Fund	\$1,256,345.00	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$1,256,345.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$1,256,384.10	\$448,161.00	\$476,903.00	\$448,161.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
<i>Risk Mgt-Public Liability (Fund 7370)</i>					
Charges for Services					
43026	Property Damage Charges	\$66,961.52	\$35,000.00	\$0.00	\$35,000.00
	Total Charges for Services	\$66,961.52	\$35,000.00	\$0.00	\$35,000.00
Enterprise / Internal Services					
46755	Event Insurance	\$2,621.00	\$0.00	\$0.00	\$0.00
	Total Enterprise / Internal Services	\$2,621.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenue					
48900	Internal Service Charges	\$0.00	\$244,396.00	\$244,396.00	\$244,396.00
	Total Miscellaneous Revenue	\$0.00	\$244,396.00	\$244,396.00	\$244,396.00
	Total Revenue	\$69,582.52	\$279,396.00	\$244,396.00	\$279,396.00
<i>Downtown District (Fund 8186)</i>					
Tax Revenue					
40540	Business Registration Downtown	\$9,216.00	\$0.00	\$8,750.00	\$8,750.00
	Total Tax Revenue	\$9,216.00	\$0.00	\$8,750.00	\$8,750.00
	Total Revenue	\$9,216.00	\$0.00	\$8,750.00	\$8,750.00
<i>Prospero Park District (Fund 8187)</i>					
Tax Revenue					
40550	Business Registration Prospero	\$7,250.00	\$0.00	\$9,000.00	\$9,000.00
	Total Tax Revenue	\$7,250.00	\$0.00	\$9,000.00	\$9,000.00
	Total Revenue	\$7,250.00	\$0.00	\$9,000.00	\$9,000.00
<i>SACRA LMIH Project Area 1 (Fund S051)</i>					
Other Financing Sources					
49181	Transfer from SACRA RORF	\$389,563.75	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$389,563.75	\$0.00	\$0.00	\$0.00
	Total Revenue	\$389,563.75	\$0.00	\$0.00	\$0.00
<i>SACRA 2004 Bond Private (Fund S055)</i>					
Investment Earnings					
47200	Interest on Investments	\$1,858.73	\$0.00	\$1,800.00	\$1,800.00
	Total Investment Earnings	\$1,858.73	\$0.00	\$1,800.00	\$1,800.00
	Total Revenue	\$1,858.73	\$0.00	\$1,800.00	\$1,800.00
<i>SACRA RDA Obligation Retirement (Fund S300)</i>					
Tax Revenue					
40198	County Pass-Through	\$5,993,510.00	\$250,000.00	\$7,676,927.00	\$250,000.00
	Total Tax Revenue	\$5,993,510.00	\$250,000.00	\$7,676,927.00	\$250,000.00
	Total Revenue	\$5,993,510.00	\$250,000.00	\$7,676,927.00	\$250,000.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
SACRA Tax Alloc-Debt Area 2 (Fund S302)					
Other Financing Sources					
49181	Transfer from SACRA RORF	\$118,772.00	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$118,772.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$118,772.00	\$0.00	\$0.00	\$0.00
SACRA Project Area 1 Admin (Fund S511)					
Other Financing Sources					
49180	Transfer-Trust/Agency Fund	\$0.00	\$3,851,541.00	\$0.00	\$3,851,541.00
49181	Transfer from SACRA RORF	\$878,795.15	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$878,795.15	\$3,851,541.00	\$0.00	\$3,851,541.00
	Total Revenue	\$878,795.15	\$3,851,541.00	\$0.00	\$3,851,541.00
SACRA 2002 Bond Public PA1 (Fund S513)					
Investment Earnings					
47200	Interest on Investments	\$1,116.75	\$0.00	\$0.00	\$800.00
	Total Investment Earnings	\$1,116.75	\$0.00	\$0.00	\$800.00
Other Financing Sources					
49130	Transfer-Debt Service Fund	\$1,289,268.03	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$1,289,268.03	\$0.00	\$0.00	\$0.00
	Total Revenue	\$1,290,384.78	\$0.00	\$0.00	\$800.00
SACRA 2004 Bond Private PA1 (Fund S514)					
Investment Earnings					
47200	Interest on Investments	\$13,618.91	\$0.00	\$0.00	\$18,000.00
	Total Investment Earnings	\$13,618.91	\$0.00	\$0.00	\$18,000.00
Other Financing Sources					
49130	Transfer-Debt Service Fund	\$139,654.97	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$139,654.97	\$0.00	\$0.00	\$0.00
	Total Revenue	\$153,273.88	\$0.00	\$0.00	\$18,000.00
SACRA Land Proceeds-PA 1&2 (Fund S531)					
Charges for Services					
43600	Property Rental Fees	\$744,426.15	\$732,995.00	\$547,510.00	\$732,995.00
	Total Charges for Services	\$744,426.15	\$732,995.00	\$547,510.00	\$732,995.00
Investment Earnings					
47200	Interest on Investments	\$15,609.35	\$0.00	\$0.00	\$4,000.00
47500	UnrealizedGain (Loss)-Investmt	\$30,735.12	\$11,850.00	\$0.00	\$0.00
	Total Investment Earnings	\$46,344.47	\$11,850.00	\$0.00	\$4,000.00
Other Financing Sources					
49180	Transfer-Trust/Agency Fund	\$2,385,137.47	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$2,385,137.47	\$0.00	\$0.00	\$0.00
	Total Revenue	\$3,175,908.09	\$744,845.00	\$547,510.00	\$736,995.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
	<i>SACRA Administration (Fund SADM)</i>				
	Miscellaneous Revenue				
48990	Other	\$6,100.24	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$6,100.24	\$0.00	\$0.00	\$0.00
	Other Financing Sources				
49181	Transfer from SACRA RORF	\$237,485.25	\$250,000.00	\$250,000.00	\$250,000.00
	Total Other Financing Sources	\$237,485.25	\$250,000.00	\$250,000.00	\$250,000.00
	Total Revenue	\$243,585.49	\$250,000.00	\$250,000.00	\$250,000.00
	<i>Post Employment Benefits (Fund T800)</i>				
	Investment Earnings				
47200	Interest on Investments	\$7,859.11	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$7,859.11	\$0.00	\$0.00	\$0.00
	Total Revenue	\$7,859.11	\$0.00	\$0.00	\$0.00
	Grand Total of Revenues for All Funds	\$76,190,747.87	\$65,584,573.09	\$67,341,255.43	\$64,479,983.00

CITY OF COVINA, CALIFORNIA

Expenditures by fund

Fund	Name	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 BASE
1010	General	\$34,144,751.79	\$35,631,886.83	\$34,187,125.92	\$34,602,851.53
1060	Special General Fund	\$0.00	\$1,125,000.00	\$1,125,000.00	\$52,875.00
2020	Low Mod Housing Asset Fund	\$6,271.98	\$217,391.00	\$46,690.00	\$379,355.00
2100	CDBG-Bus Assist	\$388,378.01	\$317,156.00	\$117,009.00	\$777,480.00
2130	SHPMc Gill Grant	\$96,092.96	\$96,090.00	\$107,490.00	\$96,091.00
2185	BLDG Equip Rsrv - Bldg Insp	\$0.00	\$42,000.00	\$42,000.00	\$42,000.00
2188	Gen Comm Improv -Code Enf	\$442,238.14	\$201,530.00	\$443,552.00	\$201,530.00
2200	Police Computer Svcs	\$40,000.00	\$0.00	\$40,000.00	\$0.00
2210	Red Light Camera-Patrol	\$410,409.00	\$0.00	\$0.00	\$283,425.00
2230	Other State-Patrol	\$2,098.24	\$153,632.00	\$40,000.00	\$40,000.00
2246	Supp Law	\$181,380.48	\$155,060.00	\$169,790.00	\$124,550.00
2271	JAG-Police Invest	\$10,113.14	\$22,614.00	\$7,406.00	\$25,907.00
2290	Traffic Safety-Traffic	\$60,000.00	\$0.00	\$60,000.00	\$0.00
2300	State Gas Tax	\$1,746,634.10	\$672,220.00	\$660,440.00	\$2,315,342.00
2400	Prop A	\$1,020,243.28	\$1,132,344.00	\$762,275.00	\$1,114,743.34
2405	Prop C	\$698,246.24	\$159,070.00	\$43,681.00	\$1,450,890.00
2407	TDA	\$0.00	\$100,018.00	\$100,017.00	\$24,000.00
2410	Measure R	\$492,467.94	\$600,005.84	\$623,381.00	\$846,060.00
2500	Air Quality	\$6,155.98	\$13,235.00	\$6,665.00	\$38,270.00
2520	DOC Bev Grant-Env Svc	\$840.00	\$28,118.00	\$618.00	\$13,618.00
2530	Oil Payment Prog-Env Svc	\$24,759.00	\$14,194.00	\$14,194.00	\$14,194.00
2600	Cultural-Cultural Arts	\$11,134.06	\$12,760.00	\$10,418.45	\$12,680.00
2604	Quimby Fees	\$0.00	\$556,000.00	\$0.00	\$30,000.00
2700	Parking Dist-Prkng	\$149,902.23	\$129,199.00	\$130,934.00	\$136,029.00
2710	Lighting Dist	\$243,086.10	\$259,567.00	\$248,508.00	\$255,270.00
2720	Landscape dist-St Trees	\$150,748.89	\$161,479.00	\$155,634.00	\$166,979.00
2740	Com Fac-Public Service	\$1,600.34	\$83,691.00	\$24,220.00	\$86,166.00
2750	Shop Dist-Prkng	\$7,625.48	\$7,000.00	\$7,000.00	\$7,000.00
2800	Literacy-Lib Svc	\$9,504.39	\$29,954.26	\$72,483.65	\$20,800.00
2807	Workforce-Lib Svc	\$20,604.00	\$20,858.00	\$20,858.00	\$10,000.00
2810	Library Rsr-Lib Svc	\$583.07	\$948.00	\$700.00	\$948.00
2830	Library Services	\$1,982.55	\$1,000.00	\$1,000.00	\$0.00
2890	PEG-Public Info	\$29,212.54	\$28,120.00	\$14,400.00	\$23,420.00
2923	Canine Unit	\$19,383.95	\$0.00	\$1,479.77	\$0.00
2927	Explore Don-Crime Prevent	\$1,133.34	\$1,000.00	\$1,190.00	\$1,000.00
2958	Teen Prog-Rec Svc	\$107.73	\$799.00	\$292.00	\$799.00
2960	Parks-Cultural Arts	\$188.13	\$294.00	\$185.00	\$334.00
2961	War memorial-Park Admin	\$8,363.48	\$0.00	\$9,210.00	\$0.00
2963	Josylyn-Senior Svc	\$480.00	\$20,724.00	\$480.00	\$20,724.00
2967	Web Berger-Comm Rel	\$6,154.65	\$8,100.00	\$8,385.00	\$8,877.60
2968	Senior Fund-Senior Svc	\$120.00	\$2,600.00	\$119.00	\$1,319.00
2969	Grandmothers-Senior Svc	\$2,564.12	\$2,863.00	\$614.47	\$3,053.00
2970	Donation-Lib Svc	\$18,556.09	\$44,753.00	\$17,746.43	\$31,233.00
2976	Borello-Libr Svc	\$1,038.95	\$46,760.00	\$46,235.00	\$0.00
4010	General CIP-Civic Center	\$529,643.72	\$390,610.44	\$0.00	\$342,000.00
4200	Public Works CIP-Streets	\$0.00	\$0.00	\$0.00	\$839,026.00

CITY OF COVINA, CALIFORNIA

Expenditures by fund

4300	Transp-Streets	\$917,329.11	\$1,422,878.53	\$1,985,523.95	\$1,647,550.00
4600	Park Improv	(\$11,378.51)	\$857,865.16	\$573,419.51	\$1,139,502.00
4701	Impact General	\$97,269.00	\$0.00	\$30,000.00	\$0.00
6010	Water	\$8,821,137.31	\$11,650,258.00	\$8,114,668.00	\$10,110,782.74
6011	Water CIP-Production	\$429,299.55	\$2,114,950.00	\$619,780.00	\$2,567,446.00
6200	Environ	\$1,084,041.10	\$1,632,414.39	\$937,284.00	\$1,577,871.01
6300	Sewer	\$1,729,051.67	\$2,516,886.00	\$2,226,979.00	\$2,424,533.18
7010	Central	\$1,706,897.14	\$1,525,893.90	\$1,094,433.00	\$1,648,371.79
7200	IT-IT Admin	(\$57,708.06)	\$1,747,843.00	\$1,208,376.00	\$1,058,646.00
7360	Work Comp Reserve	\$256,830.36	\$728,160.00	\$775,790.64	\$716,276.00
7370	Risk Mgt-Public Liability	\$1,091,461.76	\$581,910.00	\$456,963.00	\$524,785.00
8186	Downtown district	\$8,023.00	\$8,750.00	\$8,750.00	\$8,750.00
8187	Propero park district	\$7,254.52	\$9,000.00	\$9,000.00	\$9,000.00
S051	SACRA LMIH Project Area 1	\$166,981.88	\$0.00	\$888,090.00	\$0.00
S055	SACRA 2004 Bond Private	\$56,957.61	\$59,000.00	\$58,950.00	\$63,000.00
S300	SACRA RDA Obligation Retirement	\$2,875,162.41	\$250,000.00	\$7,676,927.00	\$250,000.00
S301	SACRA Tax Alloc-Debt Area 1	\$1,126,792.15	\$0.00	\$4,609,000.00	\$0.00
S302	SACRA Tax Alloc-Debt Area 2	\$28,772.00	\$0.00	\$329,060.00	\$0.00
S511	SACRA Project Area 1 Admin	\$878,795.15	\$3,851,541.00	\$939,680.00	\$3,769,364.00
S513	SACRA 2002 Bond Private PA1	\$3,929,797.31	\$578,450.00	\$0.00	\$578,450.00
S514	SACRA 2004 Bond Private PA1	\$282,788.93	\$4,958,116.00	\$0.00	\$4,958,116.00
S531	SACRA Land-Proceeds-PA 1&2	\$3,473,983.45	\$3,851,541.00	\$1,720,903.00	\$3,851,541.00
SADM	SACRA Administration	\$278,405.49	\$250,000.00	\$390,758.00	\$250,000.00
	Total Expenditures	\$70,162,742.42	\$81,086,101.35	\$74,023,761.79	\$81,594,824.19

Proposed FY 2017 Capital Improvement Program Budget Summary Report

Community Development

Priority	Project Description	Total Estimated Cost	Appropriated Through FY 2016	Proposed FY 2017	Funding Detail
1	Town Center Specific Plan Update	457,000	0	441,000	342,000 MTA Grant 84,000 Proposition C 15,000 General Fund
Total	Community Development Appropriations:	457,000	0	441,000	

Equipment

1	Police Department Vehicles	1,784,143	172,687	338,896	338,896 Central Equipment Operations
3	Emergency Operations Center	103,000		30,000	30,000 General Fund
Total	Equipment Appropriations:	1,887,143	172,687	368,896	

Municipal Buildings

2	ADA Transition Plan -Update	36,000	0	36,000	36,000 Special Grant Fund (Rule 20A Swap)
3	Library Carpet Replacement	16,875	0	16,875	16,875 Special Grant Fund (Rule 20A Swap)
4	Cougar Park Improvements	40,000	0	40,000	40,000 Safe Drinking Water, Coastal Protection Fund of 2006
5	Yard Gate Automation	37,868	0	37,868	28,401 Water Utility 9,467 Sewer Utility
6	Transitional House Maintenance	105,000	0	25,000	25,000 Low Mod Housing Asset Fund
Total	Municipal Buildings Appropriations:	235,743	0	155,743	

Parking

1	Covina Metrolink Stations Camera System	135,000	0	135,000	135,000 Proposition A
Total	Parking Appropriations:	135,000	0	135,000	

Parks

2	Renovation of Pools and Deck- Covina Park	562,102	0	562,102	120,000	Successor Agency Bond Proceeds
3	Covina Parks Improvements	287,400	0	287,400	442,102	Proposition A Maintenance Funds
4	Banna Park	1,280,000	0	30,000	287,400	Successor Agency Bond Proceeds
				30,000	30,000	Quimby Fees
Total	Parks Appropriations:	2,129,502	0	879,502		

Sewer and Storm Drain

1	Miscellaneous Sewer Repairs	100,000	0	25,000	25,000	Sewer Utility
2	Sewer Line Camera System	83,000	0	83,000	83,000	Sewer Utility
3	Catch Basin Debris Screens	96,000	0	50,000	50,000	Environmental Waste Management
4	Coor. Integrated Monitoring Program	265,796	85,179	57,688	57,688	Environmental Waste Management
5	Kahler Russel Park EWMP Project	16,549,500	0	181,000	181,000	Environmental Waste Management
Total	Sewer and Storm Drain Appropriations:	17,094,296	85,179	396,688		

Technology

1	Water SCADA Systems	33,000	0	33,000	33,000	Water Utility Admin
2	Library Community Room Audio Visual System	5,300	0	5,300	5,300	Public Education in Government
3	Police Department Technology Projects	1,095,410	0	17,000	17,000	General Fund
Total	Technology Appropriations:	1,133,710	0	55,300		

Transportation

1	Grand Avenue Rehabilitation	3,075,500	0	3,075,500	975,000	STPL - Los Angeles County
					630,000	STPL - Covina
					42,550	CalRecycle Rubberized Pavement Program
					331,060	Measure R
					1,096,890	Proposition C
2	Pavement Preservation Program	37,738,797	0	634,562	634,562	Gas Tax
3	Transit Vehicles	180,000	0	60,000	60,000	Proposition C
4	Concrete Repair Program	450,000	0	150,000	150,000	Measure R
5	Traffic Signal Modifications	1,072,000	0	272,000	272,000	Gas Tax
6	Covina Bikeways Improvement Program	1,049,026	0	1,049,026	210,000	Proposition C
					839,026	ATP Construction Fund
7	Regulatory Sign Replacement Program	215,000	0	215,000	215,000	Measure R
8	Reflective Street Name Sign Replacement	150,000	0	150,000	150,000	Gas Tax
Total	Transportation Total Appropriations:	43,930,323	0	5,606,088		

Water System

1	Grand Avenue Water Services Upgrade	75,000	0	75,000	75,000	Water Capital Improvement Fund
2	Urban Water Management Plan (UWMP)	35,000	0	35,000	35,000	Water Utility Admin
3	Chapparo Water System Upgrade	500,000	0	500,000	425,000	Water Capital Improvement Fund
4	Casad Water System Upgrade	1,500,000	0	1,500,000	75,000	Gas Tax
					1,235,000	Water Capital Improvement Fund
					265,000	Gas Tax
6	Forestdale Reservoir Roof	18,950	0	18,950	18,950	Water Capital Improvement Fund
7	Covina Park Well Destruction	50,000	0	50,000	50,000	Water Capital Improvement Fund
8	Rancho La Merced Reservoir - PAX Mixer	35,000	0	35,000	35,000	Water Capital Improvement Fund
9	Rancho La Merced Reservoir - MCC Panel	90,000	0	90,000	90,000	Water Capital Improvement Fund
Total	Water System Appropriations:	2,303,950	0	2,303,950		

GRAND TOTAL 69,306,667 257,866 10,342,167

FY 2017 - 2021 Capital Improvement Program Totals by Fund

Category	Total		Proposed FY 2016	Proposed FY 2017	Proposed FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021 and Beyond
	Estimated Costs	Appropriated Through FY 2016						
ATP Construction Fund	839,026	0	839,026	0	0	0	0	0
CalRecycle Rubberized Pavement Grant	42,550	0	42,550	0	0	0	0	0
Central Equipment Operations	1,434,143	172,687	338,896	230,640	230,640	230,640	230,640	230,640
CDBG	600,000	0	0	0	0	0	0	600,000
CIMP Rollover Funds	55,000	0	0	55,000	0	0	0	0
Cities Excess Funds Grant - ADA Beautifications	250,000	0	0	0	0	0	0	250,000
Cities Excess Funds Grant - Improvement Project	650,000	0	0	0	0	0	0	650,000
Environmental- Waste Management	16,881,296	85,179	288,688	112,288	56,641	25,000	16,313,500	16,313,500
Gas Tax	2,854,232	0	1,396,562	857,670	200,000	200,000	200,000	200,000
General Fund	1,756,909	0	62,000	311,409	13,500	150,000	1,220,000	1,220,000
Liability Fund	206,000	206,000	0	0	0	0	0	0
Low Mod Housing Asset Fund	105,000	0	25,000	60,000	15,000	5,000	0	0
Measure R	996,060	0	696,060	100,000	100,000	100,000	100,000	0
MTA Grant	342,000	0	342,000	0	0	0	0	0
Pavement Preservation Program	1,550,000	0	0	500,000	1,050,000	0	0	0
Proposition A	135,000	0	135,000	0	0	0	0	0
Proposition A Maintenance Funds	442,102	0	442,102	0	0	0	0	0
Proposition C	1,586,890	0	1,450,890	76,000	60,000	0	0	0
Public Education in Government	5,300	0	5,300	0	0	0	0	0
Quimby Fees	1,280,000	0	30,000	1,250,000	0	0	0	0
Safe Drinking Water, Coastal Protection Fund	40,000	0	40,000	0	0	0	0	0
Sewer Utility	1,217,467	0	117,467	475,000	375,000	250,000	0	0
Special General Fund (Rule 20A) Swap	552,875	500,000	52,875	0	0	0	0	0
STPL - Covina	630,000	0	630,000	0	0	0	0	0
STPL - Los Angeles County	975,000	0	975,000	0	0	0	0	0
Successor Agency Bond Proceeds	407,400	0	407,400	0	0	0	0	0
Water Capital Improvement Fund	4,493,950	0	1,963,950	1,525,000	1,005,000	0	0	0
Water Utility Admin	111,401	0	61,401	0	0	50,000	0	0
TBD	42,296,565	0	0	0	0	350,000	41,946,565	41,946,565
GRAND TOTAL	82,736,166	963,866	10,342,167	5,553,007	3,105,781	1,360,640	61,410,705	61,410,705



CITY OF COVINA

AGENDA REPORT

ITEM NO. PH 5

MEETING DATE: July 19, 2016

TITLE: **Resolution No. 16-7497-** Town Center Specific Plan Amendment (TCSPA) No. 16-001, a request to amend the Permitted Uses and Conditionally Permitted Uses allowed within the Town Center Specific Plan.

PRESENTED BY: Brian K. Lee, AICP, Director of Community Development

RECOMMENDATION: Adopt City Council Resolution No. 16-7497 approving modifications to Permitted Uses and Conditionally Permitted Uses within the Covina Town Center Specific Plan Focused Activity Areas 4 and 5 (TCSP-4 and TCSP-5).

BACKGROUND:

On April 19, 2016, the City Council had a study session to discuss updating the Covina Town Center Specific Plan (TCSP). A number of issues concerning the TCSP were presented and discussed. The City Council concluded the study session by directing City staff to initiate the "Recommended Actions" presented in the City Council Study Session Staff Report. In addition, at the May 3, 2016 City Council meeting, the City Council directed staff to amend the uses permitted and conditionally permitted in the Covina Town Center Specific Plan Focused Activity Areas 4 and 5 (TCSP-4 and TCSP-5).

On May 24, 2016 the Planning Commission discussed the merits of the proposed focused amendment to the Permitted Uses and Conditionally Permitted Uses within TCSP-4 and TCSP-5. Subsequently, on June 14, 2016, the Planning Commission adopted PC Resolution No. 2016-013PC recommending to the City Council approval of expanding the Permitted Uses and Conditionally Permitted Uses within TCSP-4 and TCSP-5.

DISCUSSION:

As previously mentioned, the City of Covina has been awarded a Metro TOD Planning Grant. The purpose of the grant is to modify the existing Covina Town Center Specific Plan. The City is concluding the planning consultant selection process and anticipates work to commence in late early August 2016. However, the anticipated Town Center Specific Plan update effort has an estimated overall project timeline of approximately eighteen (18) months.

Therefore, in an effort to be more responsive in addressing requests and inquiries to potentially allow uses within the downtown that currently are not allowed, the proposed focused modification to the Permitted Uses and Conditionally Permitted Uses within TCSP-4 and TCSP-5 are intended to address time-sensitive concerns of the downtown business community.

One of the “Issue Questions” discussed at the April 19, 2016 Study Session and the May 3, 2016 City Council meeting was as follows:

- **Should the current “menu” of “Permitted Uses” and “Conditionally Permitted Uses” be evaluated for current lifestyle, economic and development trends?**

Pursuant to the direction by the City Council, the proposed TCSP-4 and TCSP-5 Permitted Uses and Conditionally Permitted Uses would be updated to reflect current economic, demographic, commercial retail and lifestyle trends. Insomuch as the existing published uses do not completely reflect current use trend demands. As part of the aforementioned evaluation, the following uses are recommended to be allowed within TCSP-4 and TCSP-5 as Permitted Uses:

- Personal service, administrative offices, and medical-related uses;
- Gymnasiums, physical therapy, martial arts studios, dance studios and related uses;
- Educational facilities (public and private), such as performing arts, college extension, occupational/vocational; and,
- Shared-space retail establishments, such as food courts, jewelry marts and similar uses.

The following is proposed to be added as a new use that would be allowed with the approval of a “Conditional Use Permit”:

- Microbreweries and wine production (with on-site consumption and off-site sales).

- **Purpose of recommended new use categories:**

The proposed amendment would add five (5) new use categories into what would be allowed within the TCSP. The portions of the TCSP proposed to allow for the new use categories are Focused Activity Area 4 and Focused Activity Area 5 (TCSP-4 and TCSP-5). These two (2) Focused Activity Areas comprise the most visible portions of the TSCP; Citrus Avenue and the immediately adjoining properties.

- **Elimination of conflicting/confusing zoning standards.** When non-retail uses have proposed to move into vacant properties, the proponents have been instructed they have to be a retail use, with the caveat (which has evolved over time), that approximately 40% of the floor are must be utilized for “retail use”. The result has been a challenging enforcement situation as to how to ensure the “40%” designated on a floor plan remains as approved. Also, a challenging “definition” of what type of display of goods would fit the definition of “retail”. The result has typically been a negative experience for all concerned. Allowing for the proposed non-retail uses would address many of the inquiries on allowable uses currently being received.
- **Free Market Principles.** Districts such as downtown Covina experience a series of economic cycles over time. As retail trends evolve and locations adjacent to high-volume traffic corridors become the sought-after location for many commercial uses, areas such as traditional downtowns have transitioned into more “experience” and “destination” types of locations. In other words, the mixture of retail uses that once catered to the basic needs of the adjoining community moved into shopping centers that are adjacent to high traffic volume corridors.

As retail uses relocate, the result is vacant stores that are difficult to repopulate with traditional retail activity. The resulting cycle is a tilt towards more professional service uses and small scale specialty and niche retail uses. Another factor is the necessary requirement for investment into the existing commercial building stock to bring the existing buildings into building code and ADA code compliance, but also to meet current tenant demands for infrastructure such as ventilation, plumbing/sewage, electrical, storage, internet communication, and similar needs. In many cases, the property owner is extremely reluctant to make the scale of investment needed to upgrade the existing building. The result is the tenant demand becomes self-selecting; where uses seeking available space that do not require significant infrastructure investment are significantly more abundant than other uses, such as restaurants.

The theory of downtown economic cycles is if the currently vacant stores are allowed to fill with less traditional retail uses and professional service uses, then the increased pedestrian and service customer population will drive the potential for restaurant and specialty retail uses to justify the investment in the costly infrastructure upgrades to the existing older building stock.

Therefore, as the rising demand for diminished vacant building space increases, so to the average lease rates; the result is those uses that were initially attracted to the downtown because they couldn't afford to invest in infrastructure upgrades are priced out of the downtown lease market and are replaced with more capitalized tenants that can justify the more costly infrastructure investments (i.e., restaurants).

- **Professional Daytime Population.** The customer base that sometimes gets overlooked in market analysis is the professional daytime population. It is this customer category that will provide critical economic fuel to the specialty retail and restaurant uses that are typically desired in downtown districts. A robust daytime population will spill over into becoming an economically solid evening and weekend customer base. Floor area for the professional daytime population to locate (and their customer base to visit) within the downtown district provides the location proximity necessary for the easy and convenient patronage of nearby restaurant and specialty retail uses.

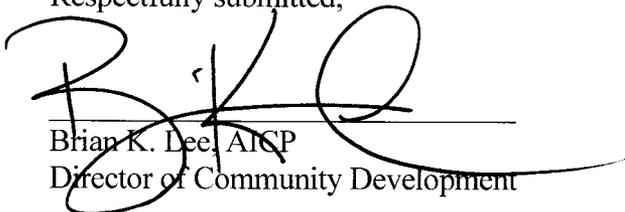
FISCAL IMPACT:

None at this time.

ENVIRONMENTAL DETERMINATION:

This action qualifies for a Class 5 Categorical Exemption pursuant to the provisions of CEQA.

Respectfully submitted,



Brian K. Lee, AICP
Director of Community Development

ATTACHMENTS:

1. City Council Resolution No. 16-7497
2. Planning Commission Resolution No. 2016-013PC
3. June 14, 2016 Planning Commission Staff Report

RESOLUTION NO. 16-7497

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING TOWN CENTER SPECIFIC PLAN AMENDMENT (TCSPA) No. 16-001, AN AMENDMENT TO THE COVINA TOWN CENTER SPECIFIC PLAN TO ADD NEW PERMITTED USES AND USES PERMITTED WITH THE APPROVAL OF A CONDITIONAL USE PERMIT TO TOWN CENTER SPECIFIC PLAN AREAS 4 AND 5 (TCSP-4 AND TCSP-5)

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, California Government Code, Section 65800 et seq. authorizes the adoption and administration of zoning laws, ordinances, rules and regulations by cities as a means of implementing the General Plan; and

WHEREAS, downtown Covina is the historical economic, cultural and community center of the City of Covina and as such significant development within the Covina Town Center Specific Plan would have potential for a significant impact upon the Covina community in regards to community identity; and,

WHEREAS, the Covina Town Center Specific Plan was adopted on November 16, 2004 and has subsequently been amended on May 2, 2006, November 6, 2007, December 16, 2008, April 21, 2009, June 2, 2009, and August 19, 2009; and

WHEREAS, in an effort to increase economic activity within the downtown area, the City desires to allow uses and activities that were not included in the original Town Center Specific Plan menu of allowable uses; and

WHEREAS, the City Council recognizes that because of the unique relationship between the historic, current and future downtown land use development pattern, any significant development or redevelopment of property within the Covina Town Center Specific Plan should be designed in a manner that has the appropriate level of design and land use evaluation; and,

WHEREAS, the City staff is preparing a comprehensive study assessment of the land use, development review and design criteria for the Covina Town Center Specific Plan; and,

WHEREAS, because of the current regional economic conditions, there is significant development pressure to redevelopment existing properties within the City of Covina and specifically within the boundaries of the Covina Town Center Specific Plan; and,

WHEREAS, certain land use development scenarios within the Covina Town Center Specific Plan are allowed as “Permitted Uses”, thereby only requiring administrative staff level site plan and development review; and,

WHEREAS, the Planning Commission considered and discussed the proposed new Permitted Uses and Conditionally Permitted Uses on May 24, 2016 and held a Public Hearing on June 14, 2016 and adopted Planning Commission Resolution No. 2016-013PC recommending to the City Council approval of Town Center Specific Plan Amendment (TCSPA) No. 16-001.

WHEREAS, the City Council has carefully considered all pertinent testimony and the staff report presented during a duly noticed public meeting.

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

SECTION 1. That the Permitted Uses and Conditional Uses listed in the Covina Town Center Specific Plan Mixed-Use Focused Activity Area (TCSP-4) and Covina Town Center Specific Plan Retail and Service Core Focused Activity Area (TCSP-5) is to be amended as follows:

A. Add to Chapter V, Section d, Mixed-Use Focused Activity Area (TCSP-4), to the “Permitted Uses” to read as follows:

- Personal service, administrative offices, and medical-related uses;
- Gymnasiums, physical therapy, martial arts studios, dance studios and related uses;
- Educational facilities (public and private), such as performing arts, college extension, occupational/vocational; and,
- Shared-space retail establishments, such as food courts, jewelry marts and similar uses.

B. Add to Chapter V, Section d, Mixed-Use Focused Activity Area (TCSP-4), “Conditional Uses” to read as follows:

- Microbreweries and wine production (with on-site consumption and off-site sales).

C. Add to Chapter V, Section e, Retail and Service Focused Activity Area (TCSP-5), to the “Permitted Uses” to read as follows:

- Personal service, administrative offices, and medical-related uses;
- Gymnasiums, physical therapy, martial arts studios, dance studios and related uses;
- Educational facilities (public and private), such as performing arts, college extension, occupational/vocational; and,
- Shared-space retail establishments, such as food courts, jewelry marts and similar uses.

D. Add to Chapter V, Section e, Retail and Service Focused Activity Area (TCSP-5), “Conditional Uses” to read as follows:

- Microbreweries and wine production (with on-site consumption and off-site sales).

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 19th day of July 2016.

Kevin Stapleton, Mayor

ATTEST:

Sharon F. Clark, Chief Deputy City Clerk

APPROVED AS TO FORM:

Candice K. Lee, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 16-7497 was duly adopted by the City Council of the City of Covina at a REGULAR meeting held on the 19th day of July, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Dated: July 19, 2016

SHARON F. CLARK, Chief Deputy City Clerk

RESOLUTION NO. 2016-013 PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF COVINA APPROVAL OF AN AMENDMENT TO THE COVINA TOWN CENTER SPECIFIC PLAN TO ADD NEW PERMITTED USES AND USES PERMITTED WITH THE APPROVAL OF A CONDITIONAL USE PERMIT TO TOWN CENTER SPECIFIC PLAN AREAS 4 AND 5 (TCSP-4 AND TCSP-5)

WHEREAS, California Government Code, Section 65800 et seq. authorizes the adoption and administration of zoning laws, ordinances, rules and regulations by cities as a means of implementing the General Plan; and

WHEREAS, the Covina Town Center Specific Plan was adopted on November 16, 2004 and has subsequently been amended on May 2, 2006, November 6, 2007, December 16, 2008, April 21, 2009, June 2, 2009, and August 19, 2009; and

WHEREAS, in an effort to increase economic activity within the downtown area, the City desires to allow uses and activities that were not included in the original Town Center Specific Plan menu of allowable uses; and

WHEREAS, the Planning Commission has carefully considered all pertinent testimony and the staff report presented during a duly noticed public meeting.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Permitted Uses and Conditional Uses listed in the Covina Town Center Specific Plan Mixed-Use Focused Activity Area (TCSP-4) and Covina Town Center Specific Plan Retail and Service Core Focused Activity Area (TCSP-5) is to be amended as follows:

A. Add to Chapter V, Section d, Mixed-Use Focused Activity Area (TCSP-4), to the “Permitted Uses” to read as follows:

- Personal service, administrative offices, and medical-related uses;
- Gymnasiums, physical therapy, martial arts studios, dance studios and related uses;
- Educational facilities (public and private), such as performing arts, college extension, occupational/vocational; and,

- Shared-space retail establishments, such as food courts, jewelry marts and similar uses.

B. Add to Chapter V, Section d, Mixed-Use Focused Activity Area (TCSP-4), “Conditional Uses” to read as follows:

- Microbreweries and wine production (with on-site consumption and off-site sales).

C. Add to Chapter V, Section e, Retail and Service Focused Activity Area (TCSP-5), to the “Permitted Uses” to read as follows:

- Personal service, administrative offices, and medical-related uses;
- Gymnasiums, physical therapy, martial arts studios, dance studios and related uses;
- Educational facilities (public and private), such as performing arts, college extension, occupational/vocational; and,
- Shared-space retail establishments, such as food courts, jewelry marts and similar uses.

D. Add to Chapter V, Section e, Retail and Service Focused Activity Area (TCSP-5), “Conditional Uses” to read as follows:

- Microbreweries and wine production (with on-site consumption and off-site sales).

SECTION 2. This resolution will be forwarded to the City Council for consideration at the next available regular City Council meeting.

PASSED, APPROVED AND ADOPTED on this 14th day of June, 2016.



JOHN CONNORS, VICE CHAIRMAN
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 14th day of June 2016 by the following vote of the Planning Commission:

AYES: CONNORS, MANNING, PATTERSON
NOES: MCMEEKIN
ABSENT: HODAPP
ABSTAIN: NONE



COVINA PLANNING COMMISSION SECRETARY



CITY OF COVINA

PLANNING COMMISSION AGENDA REPORT ITEM NUMBER PH 2 JUNE 14, 2016

TO: Chairman and Members of the Planning Commission

FROM: Brian K. Lee, Community Development Director

SUBJECT: **Planning Commission Resolution No. 2016-013PC – Modification to the Covina Town Center Specific Plan to amend the allowable and conditionally allowed uses within the Covina Town Center Specific Plan**

BACKGROUND

On May 3, 2016, the City Council directed City staff to move forward with implementing modifications to the Covina Town Center Specific Plan. The May 3, 2016 direction resulted from an April 19, 2016 City Council Study Session on the current disposition of the Covina Town Center Specific Plan.

The City of Covina has been awarded a Metro TOD Planning Grant. The purpose of the grant is to modify the existing Covina Town Center Specific Plan. The City has recently issued a Request for Proposals (RFP) for consultant assistance in this effort. It is estimated the overall project timeline would be approximately eighteen (18) months.

However, in an effort to be more responsive in addressing requests and inquiries to potentially allow uses within the downtown that currently are not allowed, the City Council directed staff to proceed with a series of focused modifications to the Covina Town Center Specific Plan in parallel to the comprehensive Metro TOD Planning Grant financed overhaul.

DISCUSSION

As mentioned, there are several issues that have been identified to be addressed in the near-term, and then be included in the eventual comprehensively amended/updated TCSP. This is because those more urgent issues are time-sensitive due to the current economic cycle and waiting the estimated approximately eighteen (18) month time period for the comprehensive TCSP update effort would be problematic for the downtown business community and the overall Covina community.

Therefore, the Covina Town Center Specific Plan modification being presented this evening is the first in series of focused amendments to the Specific Plan that will be referred to as, “Near-Term Covina Town Center Specific Plan Update Efforts”.

○ **Near-Term Covina Town Center Specific Plan Update Effort No. 1. (TCSP Amendment No. 7):**

One of the “Issue Questions” presented at the April 19, 2016 Study Session was as follows:

- Should the current “menu” of “Permitted Uses” and “Conditionally Permitted Uses” be evaluated for current lifestyle, economic and development trends? If so, should that effort proceed independently of the future Metro TOD Planning project?

Recommended Action: Yes. The menu of uses should be updated to reflect current economic, demographic, commercial retail and lifestyle trends.

As part of the April 19, 2016 City Council study session discussion on this “Issue Question”, there was specific discussion of the uses currently “Permitted” or “Permitted with a Conditional Use Permit”, as well as challenges with defining proposed uses not specifically identified within the listing of allowable uses. The portion of the April 19, 2016 City Council Study Session Staff Report that addressed this issue is as follows:

Existing published uses vs. current use trend demands.

As with any zoning code, a specific plan is a “snapshot in time” from when it is originally prepared and adopted. Because the Covina Town Center Specific Plan was adopted in 2004, it is prudent to examine the uses that are permitted and conditionally permitted in regards to current lifestyle, economic and development trends. An evaluation of current use trend demands versus what was articulated in the adopted 2004 specific plan reveals a need to update and/or amend the specific plan document. Some examples to consider include, but are not limited to, the following:

- ✓ Personal service, administrative offices, and medical-related uses;
- ✓ Gymnasiums, physical therapy, martial arts studios, dance studios and related uses;
- ✓ Microbreweries and wine production (with on-site consumption and off-site sales);
- ✓ Educational facilities (public and private), such as performing arts, college extension, occupational/vocational; and,
- ✓ Shared-space retail establishments, such as food courts, jewelry marts and similar uses.

Recommended Action: Direct staff to include updated uses into the draft document for Planning Commission consideration. Specifically add new allowable uses that would promote current commercial activity, such as microbreweries and shared space retail concepts.

(Source: April 19, 2016 City Council Study Session Staff Report)

○ **Purpose of recommended new use categories:**

The proposed amendment would add five (5) new use categories into what would be allowed within the TCSP. The portions of the TCSP proposed to allow for the new use categories are Focused Activity Area 4 and Focused Activity Area 5 (TCSP-4 and TCSP-5). These two (2) Focused Activity Areas comprise the most visible portions of the TSCP; Citrus Avenue and the immediately adjoining properties.

- **Elimination of conflicting/confusing zoning standards.** When non-retail uses have proposed to move into vacant properties, the proponents have been instructed they have to be a retail use, with the caveat (which has evolved over time), that approximately 40% of the floor area must be utilized for “retail use”. The result has been a challenging enforcement situation as to how to ensure the “40%” designated on a floor plan remains as approved. Also, a challenging “definition” of what type of display of goods would fit the definition of “retail”. The result has typically been a negative experience for all concerned. Allowing for the proposed non-retail uses would address many of the inquiries on allowable uses currently being received.
- **Free Market Principles.** Districts such as downtown Covina experience a series of economic cycles over time. As retail trends evolve and locations adjacent to high-volume traffic corridors become the sought-after location for many commercial uses, areas such as traditional downtowns have transitioned into more “experience” and “destination” types of locations. In other words, the mixture of retail uses that once catered to the basic needs of the adjoining community moved into shopping centers that are adjacent to high traffic volume corridors.

As retail uses relocate, the result is vacant stores that are difficult to repopulate with traditional retail activity. The resulting cycle is a tilt towards more professional service uses and small scale specialty and niche retail uses. Another factor is the necessary requirement for investment into the existing commercial building stock to bring the existing buildings into building code and ADA code compliance, but also to meet current tenant demands for infrastructure such as ventilation, plumbing/sewage, electrical, storage, internet communication, and similar needs. In many cases, the property owner is extremely reluctant to make the scale of investment needed to upgrade the existing building. The result is the tenant demand becomes self-selecting; where uses seeking available space that do not require significant infrastructure investment are significantly more abundant than other uses, such as restaurants.

The theory of downtown economic cycles is if the currently vacant stores are allowed to fill with less traditional retail uses and professional service uses, then the increased pedestrian and service customer population will drive the potential for restaurant and specialty retail uses to justify the investment in the costly infrastructure upgrades to the existing older building stock.

Therefore, as the rising demand for diminished vacant building space increases, so to the average lease rates; the result is those uses that were initially attracted to the downtown because they couldn't afford to invest in infrastructure upgrades are priced out of the downtown lease market and are replaced with more capitalized tenants that can justify the more costly infrastructure investments (i.e., restaurants).

- **Professional Daytime Population.** The customer base that sometimes gets overlooked in market analysis is the professional daytime population. It is this customer category that will provide critical economic fuel to the specialty retail and restaurant uses that are typically desired in downtown districts. A robust daytime population will spill over into becoming economically solid evening and weekend customer base. Floor area for the professional daytime population to locate (and their customer base to visit) within the downtown district provides the location proximity necessary for the easy and convenient patronage of nearby restaurant and specialty retail uses.

○ **Recommended new uses:**

The proposed modification to TCSP-4 and TCSP-5 would add the below new uses as "Permitted Uses" as follows:

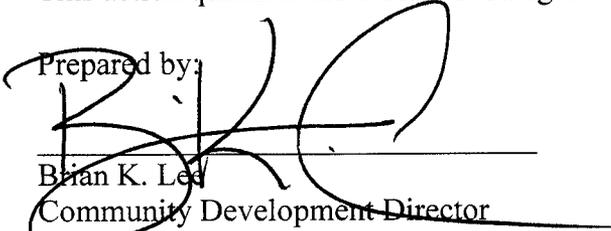
- Personal service, administrative offices, and medical-related uses;
- Gymnasiums, physical therapy, martial arts studios, dance studios and related uses;
- Educational facilities (public and private), such as performing arts, college extension, occupational/vocational; and,
- Shared-space retail establishments, such as food courts, jewelry marts and similar uses.

The following is proposed to be added as a new use that would be allowed with the approval of a "Conditional Use Permit":

- Microbreweries and wine production (with on-site consumption and off-site sales).

ENVIRONMENTAL DETERMINATION

This action qualifies for a Class 5 Categorical Exemption pursuant to the provisions of CEQA.

Prepared by:


Brian K. Lee
Community Development Director

EXHIBITS

- A. Planning Commission Resolution No. 2016-013PC



CITY OF COVINA

AGENDA REPORT

ITEM NO. PH 6

-
- MEETING DATE:** July 19, 2016
- TITLE:** Ordinance No. 16-2058 - Zone Change (ZCH) 16-001, a City Council initiated request to change the zoning classification for the property located at 731 North Grand Avenue (APN 8429-006-006) on the northwest corner of Grand Avenue and Edna Place from C-2 "Neighborhood Shopping Center" to C-4 "Highway Commercial"
- PRESENTED BY:** Brian K. Lee, AICP, Director of Community Development
Nancy Fong, AICP, Community Development Consultant
- RECOMMENDATION:** Waive full reading, read by title only, and introduce for first reading **Ordinance No. 16-2058** entitled, "AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, APPROVING ZONE CHANGE (ZCH) 16-001, TO CHANGE THE ZONING CLASSIFICATION OF REAL PROPERTY LOCATED AT 731 NORTH GRAND AVENUE (APN: 8429-006-006) ON THE NORTHWEST CORNER OF GRAND AVENUE AND EDNA PLACE FROM C-2 'NEIGHBORHOOD SHOPPING CENTER' TO C-4 'HIGHWAY COMMERCIAL,' AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA."
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BACKGROUND

Since January 2016, staff held a series of study sessions with the City Council and Planning Commission regarding the City's commercial zones. The examination of the City's commercial zones was in response to the goals described in Core Strategy 3 of the Strategic Plan adopted by the City Council in September 2015. Core Strategy 3 promotes a strong, diverse local economy by encouraging and facilitating the development of commercial establishments. At the April 2016 Study Session, the consensus of the Planning Commission and the City Council was that many current uses in the City's commercial zones are outdated or obsolete, that the uses could be expanded to reflect recent economic and demographic changes, and that the number of commercial zones could be reduced. The City Council then directed staff to proceed with updating the City's commercial zones. The estimated time for completion of a comprehensive Zoning Code update of the City's commercial zones is late summer 2016. However, in an effort to be more responsive to current development issues, pressures and opportunities, staff is of the opinion that pro-active and incremental efforts to address these development issues should occur on a case-by-case basis. Such case-by-case consideration is consistent with direction provided to staff by the City Council. Accordingly, staff has identified the developed property located at 731 North Grand Avenue on the northwest corner of Grand Avenue and Edna Place (the "Subject Property") as a candidate for a Zone Change.

DISCUSSION

The Planning Commission considered and discussed this proposed Zone Change for the Subject Property at a noticed public hearing on June 28, 2016. There was one speaker in favor of the Zone Change. At the conclusion of the public hearing, the Planning Commission deliberated on the proposed Zone Change. The Planning Commission stated that the Subject Property is primed to have expanded commercial uses because it is situated at the corner of Grand Avenue, a major commercial corridor, and Edna Place. The Planning Commission determined that the mix and the intensity of the commercial, retail and services uses within the C-4 Zone will support the growth and development of the Subject Property. The Planning Commission further stated that the proposed Zone Change will eliminate obstacles for potential developers, which will then increase the opportunity for the re-use of the subject property or the likelihood of new businesses to target the location for development. Therefore, the Planning Commission determined that the proposed Zone Change to C-4 “Highway Commercial” is consistent with the General Plan and adopted PC Resolution No. 2016-017PC by a unanimous vote, recommending to the City Council the adoption of Zone Change (ZCH) 16-001.

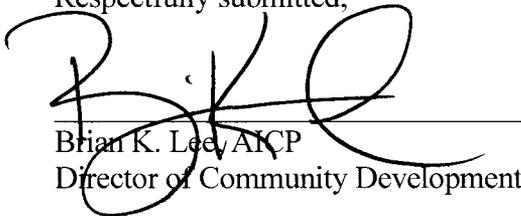
FISCAL IMPACT

None at this time. However, the Zone Change from C-2 to C4 will increase the likelihood that new businesses will occupy the site and/or consider a target location for development. This will then capture a variety of retail shops and restaurants, which will generate more sales tax for the City.

ENVIRONMENTAL DETERMINATION

The Planning Commission, based on its own independent judgement, recommended that the proposed Zone Change for the Subject Property is exempt from review in accordance with Section 15061(b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that the proposed Zone Change will have a significant effect on the environment, directly or indirectly. The Subject Property is developed with a building and parking area and is presently unoccupied. The proposed Zone Change from a C-2 “Neighborhood Shopping Center” classification to a C-4 “Highway Commercial” classification is consistent with the General Plan. The proposed Zone Change will increase the types of uses permitted on the subject property. However, any future development of the subject property will require further environmental analysis pursuant to CEQA.

Respectfully submitted,



Brian K. Lee, AICP
Director of Community Development

ATTACHMENTS:

- 1. Ordinance No. 16-2058
- 2. Planning Commission Resolution No. 2016-017PC
- 3. June 28, 2016 Planning Commission Staff Report

ORDINANCE NO. 16-2058

AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, APPROVING ZONE CHANGE (ZCH) 16-001, TO CHANGE THE ZONING CLASSIFICATION OF REAL PROPERTY LOCATED AT 731 NORTH GRAND AVENUE (APN: 8429-006-006) ON THE NORTHWEST CORNER OF GRAND AVENUE AND EDNA PLACE FROM C-2 "NEIGHBORHOOD SHOPPING CENTER" TO C-4 "HIGHWAY COMMERCIAL", AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

THE CITY COUNCIL OF THE CITY OF COVINA DOES ORDAIN AS FOLLOWS:

SECTION 1. On June 28, 2016, the Planning Commission conducted a duly noticed public hearing regarding the proposed Zone Change (ZCH) 16-001, and following the receipt of public testimony, closed the hearing and adopted Resolution No. 16-017 PC, recommending that the City Council adopt the proposed Zone Change.

SECTION 2. On July 19, 2016, the City Council conducted a duly noticed public hearing regarding the proposed Zone Change, and following the receipt of public testimony, closed the hearing.

SECTION 3. Community Development Department staff has determined that the proposed Zone Change is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines 15061(b)(3) because it can be seen with certainty that there is no possibility that the proposed Zone Change will have a significant effect on the environment, directly or indirectly. The Subject Property is developed with a building and parking area and is presently unoccupied. The proposed Zone Change from a C-2 "Neighborhood Shopping Center" classification to a C-4 "Highway Commercial" classification is consistent with the General Plan. The proposed Zone Change will increase the types of uses permitted on Subject Property. However, future development of the Subject Property will be subject to environmental analysis pursuant to CEQA. The City Council, based on its own independent judgment, concurs in staff's determination that the proposed Zone Change is exempt from CEQA.

SECTION 4. The City Council of the City of Covina does hereby find, determine and declare that:

A. The proposed Zone Change will make it easier to attract a variety of new businesses to the existing but un-occupied building. The re-use of the Subject Property will not adversely affect the public health, safety, or welfare, but bolster the economic vitality in the City's commercial zones, consistent with the City's Strategic Plan economic development goal to promote a strong, diverse local economy. Objectives for this goal include:

1. Encouraging and facilitating the development of commercial establishments that serve the needs of the local community and region including restaurants and shopping opportunities, creating quality jobs, and supporting the region's leading trade and industry clusters...; and

2. Implement land use policies that support growth and development while continuing to promote a balanced community through strategic General Plan and Zoning Code amendments...

B. The proposed Zone Change is consistent with the following General Plan policies:

1. It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation, and related economic spillovers (Land Use Element, General Land Use Policy 1a 3). The proposed Zone Change to C-4 "Highway Commercial" will reduce the amount of time for new businesses to occupy the Subject Property.

2. It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare. (Land Use Element, General Land Use Policy 1a 4).

3. It accommodates growth consistent with current general land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints. (Land Use Element, General Land Use Policy 1a 5).

4. It is receptive to new businesses to occupy the Subject Property, which would add to the community's vitality by providing a well-recognized business or store, or a high sales-tax generating or job-providing operation. (Land Use Element, General Land Use Policy 1a 13).

5. It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to housing ratio maximization by encouraging new businesses to locate in the City. (Land Use Element, General Land Use Policy 3a 4).

6. It expands uses in existing commercial areas where they now exist, which are along and around major streets, at larger intersections, in appropriate "pockets" and in particular complexes. (Land Use Element, General Land Use Policy 3a 12).

SECTION 5. The City Council of the City of Covina does hereby approve Zone Change (ZCH) 16-001 and direct the Director of Community Development to cause the amendment of the Official Zoning Map of the City of Covina as follows:

The Zoning District for the real property located at 731 North Grand Avenue (Assessor Parcel Map No. 8439-006-006) on the northwest corner of Grand Avenue and Edna Place is changed from C-2 “Neighborhood Shopping Center” to C-4 “Highway Commercial.”

SECTION 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 7. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 8. Effective Date. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the 31st day after its passage.

SECTION 9. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

SECTION 10. Notification. Within 30 days of the effective date of this Ordinance, the City Clerk shall notify the Los Angeles County Assessor of passage and adoption of this Ordinance and Zone Change (ZCH) 16-001 in accordance with Section 65863.5 of the Government Code.

PASSED, APPROVED and ADOPTED this 19th day of July , 2016.

City Council of Covina, California

BY: _____

KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Ordinance No. 16 -2058 was introduced for first reading at a REGULAR meeting on the 19th day of July 2016. Thereafter, said Ordinance was duly approved and adopted at a REGULAR meeting of said City Council on the 19th day of July 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk

RESOLUTION NO. 2016-017 PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA RECOMMENDING THAT THE CITY COUNCIL OF THE CITY OF COVINA ADOPT ORDINANCE NO. 16-___, APPROVING ZONE CHANGE (ZCH) 16-001, TO CHANGE THE ZONING CLASSIFICATION OF REAL PROPERTY LOCATED AT 731 NORTH GRAND AVENUE (APN: 8429-006-006) ON THE NORTHWEST CORNER OF GRAND AVENUE AND EDNA PLACE FROM C-2 "NEIGHBORHOOD SHOPPING CENTER" TO C-4 "HIGHWAY COMMERCIAL," AND MAKE A DETERMINATION OF EXEMPTION UNDER CEQA

WHEREAS, California Government Code, Section 65800 *et seq.* authorizes the adoption and administration of zoning laws, ordinances, rules and regulations by cities as a means of implementing the General Plan; and

WHEREAS, City staff has prepared proposed Ordinance No. 16-___, which would amend the zoning classification for the real property generally located at the northwest corner of Grand Avenue and Edna Place and which address is 731 North Grand Avenue (APN: 8429-006-006) (the "Subject Property") from C-2 "Neighborhood Shopping Center" to C-4 "Highway Commercial"; and

WHEREAS, Section 17.80.080 of the CMC provides that any zone change shall be made according to the procedure set forth in CMC Sections 17.80.090 through 17.80.150; and

WHEREAS, Section 17.80.090 B. of the CMC provides that the City Council may initiate proceedings by motion and then submit the matter to the Planning Commission for public hearings; and

WHEREAS, Section 17.80.110 of the CMC provides that the Planning Department must investigate the facts bearing on the proposed zone change and must provide information necessary to assure action consistent with the intent of Title 17 of the CMC and the City's General Plan; and

WHEREAS, Section 17.80.120 A. of the CMC provides that the Planning Director must set a hearing date on a proposed zone change to not less than 15 nor more than 60 days after the initiating motion by the City Council; and

WHEREAS, Section 17.80.120 B. of the CMC provides that notice of the required public hearings must (1) contain the time and place of the hearing and a general description of the area proposed for change, (2) be published in a newspaper of general circulation in the city not less than 10 days before the date set for the hearing, (3) be mailed to all persons whose names and addresses appear on the latest available assessment roll of the County of Los Angeles, or are known to the City's Planning Director, as owning property within a distance of 300 feet from the exterior boundaries of the subject property not less than 10 days before the date set for

the hearing; and

WHEREAS, Section 17.80.130 A. of the CMC provides that the Planning Commission must, not less than 15 nor more than 60 days after the publication of the legal notice of a public hearing on an zone change, hold the public hearing; and

WHEREAS, Government Code Section 65855 provides that any recommendation by the Planning Commission on a zone change must include the reasons for the recommendation, the relationship of the proposed zone change to applicable general and specific plans; and

WHEREAS, Section 17.80.130 B. of the CMC provides that within 30 days after the conclusion of the public hearing, the Planning Commission must announce its decision, which decision must recommend either approval or disapproval of the proposed zone change, must set forth findings in support of the recommendation, and may not enlarge the area of the proposed zone change in any way; and

WHEREAS, Section 17.80.130 C. of the CMC provides that the Planning Commission's decision must immediately be filed with the City Council; and

WHEREAS, notice of the public hearing concerning the proposed Ordinance No. 16-___ was published in the San Gabriel Valley Examiner on June 8, 2016 in accordance with CMC Section 17.80.120 B. 1.; and

WHEREAS, the Planning Commission has carefully considered all pertinent testimony and the staff report presented during a duly noticed public hearing on June 28, 2016, concerning proposed Ordinance No. 16-___.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Community Development Department staff has determined that the proposed Zone Change for the Subject Property is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the proposed Zone Change will have a significant effect on the environment, directly or indirectly. The Subject Property is developed with a building and parking area and is presently unoccupied. The proposed Zone Change from a C-2 "Neighborhood Shopping Center" classification to a C-4 "Highway Commercial" classification is consistent with the General Plan. The proposed Zone Change will increase the types of uses permitted on the Subject Property. However, future development of the Subject Property will be subject to environmental analysis pursuant to CEQA. The Planning Commission has reviewed the Community Development Department staff's determination of exemption, and recommends that the City Council, based on its own independent judgment, concur in staff's determination that the proposed Zone Change is exempt from CEQA.

SECTION 2. Based on the evidence in the record, the Planning Commission recommends that the City Council of the City of Covina find that the proposed Zone Change will make it easier to attract a variety of new businesses to the existing but un-occupied building.

The re-use of the Subject Property will not adversely affect the public health, safety, or welfare, but bolster the economic vitality in the City's commercial zones consistent with the City's Strategic Plan economic development goal to promote a strong, diverse local economy. Objectives for this goal include:

- Encouraging and facilitating the development of commercial establishments that serve the needs of the local community and region including restaurants and shopping opportunities, creating quality jobs, and supporting the region's leading trade and industry clusters...; and
- Implement land use policies that support growth and development while continuing to promote a balanced community through strategic General Plan and Zoning Code amendments and Zone Changes...

SECTION 3. Based on the evidence in the record, the Planning Commission recommends that the City Council of the City of Covina find that the proposed Zone Change is consistent with the following General Plan policies:

- It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation, and related economic spillovers (Land Use Element, General Land Use Policy 1a 3). The proposed Zone Change to C-4 "Highway Commercial" will reduce the amount of time for new businesses to occupy the Subject Property.
- It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare. (Land Use Element, General Land Use Policy 1a 4).
- It accommodates growth consistent with current general land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints. (Land Use Element, General Land Use Policy 1a 5).
- It is receptive to new businesses to occupy the Subject Property, which would add to the community's vitality by providing a well-recognized business or store, or a high sales-tax generating or job-providing operation. (Land Use Element, General Land Use Policy 1a 13).
- It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to housing ratio maximization by encouraging new businesses to locate in the City. (Land Use Element; General Land Use Policy 3a 4).
- It expands uses in existing commercial areas where they now exist, which are along and around major streets, at larger intersections, in appropriate "pockets" and in particular complexes. (Land Use Element, General Land Use Policy 3a 12).

SECTION 4. Based on the entire record before the Planning Commission, all written and oral evidence presented to the Planning Commission, and the findings made in Sections 1 through 3 of this Resolution, the Planning Commission hereby recommends that the City Council introduce the first reading and adopt proposed Ordinance No. 16-____, attached to this Resolution as Attachment "A" and entitled:

"AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, APPROVING ZONE CHANGE (ZCH) 16-001, TO CHANGE THE ZONING CLASSIFICATION OF REAL PROPERTY LOCATED AT 731 NORTH GRAND AVENUE (APN: 8429-006-006) ON THE NORTHWEST CORNER OF GRAND AVENUE AND EDNA PLACE FROM C-2 "NEIGHBORHOOD SHOPPING CENTER" TO C-4 "HIGHWAY COMMERCIAL" -, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA"

SECTION 5. The Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the members of the Planning Commission of Covina this 28th day of June 2016.



CHARLES HODAPP, CHAIRMAN
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 28th day of June, 2016, by the following vote of the Planning Commission:

AYES: CONNORS, HODAPP, MANNING, MCMEEKIN, PATTERSON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE



COVINA PLANNING COMMISSION SECRETARY

Attachment "A"

ORDINANCE NO. 16-___

AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, APPROVING ZONE CHANGE (ZCH) 16-001, TO CHANGE THE ZONING CLASSIFICATION OF REAL PROPERTY LOCATED AT 731 NORTH GRAND AVENUE (APN: 8429-006-006) ON THE NORTHWEST CORNER OF GRAND AVENUE AND EDNA PLACE FROM C-2 "NEIGHBORHOOD SHOPPING CENTER" TO C-4 "HIGHWAY COMMERCIAL", AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

THE CITY COUNCIL OF THE CITY OF COVINA DOES ORDAIN AS FOLLOWS:

SECTION 1. On June 14, 2016, the Planning Commission conducted a duly noticed public hearing regarding the proposed Zone Change (ZCH) 16-001, and following the receipt of public testimony, closed the hearing and adopted Resolution No. 16-017 PC, recommending that the City Council adopt the proposed Zone Change.

SECTION 2. On _____, 2016, the City Council conducted a duly noticed public hearing regarding the proposed Zone Change, and following the receipt of public testimony, closed the hearing.

SECTION 3. Community Development Department staff has determined that the proposed Zone Change is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines 15061(b)(3) because it can be seen with certainty that there is no possibility that the proposed Zone Change will have a significant effect on the environment, directly or indirectly. The Subject Property is developed with a building and parking area and is presently unoccupied. The proposed Zone Change from a C-2 "Neighborhood Shopping Center" classification to a C-4 "Highway Commercial" classification is consistent with the General Plan. The proposed Zone Change will increase the types of uses permitted on Subject Property. However, future development of the Subject Property will be subject to environmental analysis pursuant to CEQA. The City Council, based on its own independent judgment, concurs in staff's determination that the proposed Zone Change is exempt from CEQA.

SECTION 4. The City Council of the City of Covina does hereby find, determine and declare that:

A. The proposed Zone Change will make it easier to attract a variety of new businesses to the existing but un-occupied building. The re-use of the Subject Property will not adversely affect the public health, safety, or welfare, but bolster the economic vitality in the City's commercial zones, consistent with the City's Strategic Plan economic development goal to promote a strong, diverse local economy. Objectives for this goal include:

1. Encouraging and facilitating the development of commercial establishments that serve the needs of the local community and region including restaurants and shopping opportunities, creating quality jobs, and supporting the region's leading trade and industry clusters...; and

2. Implement land use policies that support growth and development while continuing to promote a balanced community through strategic General Plan and Zoning Code amendments...

B. The proposed Zone Change is consistent with the following General Plan policies:

1. It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation, and related economic spillovers (Land Use Element, General Land Use Policy 1a 3). The proposed Zone Change to C-4 "Highway Commercial" will reduce the amount of time for new businesses to occupy the Subject Property.

2. It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare. (Land Use Element, General Land Use Policy 1a 4).

3. It accommodates growth consistent with current general land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints. (Land Use Element, General Land Use Policy 1a 5).

4. It is receptive to new businesses to occupy the Subject Property, which would add to the community's vitality by providing a well-recognized business or store, or a high sales-tax generating or job-providing operation. (Land Use Element, General Land Use Policy 1a 13).

5. It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to housing ratio maximization by encouraging new businesses to locate in the City. (Land Use Element, General Land Use Policy 3a 4).

6. It expands uses in existing commercial areas where they now exist, which are along and around major streets, at larger intersections, in appropriate "pockets" and in particular complexes. (Land Use Element, General Land Use Policy 3a 12).

SECTION 5. The City Council of the City of Covina does hereby approve Zone Change (ZCH) 16-001 and direct the Director of Community Development to cause the amendment of the Official Zoning Map of the City of Covina as follows:

The Zoning District for the real property located at 731 North Grand Avenue (Assessor Parcel Map No. 8439-006-006) on the northwest corner of Grand Avenue and Edna Place is changed from C-2 "Neighborhood Shopping Center" to C-4 "Highway Commercial."

SECTION 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 7. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 8. Effective Date. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the 31st day after its passage.

SECTION 9. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

SECTION 10. Notification. Within 30 days of the effective date of this Ordinance, the City Clerk shall notify the Los Angeles County Assessor of passage and adoption of this Ordinance and Zone Change (ZCH) 16-001 in accordance with Section 65863.5 of the Government Code.

PASSED, APPROVED and ADOPTED this ___ day of _____, 2016.

City Council of Covina, California

BY: _____

KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Ordinance No. 16 - _____ was introduced for first reading at a REGULAR meeting on the ____ day of _____, 2016. Thereafter, said Ordinance was duly approved and adopted at a REGULAR meeting of said City Council on the ____ day of _____, 20__, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk



CITY OF COVINA

PLANNING COMMISSION AGENDA REPORT ITEM NUMBER PH 2 JUNE 28, 2016

TO: Chairman and Members of the Planning Commission

FROM: Brian K. Lee, AICP, Director of Community Development

SUBJECT: **Application Zone Change (ZCH) 16-001, a City Council initiated request to change the zoning classification for the property located at 731 North Grand Avenue (APN 8429-006-006) on the northwest corner of Grand Avenue and Edna Place from C-2 "Neighborhood Shopping Center" to C-4 "Highway Commercial"**

BACKGROUND

Beginning in January 2016, staff held a series of study sessions with the City Council and Planning Commission regarding the City's commercial zones. The examination of the City's commercial zones was in response to the goals described in Core Strategy 3 of the Strategic Plan adopted by the City Council in September 2015. Core Strategy 3 promotes a strong, diverse local economy by encouraging and facilitating the development of commercial establishments. At the April 2016 Study Session, the consensus of the Planning Commission and the City Council was that many current uses in the City's commercial zones are outdated or obsolete, that the uses could be expanded to reflect recent economic and demographic changes, and that the number of commercial zones could be reduced. The City Council then directed staff to proceed with updating the City's commercial zones. The estimated time for completion of a comprehensive Zoning Code update of the City's commercial zones is late summer 2016. However, in an effort to be more responsive to current development issues, pressures and opportunities, staff is of the opinion that pro-active and incremental efforts to address these development issues should occur on a case-by-case basis. Such case-by-case consideration is consistent with direction provided to staff by the City Council. Accordingly, staff has identified the developed property located at 731 North Grand Avenue on the northwest corner of Grand Avenue and Edna Place (the "Subject Property") as a candidate for a Zone Change.

ANALYSIS

- A. History and Description of the Subject Property for the Proposed Zone Change: The Subject Property is 1.73 acres in size and is developed with a parking area and a building approximately 11,296 square feet in size. The Subject Property formerly housed the Blake Paper Company, but has been unoccupied since the closing of that store in 2012. In August 2014, the Planning Commission considered the Subject Property for a similar

Zone Change request from its current C-2 "Neighborhood Shopping Center" classification to a C-4 "Highway Commercial" classification. However, the request was tied to a much larger development proposal that included a residential component and affected two other parcels west of the Subject Property. The earlier proposal necessitated a General Plan Amendment, and the Planning Commission did not recommend approval of the then proposed land use changes. After several public hearings with testimony from both proponents and opponents of the prior proposed project, the City Council denied the prior proposed land use changes in January 2015.

B. Consideration of the Subject Property for the Proposed Zone Change From C-2 "Neighborhood Shopping Center" to C-4 "Highway Commercial":

1. Consistency with General Plan. The General Plan Land Use designation for the Subject Property is "General Commercial." Currently, there are eight (8) zoning categories that fit the "General Commercial" land use designation:
 - CP "Commercial, Administrative and Professional Office"
 - C-1 "Neighborhood Stores"
 - C-2 "Neighborhood Shopping Center"
 - C-3 "Central Business"
 - C-3A "Regional or Community Shopping Center"
 - C-4 "Highway Commercial"
 - C-5 "Specified Highway"
 - C-R "Recreation"

The purpose of the eight zoning categories is to differentiate from lower intensity to higher intensity commercial uses. Typically, lower intensity commercial uses, such as those conducted in the C-1 and C-2 Zones, are less intense in nature as they provide day-to-day convenience shopping and services to low-density residential areas. Commercial uses in the C-3 through C-5 Zones are more intensive in nature, and include uses such as major shopping facilities and service-oriented uses designed to serve the City or the region as a whole. C-3 through C-5 Zones are typically located along major transportation and commercial routes. The Subject Property is a corner parcel with street frontage along Grand Avenue, a major commercial corridor. Further, the Land Use Element of the General Plan Policy 3a 12 states that the City shall "maintain new and expanded commercial and industrial uses at areas where they now exist, which are along and around major streets, at larger intersections, in appropriate "pockets" and in particular complexes." Therefore, the proposed Zone Change to C-4 "Highway Commercial" is consistent with the General Plan.

2. Compatibility of Proposed Zone Change to Surrounding Land Uses. The area to the west and south of the Subject Property is zoned M-1, "Light Industrial" and C-4 "Highway Commercial" and is developed with industrial/warehouse

buildings, a few small under-developed or vacant parcels, and a fast food restaurant with a drive-thru facility. The area to the east of the Subject Property is zoned M-1 "Light Manufacturing" and is developed with an industrial building and a car wash facility. The area to the north of the Subject Property is within Los Angeles County and is developed with single-family houses. The parcel that fronts onto Grand Avenue north of the Subject Property is a City owned well. The existing building on the Subject Property was constructed around 1957 with updates of the building throughout the decades. The existing single-family use to the north of the Subject Property was built around the mid-1950s, so initial residents and current residents are aware of the commercial nature of the Subject Property. Accordingly, the mix and the intensity of the commercial, retail and services uses within the C-4 Zone will support growth and development, but will continue to maintain a balanced community.

3. An Economic Development Initiative. With the improving economy, commercial brokers have inquired about developing the Subject Property for purposes including retail pharmacy with drive-through, fast food with drive-through, and equipment rental purposes. However, all of the proposed uses are not allowed in the C-2 Zone. The interest of businesses and brokers in the Subject Property diminished once staff mentioned that such uses require a Zone Change. The reason for the hesitancy is the amount of time for processing, which, even if approved, may take four or more months. By contrast, all of the proposed uses received by staff would be allowed or conditionally allowed under a C-4 Zone designation, increasing the likelihood that the new businesses will consider the Subject Property a target location for development.

The proposal to change the zoning for the Subject Property from its current C-2 Zone classification to a C-4 Zone classification will increase the range of uses allowed and conditionally allowed on the Subject Property. The proposed Zone Change will eliminate obstacles for potential developers, which will then increase the opportunity for the re-use of the Subject Property. This Zone Change economic development initiative is consistent with the Land Use Element of the General Plan Policy 3a 13, which aims "to capture a greater variety of retail stores, shops and restaurants so as to attract more patrons, generate more sales tax and improve the community's image."

C. Zone Change Findings of Fact:

Staff recommends that the Planning Commission make the following findings recommending approval to the City Council of the proposed Zone Change:

1. The proposed Zoning Change will make it easier to attract a variety of new businesses to the existing, but unoccupied building. The re-use of the Subject Property will not adversely affect the public health, safety, or welfare, but will bolster the economic

vitality in the City's commercial zones, consistent with the City's economic development goals.

2. The proposed Zoning Change is consistent with the following General Plan policies:
 - It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation, and related economic spillovers (Land Use Element, General Land Use Policy 1a 3). The proposed Zone Change to C-4 "Highway Commercial" will reduce the amount of time for new businesses to occupy the Subject Property.
 - It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare. (Land Use Element, General Land Use Policy 1a 4).
 - It accommodates growth consistent with current general land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints. (Land Use Element, General Land Use Policy 1a 5).
 - It is receptive to new businesses to occupy the Subject Property, which would add to the community's vitality by providing a well-recognized business or store, or a high sales-tax generating or job-providing operation. (Land Use Element, General Land Use Policy 1a 13).
 - It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to housing ratio maximization by encouraging new businesses to locate in the City. (Land Use Element, General Land Use Policy 3a 4).
 - It expands uses in existing commercial areas where they now exist, which are along and around major streets, at larger intersections, in appropriate "pockets" and in particular complexes. (Land Use Element, General Land Use Policy 3a 12).

PUBLIC HEARING NOTICE AND NOTIFICATION

As required by law, all property owners within a radius of 300 feet from the Subject Property were mailed notices of the Planning Commission public hearing on June 16, 2016, a minimum of ten (10) days before the hearing. Pursuant to Covina Municipal Code (CMC) Section 17.80.120 and consistent with Planning and Zoning Law (Cal. Gov. Code, § 65854), notice of the public

hearing was published in the San Gabriel Examiner newspaper on June 8, 2016, in excess of fifteen (15) days before the hearing.

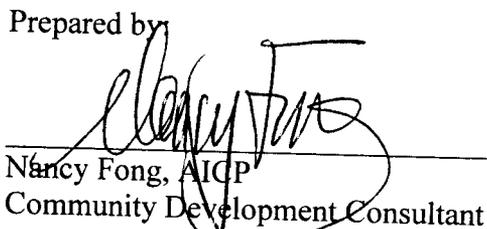
ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act ("CEQA"), staff analyzed the proposed Zone Change for the Subject Property and determined that the proposed Zone Change is exempt from review under CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the proposed Zone Change will have a significant effect on the environment, directly or indirectly. The Subject Property is developed with a building and parking area and is presently unoccupied. The proposed Zone Change from a C-2 "Neighborhood Shopping Center" classification to a C-4 "Highway Commercial" classification is consistent with the General Plan. The proposed Zone Change will increase the types of uses permitted on the Subject Property. However, future development of the Subject Property will be subject to environmental analysis pursuant to CEQA.

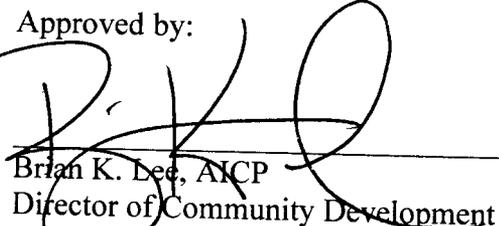
RECOMMENDATION

Staff recommends that the Planning Commission adopt Resolution No. 16-017 PC, recommending that the City Council approve Zone Change No. 16-001.

Prepared by


Nancy Fong, AICP
Community Development Consultant

Approved by:


Brian K. Lee, AICP
Director of Community Development

EXHIBITS

1. Area Map/300-foot Radius Map
2. Public Hearing Notice and Notification List
3. Resolution No. 16-017 PC recommending approval to City Council with attached Proposed Ordinance for the Zone Change



416.67 Feet



300' Radius Map

Exhibit 1

723

CITY OF COVINA
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Covina will conduct a PUBLIC HEARING in the City Hall Council Chamber, 125 East College Street, Covina, on Tuesday, June 28, 2016 at 7:00 p.m., to consider the following application:

Zone Change (ZCH) 16-001, a City initiated request to change the zoning district for the property generally located at the northwest corner of Grand Avenue and Edna Place (731 North Grand Avenue) from C-2 "Neighborhood Shopping Center" to C-4 "Highway Commercial" – APN 8429-006-006.

Pursuant to the California Environmental Quality Act (CEQA), the City has analyzed the proposed project and concluded that it will not have the potential for causing a significant effect on the environment because there is no development being proposed for the subject site. Therefore, it has been determined that the proposed project would be categorically exempt in accordance with Section 15061(b)(3) of the CEQA Guidelines.

We solicit any information and/or data that any citizen wishes to input concerning this application. All interested citizens are invited to attend the PUBLIC HEARING, where all opinions may be expressed.

If you challenge the proposed action in court, you may be limited to raising only those issues that you or someone else raised at the PUBLIC HEARING described in this notice or in written correspondence delivered to the City Clerk or to the Planning Commission at or prior to the PUBLIC HEARING.

Further information may be obtained from the City of Covina Community Development Department, Planning Division at (626) 384-5450.

ALAN CARTER
CITY PLANNER

NOTE: ACCESS TO THE CITY HALL COUNCIL CHAMBER IS FROM THE NORTH SIDE OF THE TWO-STORY CITY HALL BUILDING VIA THE COURTYARD.

PUBLISH: June 9, 2016
THE SAN GABRIEL VALLEY EXAMINER

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8428-022-013

**KAITZ PAUL H AND BARBARA J TRUST KAITZ
FAMILY TRUS**
2739 STEEPLECHASE LN
DIAMOND BAR CA 91765

8428-022-012

WEHNER AMBROSE S
17922 SKY PARK CIR UNIT A
IRVINE CA 92614

8428-022-016

NGA PROPERTIES LLC
6371 PERIDOT AVE
ALTA LOMA CA 91701

8428-022-014

**WARREN DOROTHY J TRUST A AND D
WARREN TRUST**
34197 PACIFIC COAST HWY STE 203
DANA POINT CA 92629

8429-004-900

COVINA CITY
COVINA CA 91722

8429-006-006

**OKURA GREGG N TRUST SUMIKO OKUR
TRUST AND**
712 JENSEN PL
PLACENTIA CA 92870

8428-022-015

COVINA ASSOCIATES LLC
320 PARK VISTA ST
ANAHEIM CA 92806

8429-006-008

GRAND LAND HOLDINGS LLC
25431 CABOT RD UNIT 102
LAGUNA HILLS CA 92653

8429-006-012

1-DAY PROPERTIES INC
600 ANTON BLVD FL 11TH
COSTA MESA CA 92626

8429-006-017

**OKURA GREGG N TRUST SUMIKO OKURA
TRUST**
712 JENSEN PL
PLACENTIA CA 92870

8429-006-011

ADAYA ASSET EDNA PLACE L P
11400 W OLYMPIC BLVD STE 860
LOS ANGELES CA 90064

8428-022-009

GRAND COVINA LLC
PO BOX 2423
SANTA ANA CA 92707

8429-006-018

BENTLY REAL ESTATE LLC
100 N BARRANCA ST UNIT 900
WEST COVINA CA 91791-1662

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RESOLUTION NO. 2016-017 PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA RECOMMENDING THAT THE CITY COUNCIL OF THE CITY OF COVINA ADOPT ORDINANCE NO. 16-____, APPROVING ZONE CHANGE (ZCH) 16-001, TO CHANGE THE ZONING CLASSIFICATION OF REAL PROPERTY LOCATED AT 731 NORTH GRAND AVENUE (APN: 8429-006-006) ON THE NORTHWEST CORNER OF GRAND AVENUE AND EDNA PLACE FROM C-2 "NEIGHBORHOOD SHOPPING CENTER" TO C-4 "HIGHWAY COMMERCIAL," AND MAKE A DETERMINATION OF EXEMPTION UNDER CEQA

WHEREAS, California Government Code, Section 65800 *et seq.* authorizes the adoption and administration of zoning laws, ordinances, rules and regulations by cities as a means of implementing the General Plan; and

WHEREAS, City staff has prepared proposed Ordinance No. 16-____, which would amend the zoning classification for the real property generally located at the northwest corner of Grand Avenue and Edna Place and which address is 731 North Grand Avenue (APN: 8429-006-006) (the "Subject Property") from C-2 "Neighborhood Shopping Center" to C-4 "Highway Commercial"; and

WHEREAS, Section 17.80.080 of the CMC provides that any zone change shall be made according to the procedure set forth in CMC Sections 17.80.090 through 17.80.150; and

WHEREAS, Section 17.80.090 B. of the CMC provides that the City Council may initiate proceedings by motion and then submit the matter to the Planning Commission for public hearings; and

WHEREAS, Section 17.80.110 of the CMC provides that the Planning Department must investigate the facts bearing on the proposed zone change and must provide information necessary to assure action consistent with the intent of Title 17 of the CMC and the City's General Plan; and

WHEREAS, Section 17.80.120 A. of the CMC provides that the Planning Director must set a hearing date on a proposed zone change to not less than 15 nor more than 60 days after the initiating motion by the City Council; and

WHEREAS, Section 17.80.120 B. of the CMC provides that notice of the required public hearings must (1) contain the time and place of the hearing and a general description of the area proposed for change, (2) be published in a newspaper of general circulation in the city not less than 10 days before the date set for the hearing, (3) be mailed to all persons whose names and addresses appear on the latest available assessment roll of the County of Los Angeles,

or are known to the City's Planning Director, as owning property within a distance of 300 feet from the exterior boundaries of the subject property not less than 10 days before the date set for the hearing; and

WHEREAS, Section 17.80.130 A. of the CMC provides that the Planning Commission must, not less than 15 nor more than 60 days after the publication of the legal notice of a public hearing on an zone change, hold the public hearing; and

WHEREAS, Government Code Section 65855 provides that any recommendation by the Planning Commission on a zone change must include the reasons for the recommendation, the relationship of the proposed zone change to applicable general and specific plans; and

WHEREAS, Section 17.80.130 B. of the CMC provides that within 30 days after the conclusion of the public hearing, the Planning Commission must announce its decision, which decision must recommend either approval or disapproval of the proposed zone change, must set forth findings in support of the recommendation, and may not enlarge the area of the proposed zone change in any way; and

WHEREAS, Section 17.80.130 C. of the CMC provides that the Planning Commission's decision must immediately be filed with the City Council; and

WHEREAS, notice of the public hearing concerning the proposed Ordinance No. 16-____ was published in the San Gabriel Valley Examiner on June 8, 2016 in accordance with CMC Section 17.80.120 B. 1.; and

WHEREAS, the Planning Commission has carefully considered all pertinent testimony and the staff report presented during a duly noticed public hearing on June 28, 2016, concerning proposed Ordinance No. 16-_____.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Community Development Department staff has determined that the proposed Zone Change for the Subject Property is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the proposed Zone Change will have a significant effect on the environment, directly or indirectly. The Subject Property is developed with a building and parking area and is presently unoccupied. The proposed Zone Change from a C-2 "Neighborhood Shopping Center" classification to a C-4 "Highway Commercial" classification is consistent with the General Plan. The proposed Zone Change will increase the types of uses permitted on the Subject Property. However, future development of the Subject Property will be subject to environmental analysis pursuant to CEQA. The Planning Commission has reviewed the Community Development Department staff's determination of exemption, and recommends that the City Council, based on its own independent judgment, concur in staff's determination that the proposed Zone Change is exempt from CEQA.

SECTION 2. Based on the evidence in the record, the Planning Commission recommends that the City Council of the City of Covina find that the proposed Zone Change will make it easier to attract a variety of new businesses to the existing but un-occupied building. The re-use of the Subject Property will not adversely affect the public health, safety, or welfare, but bolster the economic vitality in the City's commercial zones consistent with the City's Strategic Plan economic development goal to promote a strong, diverse local economy. Objectives for this goal include:

- Encouraging and facilitating the development of commercial establishments that serve the needs of the local community and region including restaurants and shopping opportunities, creating quality jobs, and supporting the region's leading trade and industry clusters...; and
- Implement land use policies that support growth and development while continuing to promote a balanced community through strategic General Plan and Zoning Code amendments and Zone Changes...

SECTION 3. Based on the evidence in the record, the Planning Commission recommends that the City Council of the City of Covina find that the proposed Zone Change is consistent with the following General Plan policies:

- It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation, and related economic spillovers (Land Use Element, General Land Use Policy 1a 3). The proposed Zone Change to C-4 "Highway Commercial" will reduce the amount of time for new businesses to occupy the Subject Property.
- It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare. (Land Use Element, General Land Use Policy 1a 4).
- It accommodates growth consistent with current general land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints. (Land Use Element, General Land Use Policy 1a 5).
- It is receptive to new businesses to occupy the Subject Property, which would add to the community's vitality by providing a well-recognized business or store, or a high sales-tax generating or job-providing operation. (Land Use Element, General Land Use Policy 1a 13).
- It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community

image enhancement, and jobs-to housing ratio maximization by encouraging new businesses to locate in the City. (Land Use Element, General Land Use Policy 3a 4).

- It expands uses in existing commercial areas where they now exist, which are along and around major streets, at larger intersections, in appropriate “pockets” and in particular complexes. (Land Use Element, General Land Use Policy 3a 12).

SECTION 4. Based on the entire record before the Planning Commission, all written and oral evidence presented to the Planning Commission, and the findings made in Sections 1 through 3 of this Resolution, the Planning Commission hereby recommends that the City Council introduce the first reading and adopt proposed Ordinance No. 16-____, attached to this Resolution as Attachment “A” and entitled:

“AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, APPROVING ZONE CHANGE (ZCH) 16-001, TO CHANGE THE ZONING CLASSIFICATION OF REAL PROPERTY LOCATED AT 731 NORTH GRAND AVENUE (APN: 8429-006-006) ON THE NORTHWEST CORNER OF GRAND AVENUE AND EDNA PLACE FROM C-2 “NEIGHBORHOOD SHOPPING CENTER” TO C-4 “HIGHWAY COMMERCIAL” -, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA”

SECTION 5. The Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the members of the Planning Commission of Covina this 28th day of June 2016.

CHARLES HODAPP, CHAIRMAN
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 28th day of June, 2016, by the following vote of the Planning Commission:

AYES:

NOES:

ABSENT:

ABSTAIN:

COVINA PLANNING COMMISSION SECRETARY

Attachment "A"

ORDINANCE NO. 16-__

AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, APPROVING ZONE CHANGE (ZCH) 16-001, TO CHANGE THE ZONING CLASSIFICATION OF REAL PROPERTY LOCATED AT 731 NORTH GRAND AVENUE (APN: 8429-006-006) ON THE NORTHWEST CORNER OF GRAND AVENUE AND EDNA PLACE FROM C-2 "NEIGHBORHOOD SHOPPING CENTER" TO C-4 "HIGHWAY COMMERCIAL", AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

THE CITY COUNCIL OF THE CITY OF COVINA DOES ORDAIN AS FOLLOWS:

SECTION 1. On June 14, 2016, the Planning Commission conducted a duly noticed public hearing regarding the proposed Zone Change (ZCH) 16-001, and following the receipt of public testimony, closed the hearing and adopted Resolution No. 16-017 PC, recommending that the City Council adopt the proposed Zone Change.

SECTION 2. On _____, 2016, the City Council conducted a duly noticed public hearing regarding the proposed Zone Change, and following the receipt of public testimony, closed the hearing.

SECTION 3. Community Development Department staff has determined that the proposed Zone Change is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines 15061(b)(3) because it can be seen with certainty that there is no possibility that the proposed Zone Change will have a significant effect on the environment, directly or indirectly. The Subject Property is developed with a building and parking area and is presently unoccupied. The proposed Zone Change from a C-2 "Neighborhood Shopping Center" classification to a C-4 "Highway Commercial" classification is consistent with the General Plan. The proposed Zone Change will increase the types of uses permitted on Subject Property. However, future development of the Subject Property will be subject to environmental analysis pursuant to CEQA. The City Council, based on its own independent judgment, concurs in staff's determination that the proposed Zone Change is exempt from CEQA.

SECTION 4. The City Council of the City of Covina does hereby find, determine and declare that:

A. The proposed Zone Change will make it easier to attract a variety of new businesses to the existing but un-occupied building. The re-use of the Subject Property will not adversely affect the public health, safety, or welfare, but bolster the economic vitality in the

City's commercial zones, consistent with the City's Strategic Plan economic development goal to promote a strong, diverse local economy. Objectives for this goal include:

1. Encouraging and facilitating the development of commercial establishments that serve the needs of the local community and region including restaurants and shopping opportunities, creating quality jobs, and supporting the region's leading trade and industry clusters...; and

2. Implement land use policies that support growth and development while continuing to promote a balanced community through strategic General Plan and Zoning Code amendments...

B. The proposed Zone Change is consistent with the following General Plan policies:

1. It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation, and related economic spillovers (Land Use Element, General Land Use Policy 1a 3). The proposed Zone Change to C-4 "Highway Commercial" will reduce the amount of time for new businesses to occupy the Subject Property.

2. It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare. (Land Use Element, General Land Use Policy 1a 4).

3. It accommodates growth consistent with current general land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints. (Land Use Element, General Land Use Policy 1a 5).

4. It is receptive to new businesses to occupy the Subject Property, which would add to the community's vitality by providing a well-recognized business or store, or a high sales-tax generating or job-providing operation. (Land Use Element, General Land Use Policy 1a 13).

5. It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to housing ratio maximization by encouraging new businesses to locate in the City. (Land Use Element, General Land Use Policy 3a 4).

6. It expands uses in existing commercial areas where they now exist, which are along and around major streets, at larger intersections, in appropriate "pockets" and in particular complexes. (Land Use Element, General Land Use Policy 3a 12).

SECTION 5. The City Council of the City of Covina does hereby approve Zone Change (ZCH) 16-001 and direct the Director of Community Development to cause the amendment of the Official Zoning Map of the City of Covina as follows:

The Zoning District for the real property located at 731 North Grand Avenue (Assessor Parcel Map No. 8439-006-006) on the northwest corner of Grand Avenue and Edna Place is changed from C-2 "Neighborhood Shopping Center" to C-4 "Highway Commercial."

SECTION 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 7. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 8. Effective Date. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the 31st day after its passage.

SECTION 9. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

SECTION 10. Notification. Within 30 days of the effective date of this Ordinance, the City Clerk shall notify the Los Angeles County Assessor of passage and adoption of this Ordinance and Zone Change (ZCH) 16-001 in accordance with Section 65863.5 of the Government Code.

PASSED, APPROVED and ADOPTED this ___ day of _____, 2016.

City Council of Covina, California

BY: _____

KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Ordinance No. 16 - _____ was introduced for first reading at a REGULAR meeting on the ____ day of _____, 2016. Thereafter, said Ordinance was duly approved and adopted at a REGULAR meeting of said City Council on the ____ day of _____, 20__, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk



CITY OF COVINA

AGENDA REPORT

ITEM NO. PH 7

MEETING DATE: July 19, 2016

TITLE: **Ordinance No. 16-2057** - Zoning Code Amendment (ZCA) 16-002, a request to amend Section 17.54.030(S)(T)(U) of Chapter 17.04 to Title 17 (Zoning Ordinance) of the Covina Municipal Code to eliminate the distance requirement of 1,000 feet for on-site wine tasting in conjunction with a winery and on-site beer tasting in conjunction with a small brewery, which affect properties Citywide.

PRESENTED BY: Brian K. Lee, AICP, Director of Community Development

RECOMMENDATION: Waive full reading, read by title only, and introduce for first reading **Ordinance No. 16-2057** entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING SUBSECTIONS S. AND T. OF SECTION 17.54.030 (USES PERMITTED SUBJECT TO CONDITIONAL USE PERMIT) OF CHAPTER 17.54 (LIGHT MANUFACTURING ZONE) OF TITLE 17 (ZONING) OF THE COVINA MUNICIPAL CODE TO ELIMINATE THE ONE THOUSAND FOOT DISTANCE REQUIREMENT BETWEEN ON-SITE BEER AND WINE TASTING IN CONJUNCTION WITH CRAFT MICRO-BREWERIES AND ARTISAN WINE-MAKING IN THE M-1 ZONE.".

BACKGROUND

Currently, the City of Covina allows for micro-breweries and artisan wine-making with on-site tasting uses within the M-1 (Light Industrial) Zone, pursuant to the provisions of Covina Municipal Code Section 17.54.030.S, T, U and V. However, CMC Section 17.54.030.T requires a minimum 1,000 foot separation between micro-breweries and/or craft winemaking facilities with on-site tasting.

The proposed Economic Development Initiative No. 1 is the first in a series of Economic Development Initiatives seeking to position Covina to attract unique, vibrant and emerging economic trends to raise Covina's profile within the larger East San Gabriel Valley region. The Planning Commission considered and discussed this proposed amendment to the M-1 Zone standards at a noticed Public Hearing on June 14, 2016. At the conclusion of the June 14, 2016 Public Hearing, the Planning Commission adopted PC Resolution No. 2016-013PC recommending to the City Council adoption of Zoning Code Amendment (ZCA) 16-002.

DISCUSSION

One quickly emerging economic dynamic is the craft brewing, wine-making and artisan "small batch" distilling trends. This niche has been particularly embraced by young professionals and

the “millennial generation”. There’s been a lot of discussion, research and speculation as to how this economic trend has grown, but one aspect appears to be how this niche fits into the “farm-to-table”, “foodie” and “locally grown” trends. This trend has shown no sign of slowing; and appears to be accelerating.

In a 2012 Economic Impact Study prepared by the University of California, Berkley - Goldman School of Public Policy for the California Craft Brewers Association stated, “The craft brewing industry in California is thriving due to rising consumer demand despite being on the heels of the most significant recession since the Great Depression. Providing a product as diverse as the state itself, the California craft brewing industry is an integral part of the state’s economy. Producing approximately 2.2 million barrels in 2011 – equating to one in five craft beers brewed in the United States – California’s craft brewers contribute to the state’s economy. In 2011, the 243 breweries considered in this study generated approximately \$3 billion in total economic impact in California contributing significantly to the state’s total economy.” (Source: California Craft Brewing Industry: An Economic Impact Study – 2012)

Because of the logistical and operational considerations of micro-brewing, craft winemaking and artisan distilling; the building space requirements are most typically met through light industrial buildings. For example, micro-brewing of beer requires generous floor area for the kettle and vat system, storage of large sacks of hops, barley and other grains, cold storage, container storage and open floor area to move and prepare the brewed product.

In order to be successful, craft micro-breweries and artisan winemakers need to have a tasting room component. The on-site tasting room provides two (2) important features; first, to provide an outlet for customers to taste (and then purchase) the product that is manufactured on the premises; and second, to foster a congenial atmosphere amongst patrons and the proprietor that has become a significant element in the craft micro-brewery and artisan winemaking world.

Therefore, the current Covina Municipal Code standards that require a minimum 1,000 foot separation between on-site craft micro-breweries and artisan winemaking operations create a disincentive for this emerging industry group to do business in Covina. As with other “category industries”, such as automobile sales, restaurants and even retail bridal showrooms; micro-breweries and winemaking appear to enjoy the synergy of locating in the vicinity of other similar operations. A good example is the rapid emergence of the “Hop Highway” area of northern San Diego County, which is located along Highway 78, connecting Oceanside to Escondido. In 2013, the San Diego Union-Tribune noted that the region has become north San Diego County’s third largest tourist draw, behind Legoland and San Diego Zoo’s Safari Park.

The goal of the Economic Development Initiative No. 1 is much more modest, but the purpose is to create a potential to nurture the very robust and emerging industry of craft beer micro-brewing and artisan winemaking in Covina.

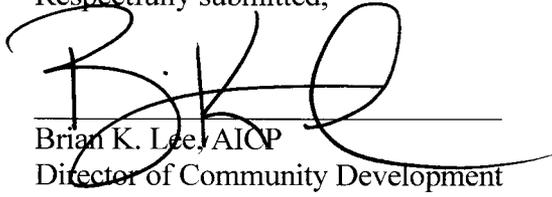
FISCAL IMPACT

None at this time.

ENVIRONMENTAL DETERMINATION

This action qualifies for a Class 5 Categorical Exemption pursuant to the provisions of CEQA.

Respectfully submitted,



Brian K. Lee, AICP
Director of Community Development

ATTACHMENTS:

1. Ordinance No. 16-2057
2. Planning Commission Resolution No. 2016-013PC
3. June 14, 2016 Planning Commission Staff Report

ORDINANCE NUMBER 16-2057

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING SUBSECTIONS S., T. AND U. OF SECTION 17.54.030 (USES PERMITTED SUBJECT TO CONDITIONAL USE PERMIT) OF CHAPTER 17.54 (LIGHT MANUFACTURING ZONE) OF TITLE 17 (ZONING) OF THE COVINA MUNICIPAL CODE TO ELIMINATE THE ONE THOUSAND FOOT DISTANCE REQUIREMENT BETWEEN ON-SITE BEER AND WINE TASTING IN CONJUNCTION WITH CRAFT MICRO-BREWERIES AND ARTISAN WINE-MAKING IN THE M-1 ZONE

THE CITY COUNCIL OF THE CITY OF COVINA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The Planning Commission of the City of Covina initiated an amendment to the City's Zoning Ordinance, as set forth in Section 5 of this Ordinance, to eliminate the one thousand foot distance requirement for on-site tastings in conjunction with craft micro-breweries and artisan wine-making in the M-1 Zone (the "proposed Zoning Code Amendment").

SECTION 2. On June 14, 2016, the Planning Commission conducted a duly noticed public hearing regarding the proposed Zoning Code Amendment, and following the receipt of public testimony, closed the hearing and adopted Resolution No. 2016-015 PC, recommending that the City Council adopt the proposed Zoning Code Amendment.

SECTION 3. On July 19, 2016, the City Council conducted a duly noticed public hearing regarding the proposed Zoning Code Amendment, and following the receipt of public testimony, closed the hearing.

SECTION 4. Community Development Department staff has determined that the proposed Zoning Code Amendment would not result in, or have a potential for resulting in, either a direct or indirect physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and, accordingly, does not qualify as a "project" under the California Environmental Quality Act ("CEQA") (Cal. Pub. Resources Code, Section 21000 *et. seq.*) and the CEQA Guidelines (Cal. Code Regs., tit. 14, Section 15000 *et. seq.*), as defined in CEQA Section 21065 and CEQA Guidelines Section 15378. The proposed Zoning Code Amendment amends the City's regulations regarding a 1,000 foot distance requirement between craft micro-breweries and artisan wine-making that offer on-site tastings in the M-1 Zone. The City Council, based on its own independent judgement, concurs in staff's determination that the proposed Zoning Code Amendment is exempt from CEQA.

SECTION 5. The City Council of the City of Covina does hereby find, determine and declare that:

A. The proposed Zoning Code Amendment is consistent with the following General Plan policies:

1. It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation and related economic spillovers (Land Use Element, General Plan Policy 1a 3). The proposed amendment provides breweries and wineries flexibility in selecting a suitable location with the City's M-1 Zone.

2. It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare (Land Use Element, General Land Use Policy 1a 4).

3. It accommodates growth consistent with current general plan land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints (Land Use Element, General Plan Use Policy 1a 5).

4. It is receptive to the development of local breweries and wineries which would add to the community's vitality by allowing for new businesses and jobs (Land Use Element, General Land Use Policy 1a 13).

5. It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to housing ratio maximization by encouraging small breweries and wineries geared towards direct-to-consumer services to locate in the City (Land Use Element, General Land Use Policy 3a 4).

6. It will help to maintain the City's variety and abundance of viable, small-to medium-size industrial/light manufacturing, processing, assembling, wholesaling, and related operations for reasons pertaining to employment, community image enhancement, and jobs-to-housing ratio maximization by eliminating the distance requirement between on-site breweries and wineries within the M-1 Zone (Land Use Element, General Land Use Policy 3a 5).

7. It does not promote "heavy" or industrial-intensive operations as prohibited by Land Use Element, General Land Use Policy 3a 6.

8. It is accommodating of the newer trend towards direct-to-consumer models for small breweries and wineries. Accommodating such developments by eliminating the 1,000 foot distance requirement does not adversely affect the integrity of established commercial and/or industrial areas, does not encroach into residential neighborhoods, and does not impose an undue burden on local infrastructure or services consistent with Land Use Element, General Land Use Policy 3a 7.

9. It expands uses in existing commercial and industrial areas consistent with Land Use Element, General Land Use Policy 3a 12.

B. The proposed Zoning Code Amendment will make it easier for business owners to establish on-site beer and wine tasting/taprooms in the M-1 Zone, subject to approval of a conditional use permit, without adversely affecting the public health, safety, or welfare, and bolster the economic vitality in the City's M-1 Zone, consistent with the City's Strategic Plan economic development goal to promote a strong, diverse local economy. Objectives for this goal include:

1. Encouraging and facilitating the development of commercial establishments that serve the needs of the local community and region including restaurants and shopping opportunities, creating quality jobs, and supporting the region's leading trade and industry clusters; and,

2. Implement land use policies that support growth and development while continuing to promote a balanced community through strategic General Plan and Zoning Code amendments.

C. The proposed Zoning Code Amendment may bolster the vitality in and around properties in the M-1 Zone because eliminating the distance requirement will ease the regulations for on-site beer and wine tasting/taproom uses, encouraging such economically positive uses to locate within the M-1 Zone.

SECTION 6. Subsection S. and T. of Section 17.54.030 ("Uses Permitted Subject to Conditional Use Permit") of Chapter 17.54 ("M-1 Light Manufacturing Zone) of Title 17 (Zoning) of the Covina Municipal Code is hereby amended to read as follows:

"S. On-site wine tasting in conjunction with a winery, as defined by the State Department of Alcoholic Beverage Control (ABC) as a business having only a Type 02 license (winegrower/winery), as opposed to any other ABC license classification;

T. On-site beer tasting in conjunction with a small brewery, as defined by the State Department of Alcoholic Beverage Control (ABC) as a business having only a Type 23 license (small beer manufacturer), as opposed to any other ABC license classification;”

SECTION 7. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 8. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 9. Effective Date. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the 31st day after its passage.

SECTION 10. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

PASSED, APPROVED and ADOPTED this ____ day of _____, 2016.

City Council of Covina, California

BY:

KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Ordinance No. 16-2057 was introduced for first reading at a REGULAR meeting on the 19th day of July, 2016. Thereafter, said Ordinance was duly approved and adopted at a REGULAR meeting of said City Council on the ____ day of _____, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk

RESOLUTION NO. 2016-015 PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA RECOMMENDING THAT THE CITY COUNCIL OF THE CITY OF COVINA ADOPT ORDINANCE NO. 16-____, AMENDING SUBSECTIONS S. AND T. OF SECTION 17.54.030 (USES PERMITTED SUBJECT TO CONDITIONAL USE PERMIT) OF CHAPTER 17.54 (M-1 LIGHT MANUFACTURING ZONE) OF TITLE 17 (ZONING) OF THE COVINA MUNICIPAL CODE TO ELIMINATE THE ONE THOUSAND FOOT DISTANCE REQUIREMENT BETWEEN ON-SITE WINE AND BEER TASTING IN CONJUNCTION WITH WINERIES AND SMALL BREWERIES IN THE M-1 ZONE

WHEREAS, California Government Code, Section 65800 *et seq.* authorizes the adoption and administration of zoning laws, ordinances, rules and regulations by cities as a means of implementing the General Plan; and

WHEREAS, City staff has prepared proposed Ordinance No. 16-____, which would amend Subsections S. and T. of Section 17.54.030 (“Uses Permitted Subject to Conditional Use Permit”) of Chapter 17.54 (“M-1 Light Manufacturing Zone”) of Title 17 (“Zoning”) of the Covina Municipal Code (“CMC”) to eliminate the one-thousand foot distance requirement between wineries and small breweries with on-site wine and beer tasting in the M-1 Zone of the City; and

WHEREAS, Section 17.80.010 of the CMC provides that any amendment to the text of Title 17 of the CMC that removes or modifies any such regulation theretofore imposed shall be made according to the procedure set forth in CMC Sections 17.80.020 through 17.80.070; and

WHEREAS, Section 17.80.020 of the CMC provides that the Planning Commission may initiate proceedings by motion and then hold public hearings and make a recommendation as provided in Chapter 17.80 of the CMC; and

WHEREAS, Section 17.80.030 of the CMC provides that the Planning Department must study the proposed ordinance amendment and must provide information necessary to assure action consistent with the intent of Title 17 of the CMC and the City’s General Plan; and

WHEREAS, Section 17.80.040 A. of the CMC provides that the Planning Director must set a hearing date on a proposed amendment to Title 17 of the CMC not less than 15 nor more than 60 days after the initiating motion by the Planning Commission; and

WHEREAS, Sections 17.80.040 B. and C. of the CMC provide that notice of the required public hearings must (1) be given in the manner required under Section 17.80.040, (2) contain the time and place of the hearing and the general purpose of the proposed amendment and (3) be published in a newspaper of general circulation in the city not less than 10 days before the date set for the hearing; and

WHEREAS, Section 17.80.050 A. of the CMC provides that the Planning Commission must, not less than 15 nor more than 60 days after the publication of the legal notice of a public

hearing on an ordinance amendment, hold the public hearing; and

WHEREAS, Government Code Section 65855 provides that any recommendation by the Planning Commission of an ordinance amendment must include the reasons for the recommendation, the relationship of the proposed amendment to applicable general and specific plans; and

WHEREAS, Section 17.80.050 B. of the CMC provides that any recommendation by the Planning Commission of an ordinance amendment shall require the affirmative vote of not less than two-thirds of the total voting members after at least one public hearing; and

WHEREAS, Section 17.80.050 C. of the CMC provides that within 30 days after the conclusion of the public hearing, the Planning Commission must file its recommendation with the City Council, together with a report of findings, hearings and other supporting data; and

WHEREAS, notice of the public hearing concerning the proposed Ordinance No. 16-___ was published in the San Gabriel Valley Examiner on May 26, 2016 in accordance with CMC Section 17.80.040; and

WHEREAS, the Planning Commission has carefully considered all pertinent testimony and the staff report presented during a duly noticed public hearing on June 14, 2016, concerning proposed Ordinance No. 16-___.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Community Development Department staff has determined that the proposed Zoning Code Amendment would not result in, or have a potential for resulting in, either a direct or indirect physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and, accordingly, does not qualify as a "project" under the California Environmental Quality Act ("CEQA") (Cal. Pub. Resources Code, § 21000 *et. seq.*) and the CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 *et. seq.*), as defined in CEQA Section 21065 and CEQA Guidelines Section 15378. The proposed Zoning Code Amendment amends the City's regulations regarding a 1,000 foot distance requirement between wineries and small breweries that offer on-site tastings in the M-1 Zone. The Planning Commission has reviewed the Community Development Department staff's determination of exemption, and recommends that the City Council, based on its own independent judgment, concur in staff's determination that the proposed Zoning Code Amendment is exempt from CEQA.

SECTION 2. Based on the evidence in the record, the Planning Commission recommends that the City Council of the City of Covina find that the proposed Zoning Code Amendment will make it easier for business owners to establish on-site wine and beer tasting/taprooms in the M-1 Zone, subject to approval of a conditional use permit, without adversely affecting the public health, safety, or welfare, and bolster the economic vitality in the City's M-1 Zone, consistent with the City's Strategic Plan economic development goal to promote a strong, diverse local economy. Objectives for this goal include:

- Encouraging and facilitating the development of commercial establishments that serve the needs of the local community and region including restaurants and shopping opportunities, creating quality jobs, and supporting the region's leading trade and industry clusters...; and
- Implement land use policies that support growth and development while continuing to promote a balanced community through strategic General Plan and Zoning Code amendments...

SECTION 3. Based on the evidence in the record, the Planning Commission recommends that the City Council of the City of Covina find that the proposed Zoning Code Amendment is consistent with the following General Plan policies:

- It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation, and related economic spillovers (Land Use Element, General Land Use Policy 1a 3). The proposed amendment provides wineries and breweries flexibility in selecting a suitable location within the City's M-1 Zone.
- It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare (Land Use Element, General Land Use Policy 1a 4).
- It accommodates growth consistent with current general land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints (Land Use Element, General Land Use Policy 1a 5).
- It is receptive to the development of local wineries and breweries which would add to the community's vitality by allowing for new businesses and jobs (Land Use Element, General Land Use Policy 1a 13).
- It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to housing ratio maximization by encouraging wineries and small breweries geared towards direct-to-consumer services to locate in the City (Land Use Element, General Land Use Policy 3a 4).
- It will help to maintain the City's variety and abundance of viable, small- to medium-size industrial/light manufacturing, processing, assembling, wholesaling, and related operations for reasons pertaining to employment, community image enhancement, and jobs-to-housing ratio maximization by eliminating the distance requirement between on-site wineries and breweries within the M-1 Zone (Land Use Element, General Land Use Policy 3a 5).
- It does not promote "heavy" or industrial-intensive operations as prohibited by Land Use Element, General Land Use Policy 3a 6.

- It is accommodating of the newer trend towards direct-to-consumer models for wineries and small breweries. Accommodating such developments by eliminating the 1,000 foot distance requirement does not adversely affect the integrity of established commercial and/or industrial areas, does not encroach into residential neighborhoods, and does not impose an undue burden on local infrastructure or services consistent with Land Use Element, General Land Use Policy 3a 7.
- It expands uses in existing commercial and industrial areas consistent with Land Use Element, General Land Use Policy 3a 12.

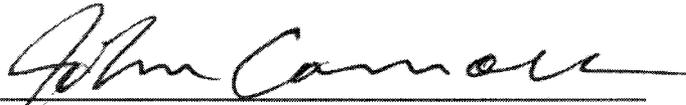
SECTION 4. Based on the evidence in the record, the Planning Commission also recommends that the City Council find that the proposed Zoning Code Amendment may bolster the vitality in and around properties in the M-1 Zone because eliminating the distance requirement will ease the regulations for on-site wine and beer tasting/taproom uses, encouraging such economically positive uses to locate within the M-1 Zone.

SECTION 5. Based on the entire record before the Planning Commission, all written and oral evidence presented to the Planning Commission, and the findings made in Sections 1 through 4 of this Resolution, the Planning Commission hereby recommends that the City Council introduce for first reading and adopt proposed Ordinance No. 16-____, attached to this Resolution as Attachment "A" and entitled:

"AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, AMENDING SUBSECTIONS S. AND T. OF SECTION 17.54.030 (USES PERMITTED SUBJECT TO CONDITIONAL USE PERMIT) OF CHAPTER 17.54 (M-1 LIGHT MANUFACTURING ZONE) OF TITLE 17 (ZONING) OF THE COVINA MUNICIPAL CODE TO ELIMINATE THE ONE THOUSAND FOOT DISTANCE REQUIREMENT BETWEEN ON-SITE WINE AND BEER TASTING IN CONJUNCTION WITH WINERIES AND SMALL BREWERIES IN THE M-1 ZONE OF THE CITY, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA"

SECTION 6. The Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the members of the Planning Commission of Covina this 14th day of June, 2016.



 JOHN CONNORS, VICE CHAIRMAN
 CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 14th day of June, 2016, by the following vote of the Planning Commission:

AYES: CONNORS, MANNING, MCMEEKIN, PATTERSON
NOES: NONE
ABSENT: HODAPP
ABSTAIN: NONE



COVINA PLANNING COMMISSION SECRETARY

Attachment "A"

AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, AMENDING SUBSECTIONS S. AND T. OF SECTION 17.54.030 (USES PERMITTED SUBJECT TO CONDITIONAL USE PERMIT) OF CHAPTER 17.54 (M-1 LIGHT MANUFACTURING ZONE) OF TITLE 17 (ZONING) OF THE COVINA MUNICIPAL CODE TO ELIMINATE THE ONE THOUSAND FOOT DISTANCE REQUIREMENT BETWEEN ON-SITE WINE AND BEER TASTING IN CONJUNCTION WITH WINERIES AND SMALL BREWERIES IN THE M-1 ZONE OF THE CITY, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA.

THE CITY COUNCIL OF THE CITY OF COVINA DOES ORDAIN AS FOLLOWS:

SECTION 1. The Planning Commission of the City of Covina initiated an amendment to the City's Zoning Ordinance, as set forth in Section 5 of this Ordinance, to eliminate the one thousand foot distance requirement for on-site tastings in conjunction with wineries and small breweries in the M-1 Zone (the "proposed Zoning Code Amendment").

SECTION 2. On June 14, 2016, the Planning Commission conducted a duly noticed public hearing regarding the proposed Zoning Code Amendment, and following the receipt of public testimony, closed the hearing and adopted Resolution No. 16-____ PC, recommending that the City Council adopt the proposed Zoning Code Amendment.

SECTION 3. On _____, 2016, the City Council conducted a duly noticed public hearing regarding the proposed Zoning Code Amendment, and following the receipt of public testimony, closed the hearing.

SECTION 4. Community Development Department staff has determined that the proposed Zoning Code Amendment would not result in, or have a potential for resulting in, either a direct or indirect physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and, accordingly, does not qualify as a "project" under the California Environmental Quality Act ("CEQA") (Cal. Pub. Resources Code, § 21000 *et. seq.*) and the CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 *et. seq.*), as defined in CEQA Section 21065 and CEQA Guidelines Section 15378. The proposed Zoning Code Amendment amends the City's regulations regarding a 1,000 foot distance requirement between wineries and small breweries that offer on-site tastings in the M-1 Zone. The City Council, based on its own independent judgment, concurs in staff's determination that the proposed Zoning Code Amendment is exempt from CEQA.

SECTION 5. The City Council of the City of Covina does hereby find, determine and declare that:

A. The proposed Zoning Code Amendment is consistent with the following General Plan policies:

1. It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation, and related economic spillovers (Land Use Element, General Land Use Policy 1a 3). The proposed amendment provides wineries and breweries flexibility in selecting a suitable location within the City's M-1 Zone.

2. It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare (Land Use Element, General Land Use Policy 1a 4).

3. It accommodates growth consistent with current general land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints (Land Use Element, General Land Use Policy 1a 5).

4. It is receptive to the development of local wineries and breweries which would add to the community's vitality by allowing for new businesses and jobs (Land Use Element, General Land Use Policy 1a 13).

5. It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to housing ratio maximization by encouraging wineries and small breweries geared towards direct-to-consumer services to locate in the City (Land Use Element, General Land Use Policy 3a 4).

6. It will help to maintain the City's variety and abundance of viable, small-to medium-size industrial/light manufacturing, processing, assembling, wholesaling, and related operations for reasons pertaining to employment, community image enhancement, and jobs-to-housing ratio maximization by eliminating the distance requirement between on-site wineries and breweries within the M-1 Zone (Land Use Element, General Land Use Policy 3a 5).

7. It does not promote "heavy" or industrial-intensive operations as prohibited by Land Use Element, General Land Use Policy 3a 6.

8. It is accommodating of the newer trend towards direct-to-consumer models for wineries and small breweries. Accommodating such developments by eliminating the 1,000 foot distance requirement does not adversely affect the integrity of established commercial and/or industrial areas, does not encroach into residential neighborhoods, and does not impose an undue burden on local infrastructure or services consistent with Land Use Element, General Land Use Policy 3a 7.

9. It expands uses in existing commercial and industrial areas consistent with Land Use Element, General Land Use Policy 3a 12.

B. The proposed Zoning Code Amendment will make it easier for business owners to establish on-site wine and beer tasting/taprooms in the M-1 Zone, subject to approval of a

conditional use permit, without adversely affecting the public health, safety, or welfare, and bolster the economic vitality in the City's M-1 Zone, consistent with the City's Strategic Plan economic development goal to promote a strong, diverse local economy. Objectives for this goal include:

1. Encouraging and facilitating the development of commercial establishments that serve the needs of the local community and region including restaurants and shopping opportunities, creating quality jobs, and supporting the region's leading trade and industry clusters...; and

2. Implement land use policies that support growth and development while continuing to promote a balanced community through strategic General Plan and Zoning Code amendments...

C. The proposed Zoning Code Amendment may bolster the vitality in and around properties in the M-1 Zone because eliminating the distance requirement will ease the regulations for on-site wine and beer tasting/taproom uses, encouraging such economically positive uses to locate within the M-1 Zone.

SECTION 6. Subsections S. and T. of Section 17.54.030 ("Uses Permitted Subject to Conditional Use Permit") of Chapter 17.54 ("M-1 Light Manufacturing Zone) of Title 17 (Zoning) of the Covina Municipal Code is hereby amended to read as follows:

"S. On-site wine tasting in conjunction with a winery, as defined by the State Department of Alcoholic Beverage Control (ABC) as a business having only a Type 02 license (winegrower/winery), as opposed to any other ABC license classification;

T. On-site beer tasting in conjunction with a small brewery, as defined by the State Department of Alcoholic Beverage Control (ABC) as a business having only a Type 23 license (small beer manufacturer), as opposed to any other ABC license classification;"

SECTION 7. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 8. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 9. Effective Date. This Ordinance shall go into effect and be in full force and

effect at 12:01 a.m. on the 31st day after its passage.

SECTION 10. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

PASSED, APPROVED and ADOPTED this ___ day of _____, 2016.

City Council of Covina, California

BY: _____

KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Ordinance No. 16 - _____ was introduced for first reading at a REGULAR meeting on the ___ day of _____, 2016. Thereafter, said Ordinance was duly approved and adopted at a REGULAR meeting of said City Council on the ___ day of _____, 20___, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk



CITY OF COVINA

PLANNING COMMISSION AGENDA REPORT
ITEM NUMBER PH 3
June 14, 2016

TO: Chairman and Members of the Planning Commission

FROM: Brian K. Lee, AICP, Director of Community Development

SUBJECT: City Initiated Application ZCA 16-002, a Zoning Code Amendment eliminating the 1,000 foot distance requirement for on-site tastings at wineries and small breweries in the M-I Zone.

BACKGROUND:

In recent years, an increasing number of wineries and breweries have begun to operate in California, and particularly, in Los Angeles County. As a result, these businesses have begun to increase local employment and provide jobs and economic development.¹

In Los Angeles County, for example, the growth of craft breweries and brew pubs has ballooned from just a handful in 2010 to more than 30 in 2015.² According to the Brewers Association, small and independent American craft brewers contributed \$6.9 billion to the California economy in 2014. This figure is derived from the total impact of beer brewed by craft brewers as it moves through the three-tier system (breweries, wholesalers and retailers), as well as all non-beer products such as food and merchandise that brewery taprooms sell. The Brewers Association also estimates that the craft brewing industry provides more than 424,000 jobs nationwide.

Additionally, a national survey of wineries shows a trend towards building and improving direct-to-consumer models. In particular, the survey revealed that many wineries operate in conjunction with wine tasting rooms, which have become an important source of revenue for the businesses.³ Recent state legislation also reflects California's commitment to encourage the continued development of the alcoholic beverage industry and the creation of local jobs.⁴

Staff reviewed the City's existing regulations on wineries and breweries, reviewed professional literature from the Brewers Association to identify industry trends, and consulted with the Covina Police Department to determine what best practices for encouraging such economic and

¹ Cal. Bus. & Prof. Code, § 23501.

² <http://www.latimes.com/business/la-fi-craft-beer-20151011-story.html>

³ <http://www.winebusiness.com/wbm/?go=getArticleSignIn&dataId=152615>

⁴ Cal. Bus. & Prof. Code, § 23501.

employment development in Covina. Staff noted that there is currently one existing beer tasting/taproom venue in the City, located at 692 Arrow Grand Circle (Alosta Brewery) in the M-1 Planned Community Development (PCD) Zone and one existing wine tasting venue, located at 158 West San Bernardino Road, Suites H & I (REV Winery) in the Town Center Specific Plan (TCSP) 4 Mixed-Use Zone.

Chapter 17.54 of the Covina Municipal Code currently allows on-site tastings at wineries and small breweries in the M-1 Zone provided they are not located within 1,000 feet of any other winery or small brewery that offers on-site tastings. Both breweries and wineries may only offer on-site tastings within the M-1 Zone with a Conditional Use Permit (CUP), provided the aforementioned distance requirement is met. However, wine tasting is currently allowed in the Town Center Commercial Zone as a use by right, with no distance requirements when the business is not itself a winery.

PROPOSED AMENDMENT

On-site wine and beer tasting in conjunction with a winery or brewery is only allowed in the light industrial (M-1) Zone. Although over 200 acres are designated for M-1 use in the City, the 1,000-foot distance requirement limits the number of wineries or breweries that can offer on-site tastings in the City. Consistent with the Strategic Plan, staff is proposing the Zoning Code Amendment to permit wineries and breweries to offer on-site tastings without the existing 1,000 foot distance requirement.

Although the distance requirement will be eliminated, the existing conditional use requirement will remain in place so that the individual uses and locations can be regulated and an application can be denied if it is found that the use and/or its location would not be in the best interests of the public peace, health or safety. Relative to police calls for service, staff consulted with the Covina Police Department regarding the proposed Zoning Code Amendment, and the Department indicated that it has no concerns with the proposal.

As more fully described in the findings below, the Strategic Plan calls for the adoption of measures that strengthen the City's economic base. It is believed that the proposed Zoning Code Amendment would further this goal.

ZONING CODE AMENDMENT FINDINGS OF FACT:

Staff recommends that the Planning Commission make the following findings recommending approval to the City Council of the proposed Zoning Code Amendment.

1. The proposed Zoning Code Amendment will make it easier for business owners to establish on-site wine and beer tasting rooms in the M-1 Zone, without adversely affecting the public health, safety, or welfare, and bolster the economic vitality in the City's M-1 Zone, consistent with the City's economic development goals.

2. The proposed Zoning Code Amendment is consistent with the following General Plan policies:
- It is consistent with the City's objective to give high priority to the maintenance and expansion of commercial and industrial uses for reasons pertaining to employment, sales tax generation, and related economic spillovers (Land Use Element, General Land Use Policy 1a 3). The proposed amendment provides wineries and breweries flexibility in selecting a suitable location within the City's M-1 Zone.
 - It is consistent with the City's objective to accommodate growth that adequately serves existing and future residents, workers, shoppers and others while protecting their health, safety, and welfare. (Land Use Element, General Land Use Policy 1a 4).
 - It accommodates growth consistent with current general land use patterns, maintains existing relative land use quantities, and respects physical and environmental resources and constraints. (Land Use Element, General Land Use Policy 1a 5).
 - It is receptive to the development of local wineries and breweries which would add to the community's vitality by allowing for new businesses and jobs. (Land Use Element, General Land Use Policy 1a 13).
 - It will help to maintain the City's variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to housing ratio maximization by encouraging wineries and small breweries geared towards direct-to-consumer services to locate in the City. (Land Use Element, General Land Use Policy 3a 4).
 - It will help to maintain the City's variety and abundance of viable, small- to medium-size industrial/light manufacturing, processing, assembling, wholesaling, and related operations for reasons pertaining to employment, community image enhancement, and jobs-to-housing ratio maximization by eliminating the distance requirement between on-site wineries and breweries within the M-1 Zone. (Land Use Element, General Land Use Policy 3a 5).
 - It does not promote "heavy" or industrial-intensive operations as prohibited by Land Use Element, General Land Use Policy 3a 6.
 - It is accommodating of the newer trend towards direct-to-consumer models for wineries and small breweries. Accommodating such developments by eliminating the 1,000 foot distance requirement does not adversely affect the integrity of established commercial and/or industrial areas, does not encroach into residential neighborhoods, and does not impose an undue burden on local infrastructure or services consistent with Land Use Element, General Land Use Policy 3a 7.

- It expands uses in existing commercial and industrial areas consistent with Land Use Element, General Land Use Policy 3a 12.

PUBLIC HEARING NOTICE AND NOTIFICATION:

The public hearing notice was published in the San Gabriel Valley Examiner newspaper on May 26, 2016.

ENVIRONMENTAL DETERMINATION:

Community Development Department staff has determined that the proposed Zoning Code Amendment would not result in, or have a potential for resulting in, either a direct or indirect physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and, accordingly, does not qualify as a "project" under the California Environmental Quality Act ("CEQA") (Cal. Pub. Resources Code , § 21000 *et. seq.*) and the CEQA Guidelines (Cal. Code Regs.), tit. 14, § 15000 *et. seq.*), as defined in CEQA Section 21065 and CEQA Guidelines Section 15378. The proposed Zoning Code Amendment amends the City's regulations regarding a 1,000 foot distance requirement between wineries and small breweries that offer on-site tastings in the M-1 Zone.

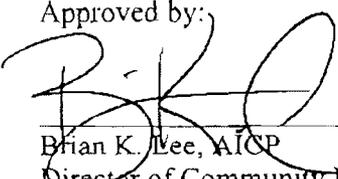
RECOMMENDATION:

Staff recommends that the Planning Commission conduct a public hearing to consider the proposed Zoning Code Amendment and, by motion, recommend approval of the proposed amendment to the City Council by adopting Planning Commission Resolution No. 2016-015 PC (Exhibit No. 1).

Prepared by:

Paula Kelly,
Contract Planner

Approved by:



Brian K. Lee, AICP
Director of Community Development

EXHIBIT:

1. Resolution No. 2016-015 PC recommending approval of the Zoning Code Amendment (ZCA 16-002) to the City Council with Attachment A - Proposed Ordinance



CITY OF COVINA

AGENDA REPORT

ITEM NO. NB 1

MEETING DATE: July 19, 2016

TITLE: Submittal of Water Supply Reliability Certification and Data Submission Form – Affirm Water Conservation Standard of 20%, as Submitted by Interim City Manager to State Water Resources Control Board

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Affirm the Interim City Manager submission of a 20% water conservation standard to the State Water Resources Control Board.

BACKGROUND:

On May 18, 2016, the State Water Resources Control Board (Board) extended its emergency water conservation regulations through the end of January 2017. The Board adopted a new approach that replaces the prior percentage based water conservation standard with a water supply deficit conservation standard based on a supply and demand analysis or “stress test.” The new conservation standard requires the City to consider its projected three-year water supply under drought conditions compared to its anticipated water demands. The self-certified conservation standard is calculated based on whether the City has sufficient water supply for the next three years, even if the drought was to continue.

This replaces the 28% mandatory conservation standard established for the City of Covina by the Board on May 5, 2015, when it adopted an emergency regulation to achieve the specific provisions of Executive Order B-29-15 issued by Governor Brown on April 1, 2015, including the mandatory 25% statewide reduction in potable urban water use between June 2015 and February 2016. The new self-certification standard also supersedes the 26% mandatory conservation standard imposed on Covina on February 2, 2016, when the Board extended the water restrictions on urban water use through October 2016, while offering “modest adjustments” to reflect climate, growth, and significant investments in new, locally developed drought-resilient potable water supplies.

The Board released guidelines for providing the self-certified conservation standard to water agencies on the afternoon of June 16, 2016. The submittal deadline of the self-certified conservation standard to the Board was June 22, 2016. Failure to submit a standard would result in the Board setting a conservation standard for the City.

DISCUSSION:

Given the short timeframe to submit the new water conservation standard to the Board, the Department of Public Works, with the approval of the Interim City Manager, submitted a self-certified conservation standard of 12% with the inclusion of a notation within the online submittal, indicating that the self-certified conservation standard is subject to the approval of the

City Council at its next available meeting. The water conservation calculations are based on the following inputs from the guidelines provided to determine the self-certification conservation standard.

X = Average annual water production for calendar years 2013 and 2014 in acre feet (AF)

Y = Projected total water available from all of Covina's water sources for the water year 2019 (AF)

Y/X = Supply shortfall as a percent of the total potable water demand

As shown on the attached Water Supply Reliability Certification and Data Submission Form, Covina's annual potable water demand (X) is 5925.54 AF. Potable Water Supply in Water Year (WY) 2019 (Y) is 5241 AF. The calculation projects Covina will have water to fulfill 88% of its estimated water demand, meaning that a 12% conservation level is necessary at a minimum. Consequently, the City submitted a self-certified conservation standard of 12% with the inclusion of a notation within the online submittal, indicating that the self-certified conservation standard is subject to the approval of the City Council at its next available meeting.

Additionally, the City also included a second notation on its online submittal, indicating that the City of Covina is self-imposing a conservation standard of 20% and will continue to publicize and implement policies and programs that will assist the City in meeting the 20% reduction per-capita in urban water consumption by the year 2020, as required in the Water Conservation Bill of 2009 (SBx7-7). The City's submission to the Board also indicated that this 20% reduction goal would also be subject to the approval of the City Council at its next available meeting.

Given the dependence on local precipitation, the fifth consecutive year of extreme drought and record low ground water levels which are expected to continue to decline, it is prudent to continue water conservation efforts, as it will take several years for groundwater resources to reach pre-drought conditions. With this in mind, it is judicious to continue conservation programs and public education outreach efforts in an effort to responsibly manage local groundwater resources and help permanently change customer water-use habits. Water conservation efforts between June 2015 and present have resulted in reducing total water demands by 23% and, if the drought continues, asking water customers to re-start conservation efforts would be difficult.

Under the scenario of a self-imposed conservation standard of 20%, the City would remain at a Level 2 Water Supply Shortage until such time as the drought emergency regulations are rescinded by the Board. Key Water Supply Shortage Measures at this level include:

- Watering or irrigating of lawn, landscape, or other vegetated area with potable water is limited to Wednesday and Saturday, from April through October and watering is limited to Wednesday only during the winter months of November through March;
- Watering or irrigating of lawn, landscape, or other vegetated area with potable water is prohibited everyday between the hours of 9:00 a.m. and 5:00 p.m.;
- Watering or irrigating of lawn, landscape, or other vegetated areas with potable water is limited to a maximum of 15 minutes per station per day;

- No runoff is allowed from irrigation; and
- Washing down hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios, or alleys, is prohibited.

The Department of Public Works has included the update of the Urban Water Management Plan (UWMP) in the proposed FY 2017 Budget, the FY 2017-2021 Capital Improvement Program, and the FY 2017 CIP Budget. The UWMP, which water suppliers are required to complete every five years in compliance with the Water Management Planning Act adopted in 1983, supports long-term resource planning and assesses the reliability of water sources over a 20-year planning horizon. The UWMP also serves to provide milestones for implementing the Water Conservation Bill of 2009 (SBx7-7) requirements. The UWMP is anticipated to be completed and brought to City Council by December 2016 for review and approval. It is anticipated that UWMP may provide additional recommendations regarding the City's water conservation standards.

At this juncture, the Department of Public Works is seeking City Council affirmation of the Water Conservation Standard of 20%, as submitted by Interim City Manager to Board on June 22, 2016.

Attached to this report are copies of the Water Supply Reliability Certification and Data Submission Form and Certification of Self-Certified Conservation Standard Form, which were submitted to the Board on June 22, 2016, pending approval by the City Council.

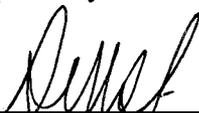
FISCAL IMPACT:

There is no direct fiscal impact from the submittal of a 20% water conservation standard, although continued customer adherence to the mandatory water conservation measures currently in place, are expected to result in no change in water sales and Water Utility revenue. The proposed fiscal year 2016-17 revenue budget for Water Sales-Retail (account no. 6010-5060-46100) is \$8,800,000 and is consistent with actual revenue received in fiscal year 2015-16.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. Although establishing a water conservation standard of 20% will have a beneficial impact to water resources due to conservation efforts, it will not have a significant impact on the overall environment.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENT:

- Attachment A: Water Supply Reliability Certification and Data Submission Form
- Attachment B: Certification of Self-Certified Conservation Standard Form
- Attachment C: Covina Municipal Code Chapter 13.06 (Water Conservation)

Guidance for the Water Supply Reliability Certification and Data Submission Form
Draft 6/15/2016

*This guidance document provides an overview of the online **Water Supply Reliability Certification and Data Submission Form** available at this web site:*

<http://drinc.ca.gov/dnn/applications/publicwatersystems/waterreliabilitycertification.aspx>

Yellow highlighted cells are data entry points. Other cells will have information automatically inserted. Calculations are not automatically generated in this document, but they are on the online form. If questions arise, please contact: Kathy Frevert at Kathy.frevert@waterboards.ca.gov

Welcome to the **Water Supply Reliability Certification and Data Submission Form** for urban water suppliers. Registration and login are required to access the self-certification form. If you have registered on the DRINC Portal but do not see the self-certification form below, please click **Login**. If you have not registered, please click on **Register** as a "Drought Reporter".

If you are a:

- **URBAN WATER RETAIL SUPPLIER.** By June 22,¹ use this form to submit your agency's self-certification and provide required data regarding supply reliability to comply with the requirements of Section 864.5 of the Drought Emergency Water Conservation regulation adopted by the State Water Board on May 18, 2016. For more information on the emergency regulation, please click **HERE**.
- **WHOLESALE.** Do not complete this form. Urban water wholesalers have until June 15, 2016 to provide information on the volume of water they expect to deliver to each urban water supplier in each of the next three years using the assumptions in the May 2016 emergency regulation. The calculation and the underlying analysis must be posted to a publicly-accessible webpage. Additionally, if a wholesaler is submitting information for the aggregated self-certification conservation standard on behalf of all its retail urban suppliers, download Worksheet 2: Calculation for Aggregated Self-Certification Conservation Standard. By June 22, complete Worksheet 2 and send the document to all parties listed on the form and to the State Water Board.
- **SMALL WATER SUPPLIER.** Do not complete this form. Small water suppliers serve 15 to 2,999 service connections and deliver less than 3,000 acre-feet of water in a year. Small suppliers need to submit an online report to the State Water Board by December 15, 2016 and describe the small supplier's actions to encourage or require water conservation. The State Water Board will provide an on-line form to use for submitting information in early December.

 **Urban Water Supplier**

Select urban water supplier from the list (the list only appears on the online version of the form). If your supplier is not listed, please send a message to the DRINC Administrator at drinc@waterboards.ca.gov.

¹ Submit the form any time before the end of June 22, there is no specific time cut-off during the day.

City of Covina

- Read through the form and assemble all the information needed so you can finish the form in one session. This helps avoid having to reenter information. Guidance, worksheets and the certification form can be downloaded at the links below:
 1. **Guidance document** (can help you know what information to assemble to complete the online form)
 2. **Worksheet 1 - Total Available Water Supply for Individual Water Supplier** (Required)
 3. **Worksheet 2 - Calculation for Aggregated Self-Certification Conservation Standard** (Only required if completing Step 3.2)
 4. **Certification Form** (Required)
- The system will **automatically log you off after 60 minutes of inactivity** and information will be lost.
- To correct an error or make a change in an already submitted form, **you must re-enter all data and re-submit all supporting documentation**; only information from the most recently submitted form will be reviewed.
- Help is available to explain many of the questions by clicking on the  icon.
- For assistance with the DRINC portal, please email the DRINC administrator at drinc@waterboards.ca.gov.
- Upon submission, you will receive a confirmation email.

Contact Information for Urban Water Supplier Submitting this Form

The online form will automatically insert information associated with the person logging into Drinc System. Update the contact information as appropriate.

Management contact (general manager or equivalent) for the submittal

Name	Siobhan Foster
Title	Public Works Director
Email	sfoster@covinaca.gov
Phone	(626) 384-5220

Technical contact for the submittal

Name	Sharon Gallant
Title	Environmental Services and Transportation Manager
Email	sgallant@covinaca.gov
Phone	(626) 384-5480

A confirmation email will be sent to the email addresses provided above when the form is submitted.

Step 1: Determine Annual Total Potable Water Demand

Purpose: This step is to determine annual total potable water demand (per Section 864.5(b)(2) of the Emergency Regulation).

Directions: Indicate actual potable water production for the calendar years 2013 and 2014.

Units of measure for data entered below

<i>Select units from the drop-down menu (choices are acre-feet, million gallons, or one hundred cubic feet)</i>

Potable Water Production in Calendar Year 2013
(in units selected) 6020.8

Potable Water Production in Calendar Year 2014
(in units selected) 5830.25

Notes and comments (optional)

Values below are converted to acre-feet and averaged automatically based on the above entry.

Potable Water Production in Calendar Year 2013 (in acre-feet) 6020.83

Potable Water Production in Calendar Year 2014 (in acre-feet) 5830.25

Calculated Annual Potable Water Demand (in acre-feet) 5925.54

“Demand”, in accordance with the regulation, is defined as the average annual total potable water production for calendar years 2013 and 2014.

The result from this step is used in Step 3 and in the final conservation standard.

Step 2: Estimate Annual Total Potable Water Supply

Purpose: This step is to estimate annual total potable water supply, under the assumptions of the emergency regulation section 864.5(b) for each of the next three water years (WY 2017-2019).

Directions: Identify each source of supply that your water system intends to rely on for potable water in Worksheet 1 and the quantity of water available for the time period. The current conditions to use in calculations are as of October 1, 2016.

“Water year” means the period from **October 1 through the following September 30**. Where a water year (WY) is designated by year number, the designation is by the calendar year number in which the water year ends. (Section 865(a)(6))

- The precipitation in WY 2017 mirrors that of WY 2013, precipitation in WY 2018 mirrors that of WY 2014, precipitation in WY 2019 mirrors that of WY 2015. (Section 864.5(b)(1)). Only precipitation data from the California Data Exchange Center (e.g., <http://cdec.water.ca.gov/cgi-progs/prevprecip/PRECIPOUT>), or CIMIS station data or an equivalent source may be used. **Do not average precipitation.**
 - Potable water supply only includes sources of supply available to the supplier that could realistically be used for potable drinking water purposes during the time period identified in the regulation.
 - No temporary change orders that increase the availability of water to any urban water supplier are issued in the next three years.
 - If a water source is not of sufficient quality to be realistically treated and use as potable water by the water retailer, it shall not be included as a water supply.
 - Consider requirements and assumptions that are used that impact supply reliability, for example, in the case of groundwater, if your water agency has its own requirement not to lower the water level of an aquifer below a certain amount, provide an explanation in the “Notes and comments”.
 - Groundwater: use the quantity of groundwater that is accessible, **without** addition of new wells or completion of treatment projects that would fall outside the three-year projection period (2016-17 through 2018-19).

- If new diversions or treatment equipment or facilities will come on-line between now until the end of WY 2019, sufficient evidence must be provided to indicate is it going to be implemented (e.g., funds have been allocated, contract with a builder has been approved).
- If a water supply is dedicated for another purpose (e.g., agriculture) and is therefore committed for another use, it is not available and shall be **subtracted** for the subtotal of water supplies.
- Identify all sources of data used (e.g., “our water product information is from Supervisor Control and Data Acquisition (SCADA)” and include a link to the source and identify a pinpoint citation to the pertinent information).
- Provide supporting documentation the covers each water source. For example, when the amount of water obtained from one river is summed in one number and there are multiple diversion or treatment points, then the supporting documentation shall describe each diversion and/or treatment point and the amount of water from each. When summed together they equal the amount on the worksheet.
- Recycled water for purple pipe systems is not a potable supply and is not included as a supply on Worksheet 1. You may use the “Notes and Comments” section in this section to describe non-potable recycled water investments and impacts. In Worksheet 1, advanced-treated recycled water for indirect potable reuse (e.g., groundwater augmentation or surface water augmentation) is included as a source of supply.

Download Worksheet 1

Enter total available water supply for each of the next three water years from Worksheet 1

WY 2017 Total Available Water Supply in acre-feet	5467
WY 2018 Total Available Water Supply in acre-feet	5190
WY 2019 Total Available Water Supply in acre-feet	5241

Notes and comments (optional) _____

Step 3: Calculate Self-Certified Supply Conservation Standard

This step has two parts. Urban retail water suppliers only complete one part of Step 3:

- **Step 3.1 Individualized Self-Certification Conservation Standard.** Total available potable water supply for individual water suppliers complete this step. If you complete this step, skip Step 3.2.
- **Step 3.2 Aggregated Self-Certification Conservation Standard (water wholesaler and all urban water supplier customers).** If you complete this step skip Step 3.1
Section 864.5(f) If a wholesaler and all of its urban water supplier customers agree, in a legally-binding document, those suppliers and wholesaler may submit to the board, in lieu of the individualized self-certified conservation standard applicable pursuant to section 864.5 or section 865, an aggregated conservation standard, with all supporting documentation required for individualized self-certified conservation standards by section 864.5.

Step 3.1: Individualized Self-Certification Conservation Standard

Average Annual Potable Water Demand 5925.54

Potable Water Supply in WY 2019

5241

Supply Shortfall at the end of WY 2019

684.54

A positive number is used to calculate a new conservation standard, a negative amount indicates a surplus and the conservation standard is zero

Conservation Standard with Self-Certification of Supply 12

(Supply shortfall as a percent of total potable water demand, automatically calculated from information provided and rounded to the nearest whole percentage point)

Does your water agency intend to have a conservation standard that is higher than the mandatory conservation standard calculated above?

Y

Notes and comments (optional)

The 12% self-certified water conservation standard provided in Step 3.1, is subject to approval of the City Council at its next available meeting. Covina plans to enhance its conservation efforts by implementing policies and programs subject to City Council approval, that will achieve a 20% reduction target by 2020.

**Step 3.2: Aggregated Self-Certification Conservation Standard
(Wholesaler and its urban water supplier customers)**

Download Worksheet 2 (only one worksheet needs to be completed for all participants listed on Worksheet 2) Worksheet 2 contains information from Step 2 (see above). This means that each Urban Water Retailer needs to provide transparent information and complete Worksheet 1 from Step 2.

Important: There must be a legally binding document signed by all parties. This document is uploaded in Step 5.

Entity submitting self-certification on behalf of the group

This contact is responsible for completing Worksheet 2 and submitting a copy to all the urban retailer water suppliers and wholesalers listed on Worksheet 2 and to the State Water Board. Only submit one form to the State Water Board.

Name of Contact Person

Title

Email address

Phone number

Enter aggregate values from Worksheet 2

Aggregated Average Annual Potable Water Demand from Worksheet 2

Aggregate Potable Water Supply in WY 2019 from Worksheet 2

Aggregate Conservation Standard from Worksheet 2

Notes and comments (optional)

Step 4: Certification Form

Download and complete the certification form (Section 864.5(a)(3) and (h))

The General Manager or equivalent executive level staff person must sign and submit to the State Water Board a certified statement. The document may have a "wet signature" or an electronic signature. The completed certification form is uploaded in Step 5.

Step 5: Upload Documents

Worksheet 1 (total available water supply for individual water supplier) Required by Urban Water Retail Suppliers

Upload Completed Worksheet 1 (Excel File only)

Worksheet 2 (aggregated self-certification conservation standard – water wholesaler and its urban water supplier customers) Required **only** for step 3.2, Aggregated Self-Certification

Upload Completed Worksheet 2 (Excel File only)

Upload legally binding document

Certification (the certification to meet the requirements of Section 864.5) Required by Urban Water Retail Suppliers

Upload signed certification form (PDF file only)

Supporting analysis and calculations (not to exceed 10 pages) Required by Urban Water Retail Suppliers

Upload supporting information (Excel or Word document, cannot be a pdf file)

Step 6: Check and Submit Form

All information supporting your submittal is subject to State Water Board review and a conservation standard may be rejected if the information does not support the self-certified supply as identified in the emergency regulation. Please note that all information submitted on or with this form may be subject to disclosure pursuant to the Public Records Act.

Please check your entries, especially the selection of UPLOAD DOCUMENTS (check for the correct type of document), then click on the **Submit** button to submit your agency's self-certification of supply, all of the information entered in the form above, and the uploaded attachments.

Click on the **Submit** button below to submit your agency's self-certification of supply, all of the information entered in the form above, and the uploaded attachments. A copy of this submission will be sent to the email addresses entered above.

Submit button

Email addresses that appear above in the contact section will receive the confirmation.

Certification of Self-Certified Conservation Standard

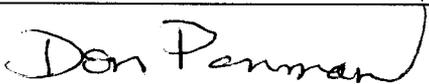
Certification of Self-Certified Conservation Standard Form

I hereby certify that: **Covina** City of

1. I will oversee, review, and take full responsibility for the completeness and accuracy of all data submitted to the State Water Resources Control Board as part of the reporting required pursuant to California Code of Regulations, title 23, section 864.5, subdivisions (a)(3) and (h);
2. I have the authority to make the aforesaid certifications on behalf of

Covina City of

I acknowledge that submitting any information required by California Code of Regulations, title 23, section 864.5, including this certification, that I know or should know to be materially false is a violation punishable by civil liability of up to five hundred dollars (\$500) for each day in which the violation occurs. Every day that the error goes uncorrected constitutes a separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

Printed Name	Don Penman
Title <i>(General Manager or equivalent)</i>	Interim City Manager
Signature	
Date	June 22, 2016
Email Address	dpenman@covinaca.gov
Phone Number	(626) 384-5410

Please print, sign and submit completed form and upload the form to this weblink (see Step 5 of the online form): <http://drinc.ca.gov/dnn/applications/publicwatersystems/waterreliabilitycertification.aspx>

**Chapter 13.06
WATER CONSERVATION**

Sections:

- 13.06.010 Purpose and intent.**
- 13.06.020 Definitions.**
- 13.06.030 Application.**
- 13.06.040 Permanent water conservation requirements – Prohibition against waste.**
- 13.06.050 Level 1 water supply shortage.**
- 13.06.060 Level 2 water supply shortage.**
- 13.06.070 Level 3 water supply shortage – Emergency condition.**
- 13.06.080 Procedures for notification of water supply shortage.**
- 13.06.090 Hardship waiver.**
- 13.06.100 Penalties and violations.**

13.06.010 Purpose and intent.

A. The purpose of this chapter is to establish a water conservation and supply shortage program that will reduce water consumption within the city of Covina's jurisdiction through conservation, enable effective water supply planning, assure reasonable and beneficial use of water, prevent waste of water, and maximize the efficient use of water within the city of Covina to avoid and minimize the effect and hardship of water shortage to the greatest extent possible.

B. This chapter establishes permanent water conservation standards intended to alter behavior related to water use efficiency at all times and further establishes three levels of water supply shortage response actions to be implemented during times of declared water shortage or declared water shortage emergency, with increasing restrictions on water use in response to worsening drought or emergency conditions and decreasing supplies. (Ord. 09-1973 § 1, 2009.)

13.06.020 Definitions.

The following words and phrases whenever used in this chapter shall have the meaning defined by this section:

A. "Person" means any natural person or persons, corporation, public or private entity, governmental agency or institution, including all agencies and departments of the city of Covina or any other user of water provided by the city of Covina.

B. "Landscape irrigation system" means an irrigation system with pipes, hoses, tubing, spray heads, or sprinkling devices that are operated by hand or through an automated system.

C. "Large landscaped areas" means a lawn, landscape, or other vegetated area, or combination thereof, equal to or greater than one acre of irrigable land.

D. "Single pass cooling systems" means equipment where water is circulated only once to cool equipment before being disposed.

E. "Potable water" means water which is suitable for drinking.

F. "Recycled water" means the reclamation and reuse of nonpotable water for beneficial use as defined in Title 22 of the California Code of Regulations.

G. "Billing unit" means the unit of water used to apply water rates for purposes of calculating water charges for a person's water usage and equals 100 cubic feet of water. (Ord. 09-1973 § 1, 2009.)

13.06.030 Application.

A. The provisions of this chapter apply to any person in the use of potable water provided by the city of Covina.

B. The provisions of this chapter do not apply to the following:

1. Uses of water necessary to protect public health and safety or for essential government services, such as police, fire and other similar emergency services.
2. The use of recycled water, with the exception of CMC 13.06.040(A).
3. The use of water by commercial nurseries and commercial growers to sustain plants, trees, shrubs, crops or other vegetation intended for commercial sale. (Ord. 09-1973 § 1, 2009.)

13.06.040 Permanent water conservation requirements – Prohibition against waste.

The following water conservation requirements are effective at all times and are permanent. Violations of this section shall be considered waste and an unreasonable use of water.

A. Limits on Watering Hours. Watering or irrigating of lawn, landscape or other vegetated area with potable water is prohibited between the hours of 9:00 a.m. and 5:00 p.m. Pacific Time on any day, except by use of hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing, shut-off nozzle or device, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.

B. Limit on Watering Duration. Watering or irrigating of lawn, landscape, or other vegetated areas with potable water using a landscape irrigation system or water device that is not continuously attended is limited to no more than 15 minutes watering per day per station. This subsection does not apply to landscape irrigation systems that exclusively use very low-flow, drip-type irrigation systems when no emitter produces more than two gallons of water per hour and weather-based controllers or stream rotor sprinklers that meet a 70 percent efficiency standard.

C. No Excessive Water Flow or Runoff. Watering or irrigating lawn, landscape, or other vegetated area in a manner that causes or allows excessive water flow or runoff onto an adjoining sidewalk, driveway, street, alley, gutter or ditch is prohibited.

D. No Washing Down Hard or Paved Surfaces. Washing down hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios or alleys, is prohibited except when necessary to alleviate safety or sanitary hazards, and then only by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive, self-closing shut-off device, a low-volume, high-pressure cleaning machine equipped to recycle any water used, or a low-volume, high-pressure water broom.

E. Obligation to Fix Leaks, Breaks, or Malfunctions. Excessive use, loss or escape of water through breaks, leaks or other malfunctions in the water user's plumbing or distribution system for any period of time after such escape of water should have reasonably been discovered and corrected, and in no event more than seven days of receiving notice from the city, is prohibited.

F. Recirculating Water Required for Water Fountains and Decorative Water Features. Operating a water fountain or other decorative water feature that does not use recirculated water is prohibited.

G. Limits on Washing Vehicles. Using water to wash or clean a vehicle, including but not limited to any automobile, truck, van, bus, motorcycle, boat or trailer, whether motorized or not, is prohibited, except by the use

of a hand-held bucket or similar container or a hand-held hose equipped with a positive self-closing, shut-off nozzle or device. This subsection does not apply to any commercial car washing facility.

H. Drinking Water Served upon Request Only. Eating or drinking establishments, including but not limited to a restaurant, hotel, cafe, cafeteria, bar, or other public place where food or drinks are sold, served, or offered for sale, are prohibited from providing drinking water to any person unless expressly requested. This subsection does not apply to permanently installed public drinking fountains.

I. Commercial Lodging Establishments Must Provide Guests Option to Decline Daily Linen Services. Hotels, motels and other commercial lodging establishments must provide customers the option of not having towels and linen laundered daily. Commercial lodging establishments must prominently display notice of this option in each bathroom using clear and easily understood language.

J. No Installation of Single Pass Cooling Systems. Installation of single pass cooling systems is prohibited in buildings requesting new or increased capacity water service.

K. No Installation of Non-recirculating Water Systems in Commercial Car Wash and Laundry Systems. Installation of non-recirculating water systems is prohibited in new commercial conveyor car wash and new commercial laundry systems.

L. Restaurants Required to Use Water Conserving Dish Wash Spray Valves. Food preparation establishments, such as restaurants or cafes, are prohibited from using non-water-conserving dish wash spray valves.

M. Commercial Car Wash Systems. Effective on January 1, 2011, all commercial conveyor car wash systems must have installed operational recirculating water systems, or must have secured a waiver from this requirement from the city. (Ord. 09-1973 § 1, 2009.)

13.06.050 Level 1 water supply shortage.

A. A Level 1 water supply shortage exists when the city manager or designee thereof determines that due to drought or other water supply conditions, a water supply shortage or threatened water supply shortage exists and a consumer demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions. Upon the declaration of a Level 1 water supply shortage condition, mandatory Level 1 conservation measures identified in this section shall become effective immediately.

B. In addition to the prohibited uses of water identified in CMC 13.06.040, the following water conservation requirements shall be in effect during a declared Level 1 water supply shortage:

1. Watering or irrigating of lawn, landscape, or other vegetated area with potable water is limited to three days per week on a schedule established and posted by the director of public works. During the months of November through March, watering or irrigating of lawn, landscape or other vegetated area with potable water is limited to no more than one day per week on a schedule established and posted by the director of public works. This subsection does not apply to landscape irrigation zones that exclusively use very low-flow drip irrigation systems when no emitter uses more than two gallons of water per hour. This subsection also does not apply to watering or irrigating by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing, shut-off nozzle or device, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.

2. All leaks, breaks, or other malfunctions in the water user's plumbing or distribution system must be repaired within 72 hours of notification by the city unless other arrangements are made with the city.

C. In addition to the prohibited uses of water identified in CMC 13.06.040 and the water conservation requirements identified within this section, Tier II water supply shortage rates identified within CMC 13.12.200 shall be in effect. (Ord. 09-1973 § 1, 2009.)

13.06.060 Level 2 water supply shortage.

A. A Level 2 water supply shortage exists when the city manager or designee thereof determines that due to drought or other water supply conditions, a water supply shortage or threatened water supply shortage exists and a consumer demand reduction is necessary to make more efficient use of water and appropriately respond to existing water conditions. Upon the declaration of a Level 2 water supply shortage condition, mandatory Level 2 conservation measures identified in this section shall become effective immediately.

B. In addition to the prohibited uses of water identified in CMC 13.06.040 and 13.06.050, the following additional water conservation requirements shall be in effect during a declared Level 2 water supply shortage:

1. Watering or irrigating of lawn, landscape, or other vegetated area with potable water is limited to two days per week on a schedule established and posted by the director of public works. During the months of November through March, watering or irrigating of lawn, landscape or other vegetated area with potable water is limited to no more than one day per week on a schedule established and posted by the director of public works. This subsection does not apply to landscape irrigation zones that exclusively use very low-flow drip irrigation systems when no emitter uses more than two gallons of water per hour. This subsection also does not apply to watering or irrigating by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing, shut-off nozzle or device, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.

2. All leaks, breaks, or other malfunctions in the water user's plumbing or distribution system must be repaired within 48 hours of notification by the city unless other arrangements are made with the city.

3. Filling or refilling ornamental lakes or ponds is prohibited except to the extent needed to sustain aquatic life; provided, that such animals are of significant value and have been actively managed within the water feature prior to declaration of a supply shortage level.

4. Using water to wash or clean a vehicle, including but not limited to any automobile, truck, van, bus, motorcycle, boat or trailer, whether motorized or not, is prohibited except by the use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing, shut-off nozzle or device, by high-pressure/low-volume wash systems, or at a commercial car washing facility that utilizes a recirculating water system to capture or reuse water.

C. In addition to the prohibited uses of water identified in CMC 13.06.040 and the water conservation requirements identified within this section, Tier III water supply shortage rates identified within CMC 13.12.200 shall be in effect. (Ord. 15-2039 § 1, 2015; Ord. 09-1973 § 1, 2009.)

13.06.070 Level 3 water supply shortage – Emergency condition.

A. A Level 3 water supply shortage condition is also referred to as an "emergency" condition. A Level 3 condition exists when the city manager or designee thereof declares a water shortage emergency and notifies residents and businesses that a significant reduction in consumer demand is necessary to maintain sufficient water supplies for public health and safety. Upon declaration of a Level 3 water supply shortage condition, the director of public works will implement the mandatory Level 3 conservation measures identified in this section.

B. In addition to the prohibited uses of water identified in CMC 13.06.040, 13.06.050, and 13.06.060, the following water conservation requirements shall apply during a declared Level 3 water supply shortage emergency:

1. Watering or irrigating lawn, landscape, or other vegetated area with potable water is prohibited. This restriction shall not apply to the following categories of use, unless the director of public works has determined that recycled water is available and may be applied to the use:

- a. Maintenance of vegetation, including trees and shrubs, that are watered using a hand-held bucket or similar container or a hand-held hose equipped with a positive self-closing shut-off nozzle or device.

- b. Maintenance of existing landscape necessary for fire protection.

- c. Maintenance of existing landscape for soil erosion control.
 - d. Maintenance of plant materials identified to be rare or essential to the well-being of protected species.
 - e. Maintenance of landscape within active public parks and playing fields, day care centers, golf course greens, or school grounds; provided, that such irrigation does not exceed two days per week according to the schedule established in CMC 13.06.060(B)(1) and time restrictions in CMC 13.06.040(A) and (B).
 - f. Actively irrigated environmental mitigation projects.
2. All leaks, breaks, or other malfunctions in the water user's plumbing or distribution system must be repaired within 24 hours of notification by the city unless other arrangements are made with the city.
3. Upon declaration of a Level 3 water supply shortage emergency condition, no new potable water service will be provided, no new temporary meters or permanent meters will be provided, and no statements of immediate ability to serve or provide potable water service, such as will-serve letters, certificates, or letters of availability, will be issued, except under the following circumstances:
- a. A valid, unexpired building permit has been issued for the project; or
 - b. The project is necessary to protect the public health, safety, and welfare; or
 - c. The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset prior to the provision of a new water meter(s) to the satisfaction of the director of public works.

This subsection does not preclude the resetting or turn-on of meters to provide continuation of water service or the restoration of service that has been interrupted for a period of six months or less.

4. The director of public works, in his or her sole discretion, may discontinue service to consumers who willfully violate provisions of this section.
5. Upon the declaration of a Level 3 water supply shortage condition, the city will suspend consideration of annexations to its service area. This subsection does not apply to boundary corrections and annexations that will not result in any increased use of water. (Ord. 09-1973 § 1, 2009.)

13.06.080 Procedures for notification of water supply shortage.

The existence of a Level 1, Level 2 or Level 3 water supply shortage condition will take effect on the tenth day after the date the shortage is declared. Within five days following the declaration of the shortage level, the director of public works or designee thereof must publish a notice of the declaration of water supply shortage in a newspaper used for publication of official notices, post the notice in the same location and manner as other official notices of the city are posted, and use whatever means are reasonably available, including but not limited to the city's website, the emergency telephone notification system, and regular billing statements, to notify customers of the shortage declaration. (Ord. 09-1973 § 1, 2009.)

13.06.090 Hardship waiver.

A. If, due to unique circumstances, a specific requirement of this chapter would result in undue hardship to a person using water or to property upon which water is used, that is disproportionate to the impacts to water users generally or to similar property or classes of water users, the person or property owner may apply for a waiver to the requirements as provided in this section.

B. The waiver may be granted or conditionally granted only upon a written finding of the existence of facts demonstrating an undue hardship to a person using water or to property upon which water is used, that is disproportionate to the impacts to water users generally or to similar property or classes of water use due to specific and unique circumstances of the user or the user's property.

1. Application for waiver must be on a form prescribed by the city and accompanied by a nonrefundable processing fee in an amount set by resolution of the Covina city council.
2. The application must be accompanied by photographs, maps, drawings, and other information, including a written statement of the applicant.
3. An application for waiver will be denied unless the director of public works finds, based on the information provided in the application, supporting documents, or such additional information as may be requested, and on water use information for the property as shown by the records of the city, all of the following:
 - a. The waiver does not constitute a grant of special privilege inconsistent with the limitations upon other residents and businesses;
 - b. Because of special circumstances applicable to the property or its use, the strict application of this chapter would have a disproportionate impact on the property or use that exceeds the impacts to residents and businesses generally;
 - c. The authorizing of such waiver will not be of substantial detriment to adjacent properties, and will not materially affect the ability of the city to effectuate the purpose of this chapter and will not be detrimental to the public interest; and
 - d. The condition or situation of the subject property or the intended use of the property for which the waiver is sought is not common, recurrent, or general in nature.
4. The director of public works or designee thereof must act upon any completed application no later than 10 days after submittal and may approve, conditionally approve, modify, or deny the waiver. The applicant requesting the waiver must be promptly notified in writing of any action taken. Unless specified otherwise at the time a waiver is approved, the waiver will apply to the subject property or use during the period of the mandatory water supply shortage condition. The decision of the director of public works may be appealed as provided within the water utility's approved rules and regulations. (Ord. 09-1973 § 1, 2009.)

13.06.100 Penalties and violations.

- A. At the sole discretion of the city, any violation of this chapter may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than 30 days or by a fine not exceeding \$1,000, or by both.
- B. At the sole discretion of the city, in lieu of prosecution as a misdemeanor, any violation of this chapter may result in a penalty being assessed to a person's water utility bill, as follows:
 1. First Violation. The city will issue a written warning and deliver a copy of the ordinance codified in this chapter either by mail or by hand delivery to the property.
 2. Second Violation. A second violation within the preceding 12 calendar months is punishable by the levying of an assessment of \$50.00 upon the responsible person's water bill.
 3. Third Violation. A third violation within the preceding 12 calendar months is punishable by the levying of a noncompliance assessment of \$100.00 upon the responsible person's water bill.
 4. Fourth and Subsequent Violations. A fourth and any subsequent violation is punishable by the levying of a noncompliance assessment of \$250.00 upon the responsible person's water bill.
 5. Water Flow Restrictor. In addition to or in place of any noncompliance assessments, the city, in its sole discretion, may install a water flow restrictor device of approximately one gallon per minute capacity for services up to one-and-one-half-inch size and comparatively sized restrictors for larger services 48 hours after written notice of intent to install a flow restrictor is issued.

6. Discontinuing Service. In addition to or in place of any noncompliance assessments and/or the installation of a water flow restrictor, the city may, in its sole discretion, disconnect a customer's water service for willful violations of mandatory conservation measures contained within this chapter.

C. A person or entity that violates any of the provisions of this chapter is responsible for payment of the city's charges for installing and/or removing any flow restricting device and for disconnecting and/or reconnecting service per the city's schedule of charges then in effect. The charge for installing and/or removing any flow restricting device must be paid to the city before the device is removed. Nonpayment will be subject to the same remedies as nonpayment of basic water rates.

D. Each day that a violation of this chapter occurs is a separate offense.

E. A consumer may appeal a notice of violation or violation penalty assessment by filing a written appeal as prescribed within the water utility's approved rules and regulations. (Ord. 09-1973 § 1, 2009.)

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CITY OF COVINA

AGENDA REPORT

ITEM NO. NB 2

- MEETING DATE:** July 19, 2016
- TITLE:** Designation of Voting Delegate and Alternate for the League of California Cities Annual Conference which includes the Annual Business Meeting - October 5 - 7, 2016
- PRESENTED BY:** Angel Carrillo, Assistant to the City Manager
- RECOMMENDATION:**
- 1) Appoint one voting delegate to represent the City at the Annual Business Meeting of the League of California Cities General Assembly.
 - 2) Appoint two alternate voting delegates to represent the City at the Annual Business Meeting of the League of California Cities General Assembly.
 - 3) Direct the Chief Deputy City Clerk to submit the required "Voting Delegate Form" to the League's Sacramento Office no later than Friday, September 23, 2016.
-

BACKGROUND:

The League of California Cities' 2016 Annual Conference is scheduled for October 5 – 7, 2016, in Long Beach. An important part of the Annual Conference is the Annual Business Meeting, scheduled for 12:00 p.m. on Friday, October 7, 2016, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

DISCUSSION:

In order to vote at the Annual Business Meeting, the City Council must designate one voting delegate. In the event that the designated voting delegate is unable to serve in that capacity, the City may appoint up to two alternate voting delegates.

Mayor Kevin Stapleton and Mayor Pro Tem Jorge Marquez currently serve as the delegate and alternate to the Los Angeles Division of the League of California Cities and Councilmember Walter Allen serves on the League's Public Safety policy committee. The Council may choose to select any member of the Council to serve as the delegate and alternate regardless of their current involvement with the League. The League is requesting that the City take action on delegate and alternate selection by July 31, 2016 and that the City submit the delegate and alternate selection form by September 23, 2016.

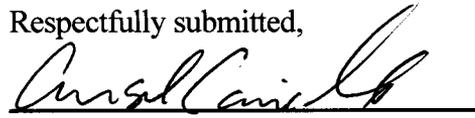
FISCAL IMPACT:

The City Council 2016-17 budget, under continued appropriations per Resolution No. 16-7491, has allocated funds for members of the City Council to attend the conference.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Angel Carrillo", is written over a solid horizontal line.

Angel Carrillo

Assistant to the City Manager

ATTACHMENTS:

Attachment A: League Correspondence and Voting Delegate/Alternate Form



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by July 31, 2016

June 10, 2016

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – October 5 – 7, Long Beach**

The League's 2016 Annual Conference is scheduled for October 5 – 7 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for noon on Friday, October 7, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 23, 2016. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 5, 8:00 a.m. – 6:00 p.m.; Thursday, October 6, 7:00 a.m. – 4:00 p.m.; and Friday, October 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 23. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

**2016 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Friday, September 23, 2016. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____

(circle one) (signature)

Date: _____

Please complete and return by Friday, September 23, 2016

League of California Cities
ATTN: Kayla Gibson
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kgibson@cacities.org
(916) 658-8247



CITY OF COVINA

AGENDA REPORT

ITEM NO. NB 3

- MEETING DATE:** July 19, 2016
- TITLE:** Award contract to MIG, Inc., for providing planning, urban design, community outreach, environmental, economic analysis and engineering services for updating the Town Center Specific Plan.
- PRESENTED BY:** Brian K. Lee, AICP, Director of Community Development
Siobhan Foster, Director of Public Works
Nancy Fong, AICP, Community Development Consultant
- RECOMMENDATION:** Award contract to MIG, Inc., for providing planning, urban design, community outreach, environmental, economic analysis and engineering services for updating the Town Center Specific Plan; and authorize the Interim City Manager to execute the Professional Services Agreement with MIG, Inc.
-

BACKGROUND

In July 2014, the City submitted an application to the Board of Los Angeles County Metropolitan Transportation Authority (LACMTA) and successfully competed for Round 4 of the Transit Oriented Development (TOD) \$5 million Grant Program. On January 27, 2015, the MTA Board approved a funding grant of \$342,000 to the City of Covina for updating the Town Center Specific Plan. The approval of the TOD Planning Grant required a Local Return Match Fund of \$115,000 for a total amount of \$457,000 for the specific plan update.

In October 2015, the City Council adopted Resolution No. 15-7401 and accepted the MTA TOD Planning Grant. The City Council authorized the City Manager to enter into an Agreement with LACMTA, and directed staff to prepare a Request for Proposal (RFP) for updating the Town Center Specific Plan (TCSP). Furthermore, the City Council authorized the City Manager to add the LACMTA Grant fund of \$342,000 to Fiscal Year 2016/2017 and appropriate up to \$100,000 of Proposition C funds and \$15,000 General Fund for the next two Fiscal Years 2016/2017 and 2017/2018.

With approval of the Scope of Work, Project Schedule and Budget by LACMTA on April 12, 2016, staff prepared a Request for Proposal (RFP). On May 3, 2016, the City Council received and filed a report on the Town Center Specific Plan (TCSP) update with respect to the Scope of Work, the Project Schedule and Budget as approved by LACMTA. In addition, the City Council reviewed the RFP, the evaluation criteria, the selection process and RFP time schedule, and authorized staff to issue the Request for Proposal (RFP). Attachment "A" is the May 3, 2016 staff report for City Council reference. On May 5, 2016, staff released the RFP to 14 consultant firms. On May 11, 2016, the Interim City Manager executed the Grant Agreement from LACMTA as authorized by the City Council, as shown in Attachment "B."

DISCUSSION:

Given the complexity and the comprehensiveness of updating the Town Center Specific Plan, a team of professionals (Consultant Team) is needed to provide their expertise in planning, urban design, community outreach, environmental, economic analysis and engineering services. This team of professionals will prepare the necessary technical studies, conduct public outreach, produce text and illustrations, prepare the Program EIR and coordinate review by the public and interested groups and agencies. With the release of the RFP in early May 2016, staff estimated that a Consultant Team will be selected and the Scope of Work will begin in July 2016.

RFP Schedule:

	Milestone	Original Date	New Date
1.	Request for Proposals Issued	May 3, 2016	
2.	Questions re: Request for Proposals	May 12, 2016	
3.	Pre-bid meeting (non-mandatory)	May 16, 2016	
4.	Proposals Due (note)	May 31, 2016	June 2, 2016
5.	Interview (if required)	June 7, 2016	June 28
6.	City Council Award of Contract (tentative)	June 21, 2016	July 19
7.	Notice to Proceed (tentative)	By July 1, 2016	July 20

Note: Deadline was postponed to June 2, 2016 because of the Memorial Day Holiday.

Selection Process of Consultant Team:

On and before the deadline date of June 2, 2016, staff received six proposals from the following firms (in alphabetical order):

- M. Baker International
- Dudek, Inc.
- FORMA
- IBI Group
- MIG, Inc.
- RRM Design Group

A Selection Committee consisting of the Directors of Community Development and Public Works, City Engineer and Assistant to the City Manager reviewed the 6 proposals for completeness and content and with the focus on the criteria listed below. Attachment “D” is a copy of the sample criteria.

- **Project Staffing and Organization:** The rationale for assembling the Consultant Team and the strengths of the team. The Proposal demonstrates qualifications based on the Consultant Team’s overall professional and practical experience and key personnel.
- **Community and Internal Engagement:** Specific experience of the Consultant Team in effective completion of community and internal engagement processes. The Proposal demonstrates the Consultant Team’s successful community involvement for the project.
- **Technical Qualifications and Delivery of a Quality Specific Plan:** Specific and relevant experience of the Consultant Team in performing the technical analysis and reports and

to the extent they will achieve the City’s goals in promoting TOD, providing an attractive, efficient and user-friendly multi-modal circulation network and enhancing the “iconic and compelling” downtown “Main Street” character.

- Specific management approach: Consultant Team project understanding and approach, including its ability to perform and complete the services required under the RFP on time and in a cost-effective manner with experienced personnel.
- Project Schedule and Budget: Consultant Team presented a thorough and expedient schedule for performance of the Scope of Work required under the RFP. The Proposal clearly outlines a project-specific schedule that meets the completion schedule by December 2017. The Proposal meets the budget constraints, and even better, if the proposal is under budget.

Each member of the Selection Committee scored the six proposals based on the criteria as shown in Attachment “C” and then ranked them based on the scoring (see Table below). The Selection Committee found the proposal from MIG Inc. demonstrated their clear understanding of the project and contained the most complete scope of work, with details to explain how to achieve each task. The Selection Committee determined that the team members exhibited superior qualifications and the team has prior experience in conducting community outreach and completing many similar Specific Plan updates or creation of new Specific Plans. The Selection Committee conducted an interview of MIG, Inc. on June 28, 2016 to drill down on their proposal and confirmed their ranking of MIG, Inc. as the top team.

Ranking of the 6 proposals:

In alphabetically order	CD Director	PW Director	City Engineer	Assistant to City Manager
M. Baker International	2	2	2	4
Dudek, Inc.	4	3	4	5
FORMA	4	2	5	5
IBI Group	4	4	2	3
MIG, Inc.	1	1	1	1
RRM Design Group	3	1	3	2

Professional Services Agreement with MIG, Inc.

In February 2015, the City Council approved a pre-approved list of Consultants for providing on-call as needed planning or environmental services. MIG, Inc. is on the list of the pre-approved consultants with the initial contract amount of \$25,000. Subsequently in May 2016, the City Council amended the Professional Services Agreement to increase the contract amount from \$25,000 to \$200,000. Staff anticipated that the on-call as needed services will be paid for by developers’ deposit accounts To date we have one reimbursement agreement executed by Masonic Homes of California for approximately \$69,000 for the professional services with MIG, Inc. Recently, a Planning Intern and a Planner left the City, which severely impacted the Community Development Department resources in providing customer service at the counter and processing timely planning applications. Staff has requested an on-call as needed contract planner from MIG for a six-month period and up to 20 hours per week, and until a full-time planner is recruited. The part-time on-call as needed contract

planner will be paid by the salary savings from the vacant Planning Aide position. Staff estimated that the part-time on-call contract planner will add another \$50,000 to the contract amount for MIG for a total of \$119,000 (\$69,00 plus \$50,000), but is within the \$200,000 approved contract amount for processing planning applications and providing on-call as needed planning services.

With respect to awarding the contract to MIG, Inc. for updating the Town Center Specific Plan, staff recommends a new Professional Services Agreement be executed. The reason is that the Town Center Specific Plan Update is a one-time project and is separated from the on-call as needed planning or environmental services. Most important is that the project is funded by LACMTA, and they have strict requirements for disbursement of funds to the City. Typically, the City has to prepare the invoices and billings in the format prescribed by LACMTA quarterly. After approval by LACMTA, the funds are then disbursed to the City electronically. The City will pay the consultant team invoices after receiving the disbursed funds. Therefore, for bookkeeping and auditing purposes by both City and LACMTA, it is best to have a separate Professional Services Agreement. The TOD Planning Grant Fund with Local Match Fund is \$457,000 and the contract amount for MIG, Inc. Professional Services Agreement is \$451,975. The remaining \$5,005 is for City staff administrative costs.

The total contract amount that would be approved for MIG, Inc. is \$651,975 (\$200,000 plus \$451,975).

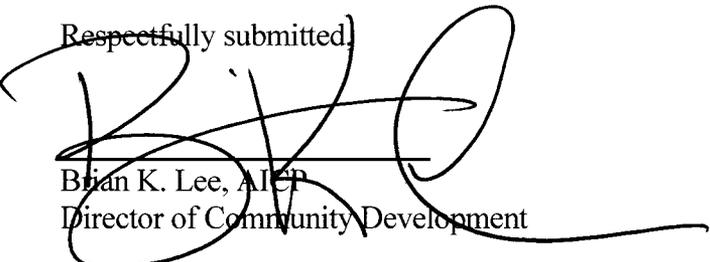
FISCAL IMPACT:

Of the total \$457,000 cost for updating the Town Center Specific, approximately 75% (\$342,000) is from LACMTA, approximately 22% (\$100,000) from Proposition C and 3% (\$15,000) from the General Fund. The financial implication is to add the restricted MTA grant fund of \$342,000 to Fiscal Year 2016-2017 budget. With respect to the Local Match Fund of \$115,000, the proposed Fiscal Year 2016-2017 budget includes the appropriation of up to \$100,000 (22%) of Proposition C Funds and \$15,000 (3%) of General Fund to the Town Center Specific Plan update.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. The award of contract for professional services will not result in any significant effect on the environment.

Respectfully submitted,



Brian K. Lee, AICP
Director of Community Development

ATTACHMENTS:

- Attachment A: May 3, 2016 Staff Report without attachments
- Attachment B: Executed Grant Agreement between City and LACMTA
- Attachment C: List of Consultant firms received RFP
- Attachment D: Sample Evaluation Criteria for scoring and ranking
- Attachment E: MIG Inc., Proposal and Budget
- Attachment F: Professional Services Agreement with MIG, Inc.



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 12

-
- MEETING DATE:** May 3, 2016
- TITLE:** Issue a Request for Proposal (RFP) to update the Town Center Specific Plan.
- PRESENTED BY:** Brian K. Lee, AICP, Director of Community Development
Siobhan Foster, Director of Public Works
Nancy Fong, AICP, Community Development Consultant
- RECOMMENDATION:**
1. Direct City staff to issue the Request for Proposal to update the Town Center Specific Plan
 2. Authorize the City Manager to add the MTA Grant fund of \$342,000 to Fiscal Year 2016/2017 and appropriate up to \$100,000 of Proposition C funds and \$15,000 General Fund for the next two Fiscal Years 2016/2017 and 2017/2018.
-

BACKGROUND

In July 2014, the City submitted an application to the Board of Los Angeles County Metropolitan Transportation Authority (MTA) and successfully competed for Round 4 of the Transit Oriented Development (TOD) \$5 million Grant Program. On January 27, 2015, the MTA Board approved a funding grant of \$342,000 to the City of Covina for updating the Town Center Specific Plan. In October 2015, the City Council adopted Resolution No. 15-7401 and accepted the MTA Transit Oriented Development Planning Grant. The City Council authorized the City Manager to enter into an Agreement with Los Angeles County Metropolitan Transportation Authority. Furthermore, the City Council directed staff to prepare a Request for Proposal for updating the Town Center Specific Plan (TCSP). Attachment C is the October 20, 2015 staff report and Resolution No. 15-7401 for City Council reference.

DISCUSSION:

In August 2015, MTA staff contacted City staff about completing the Scope of Work, Project Schedule and Budget in the prescribed format issued by MTA. Staff has been working closely with MTA staff in preparing and fine-tuning the Scope of Work, Project Schedule and Budget. According to MTA Staff, the tasks specified in the Scope of Work must meet the intention of the TOD Planning Grant Program. Its purpose is to create a regulatory environment supportive of TOD around station areas and adjacent transit corridors, which increases accessibility and utilization of public transportation. Only after MTA staff approval of the Scope of Work, Project Schedule and Budget will an Agreement be issued by MTA legal staff for execution between MTA and the City. On April 12, 2016, MTA staff accepted the Scope of Work, Project Schedule and Budget; and MTA legal staff is preparing the Agreement. MTA Staff indicated that the City can expect the Agreement to be issued sometime next month.

A. Update to Town Center Specific Plan

1. A Summary of Scope of Work. See Attachment B for details:

- Analyze existing conditions, the land uses and development standards, the constraints and opportunities within and beyond the Specific Plan boundaries. Prepare innovative, effective and measurable development standards and land uses. Prepare a high quality design criteria that encourages TOD around the Covina Metrolink Station. Expand the Specific Plan boundaries.
- Analyze transit, auto, bicycle and pedestrian circulation for connectivity. Analyze the data for the existing Parking District and conduct a parking study to determine the parking demand and supply. Expand the Parking District boundaries and prepare a Parking Management Plan.
- Assess market/economic parameters within the Specific Plan area. Economic analysis will determine the optimal development mix within the Specific Plan area and define the specific implementation strategies to attract the desired development.
- Develop a community outreach program and conduct focus group and community outreach meetings with stakeholders, such as, but not limited to City Council, Planning Commission, community groups, local merchants associations, and so forth.
- Prepare the draft Specific Plan with text and graphics, and the related General Plan amendment, Zone Change and Zoning Code amendment for public review.
- Prepare the required environmental documents for public review. Conduct public hearings for approval of the regulatory documents by City Council.

In addition to the above summary of Scope of Work, staff has included language in the RFP whereby the selected Consultant Team will include the upcoming “interim development strategies” for the Specific Plan that was discussed at the April 19, 2016 City Council Study Session.

2. Project Schedule and Budget. See Attachment B for details:

Because staff anticipates the MTA Agreement will be executed sometime in June, staff has estimated a Consultant Team will be selected by the end of June and the Scope of Work will begin by July 1, 2016. Given the complexity and the comprehensiveness of updating the Specific Plan, staff plans a schedule of eighteen (18) months for the project. A broad public outreach is necessary to ensure the embracing of the Specific Plan update by the community. The broad community outreach will take some time to accomplish at the beginning of the project.

The MTA Grant fund is \$342,000 and local match fund is \$115,000, for a total of \$457,000. According to the Director of Public Works, she intends to identify and budget as much as \$100,000 of Proposition C funds to be used for the local match fund for the next two budget years to minimize the amount of General Fund local match that is required.

	MTA Approved	Staff recommended FY 16/17 & 17/18 Budget
MTA Grant Fund	\$342,000	
Local Return Match Fund (Prop. A)	\$ 80,000	\$0
Local Return Match Fund (Prop. C)		Up to \$100,000
Local Match Fund (General Fund)	\$35,000	\$15,000
	\$457,000	

B. Request for Proposal to Update Town Center Specific Plan

With approval of the Scope of Work, Project Schedule and Budget by MTA, staff prepared a Request for Proposal (RFP) to solicit land use planning, urban design and engineering services for the update of the Town Center Specific Plan, as shown in Attachment A.

1. An Interdisciplinary Team of Professional Services:

A team of professionals (Consultant Team) that has expertise in land use planning, urban design, traffic engineering, real estate economics, historic preservation, sustainable development, fiscal analysis, environmental impact analysis, community outreach and consensus-building. This team of professionals will prepare the necessary technical studies, conduct public outreach, produce text and illustrations, prepare the Program EIR and coordinate review by the public and interested groups and agencies.

2. Community Outreach:

The Consultant Team will work with staff to develop an outreach strategy that will most effectively inform the Specific Plan amendment process and build community consensus, create project information brochures or other communication medium for the City to use, prepare materials for posting on the City website and prepare presentation material for public outreach meetings, prepare meetings/workshops materials including agendas, handouts, base maps, comment sheets and other materials that will encourage interaction from participants, and prepare minutes of meetings/workshops.

3. Evaluation Procedures and Selection Process:

A Committee consisting of City staff selected by the City Manager will evaluate each proposal for completeness and content. Each proposal will be evaluated based upon the relevant qualifications and experience of the Consultant Team. The Committee may choose to interview two or more closely ranked Consultant Teams. The proposal review will focus on the following criteria:

- **Project Staffing and Organization:** The rationale for assembling the Consultant Team and the strengths of the team. The Proposal demonstrates qualifications based on the Consultant Team's overall professional and practical experience and key personnel.
- **Community and Internal Engagement:** Specific experience of the Consultant Team in effective completion of community and internal engagement processes. The Proposal demonstrates the Consultant Team's successful community involvement for the project.
- **Technical Qualifications and Delivery of a Quality Specific Plan:** Specific and relevant experiences of the Consultant Team in performing the technical analysis and

reports and to the extent they will achieve the City's goals in promoting TOD, providing an attractive, efficient and user-friendly multi-modal circulation network and enhancing the "iconic and compelling" downtown "Main Street" character.

- Specific management approach: Consultant Team project understanding and approach, including its ability to perform and complete the services required under the RFP on time and in a cost-effective manner with experienced personnel.
- Project Schedule and Budget: Consultant Team presented a thorough and expedient schedule for performance of the Scope of Work required under the RFP. The Proposal clearly outlines a project-specific schedule that meets the completion schedule by December 2017. The Proposal meets the budget constraints, and even better, if the proposal is under budget.

4. RFP Schedule:

	Milestone	Date
1.	Request for Proposals Issued	May 3, 2016
2.	Questions re: Request for Proposals	May 12, 2016
3.	Pre-bid meeting (non-mandatory)	May 16, 2016
4.	Proposals Due	May 31, 2016
5.	Interview (if required)	June 7, 2016
6.	City Council Award of Contract (tentative)	June 21, 2016
7.	Notice to Proceed (tentative)	By July 1, 2016

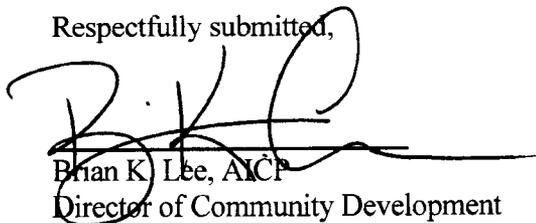
FISCAL IMPACT:

The financial implication is to add the restricted MTA grant fund of \$342,000 to Fiscal Year 2016-2017 budget. With respect to the local match fund of \$115,000, authorize City Manager to appropriate up to \$100,000 of Proposition C funds and \$15,000 of General Fund to the Town Center Specific Plan Amendment for next two Fiscal Years of 2016-2017 and 2017-2018 budgets.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. The issuance of the Request for Proposal to solicit land use planning, urban design and engineering professional services will not result in any significant effect on the environment.

Respectfully submitted,



Brian K. Lee, AICP
 Director of Community Development

ATTACHMENTS:

- Attachment A: Request for Proposal – Covina Town Center Specific Plan
- Attachment B: Scope of Work, Project Schedule and Budget
- Attachment C: October 20, 2015 Council Report and Resolution No. 15-7401

ATTACHMENT B

TOD Planning Grant Program Round 4
GRANT AGREEMENT

This Grant Agreement ("Agreement") is dated March 10, 2016 for reference purposes only, and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and City of Covina ("Grantee") for Covina Town Center Specific Plan Update - LACMTA Transit Oriented Development (TOD) Planning Grant Program ID# 920000000TOD201507 as described in this Agreement and the attachments hereto ("Project").

WHEREAS, as part of Round 4 of the TOD Planning Grant Program, the LACMTA Board of Directors, at its meeting on January 29, 2015, authorized a grant to Grantee, subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this Agreement consist of the following, and each is incorporated by reference as if fully set forth herein:

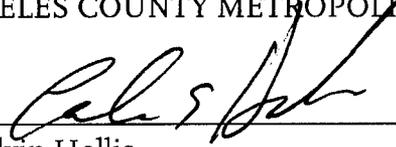
1. Part I - Specific Terms of the Agreement
2. Part II - General Terms of the Agreement
3. Attachment A - Project Schedule and Budget
4. Attachment B - Scope of Work
5. Attachment C - Reporting and Expenditure Guidelines
6. Attachment D - Quarterly Progress/Expense Report
7. Attachment E - Lapsing Policy

In the event of a conflict, the Specific Terms of this Agreement and Attachments A, B, C, D, and E shall have precedence in that order and shall prevail over the General Terms.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By:  Date: 6-1-16
Calvin Hollis
Managing Executive Officer, Countywide Planning

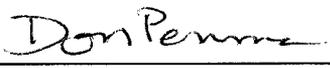
APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By:  Date: 5/10/16
Deputy

GRANTEE:

City of Covina

By:  Date: 5/11/16
Don Penman
Interim City Manager

PART I
SPECIFIC TERMS OF THE AGREEMENT

1. The Title of the Project is Covina Town Center Specific Plan Update - LACMTA TOD Planning Grant Program ID# 920000000TOD201507.
2. To the extent the Funds are available, LACMTA shall make to Grantee a one-time grant of Measure R 2% System Improvement and/or Measure R 3% Metrolink, based on Project eligibility and funds available, in the amount of \$342,000 (the "Funds") for the Project in accordance with the terms of this Agreement. LACMTA Board of Directors' action of January 29, 2015 granted the Funds to Grantee for the Project.
3. This one time grant shall be on a reimbursement basis. Grantee must provide the appropriate supporting documents with the Quarterly Progress/Expense Report, Attachment D.
4. Grantee shall contribute the Grantee Funding Commitment (local match), if any, to the Project in the amounts and toward the Scope of Work, all as specified in Attachment A. In each Quarterly Progress/Expense Report (Attachment D), Grantee shall report on the use of the local match which should be consistent with Attachment A. If Grantee does not meet its local match commitment, it shall be considered a default under this Agreement and LACMTA will have the remedies available to it under Part II, Section 9 and 10. Any changes in the Grantee Funding Commitment must be made by mutual agreement of the parties and documented in an amendment to this Agreement.
5. Grantee shall complete the Project as described in the "Scope of Work," attached to this Agreement as **Attachment B**. The Scope of Work includes a description of the Project and a detailed description of the work and tasks to be completed, including project deliverables, by Grantee. Project work shall adhere to the Project Schedule and Budget attached to this Agreement as **Attachment A**, consistent with the Lapsing Policy attached to this Agreement as **Attachment E**. If Grantee is consistently behind schedule in meeting milestones or in delivering the Project, in accordance with Attachments A and E, then LACMTA shall have the option to terminate this Agreement for default as described in Part II, Sections 9 and 10 and deobligate funds as described in Part II Section 8.
6. Eligible Project expenses are defined in the Reporting and Expenditure Guidelines attached to this Agreement as **Attachment C**. The form of the Quarterly Progress/Expense Report is attached as **Attachment D**. LACMTA shall withhold five percent (5%) of eligible expenditures per invoice as retention pending an audit of expenditures and completion of the Scope of Work (Attachment B).
7. The duration of the grant, as evidenced in **Attachment A**, shall be thirty-six (36) months and all eligible costs shall be incurred during this period. Pursuant to the Lapsing Policy, the funds may be deobligated if the Project is not completed within thirty-six (36) months from the fully executed agreement date. To the extent this Agreement is inconsistent with any term of the Lapsing Policy, the Lapsing Policy shall govern.

8. Grantee shall ensure that the grant funded work is focused on creating new opportunities for regulatory change that support TOD. If upon review of the Quarterly Progress/Expense Report (Attachment D), LACMTA finds that the Project is not creating a regulatory framework that supports TOD principles, LACMTA may find Grantee to be in default and shall have the remedies as described in Part II, Section 9 and 10. LACMTA may also deobligate funds as described in PART II, Section 8.

9. Amendments to this Agreement shall be in writing executed by the parties. No changes to the (i) grant amount, (ii) Project Funding, (iii) Scope of Work (Attachment B), or (iv) lapse date of the Funds shall be allowed without a written amendment to this Agreement, approved and signed by the LACMTA Chief Executive Officer or his/her designee and Grantee. Notwithstanding the forgoing, Grantee may transfer funds between line items within the Scope of Work and Budget or make non-material schedule changes, subject to LACMTA written approval without a formal amendment to this Agreement. In order to transfer funds or make non-material schedule changes, Grantee shall submit a memo to LACMTA describing (i) the amount of proposed transfer of funds, and between which line items; (ii) how the proposed transfer will affect the Scope of Work; and (iii) how the Scope of Work and deliverables are still achievable if the proposed transfer is effectuated. LACMTA will have fifteen (15) working days to approve or disapprove the proposed change, and such approval or disapproval may be provided either by written memo or by email.

10. Notice shall be given to the parties at the address specified below unless otherwise notified in writing of change of address. Any notice required or permitted to be delivered hereunder shall be deemed to be delivered upon receipt at the correct address by United States mail, postage prepaid, certified or registered mail, return receipt requested, or by Federal Express or other reputable overnight delivery service addressed to the parties hereto as follows:

LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
Attention: Elizabeth Carvajal, 23rd Floor, Mail Stop 99-23-4
One Gateway Plaza
Los Angeles, CA 90012

Grantee's Address:

City of Covina
Attention: Nancy Fong, nfong@covinaca.gov
125 E. College Street
Covina, CA 91723

PART II
GENERAL TERMS OF THE AGREEMENT

1. TERM:

1.1 The term of this Agreement shall commence on the date this Agreement is fully executed and shall expire upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work (Attachment B) has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to Grantee. The parties understand and agree there are certain covenants and agreements which specifically remain in effect after expiration or termination of this Agreement.

1.2 Should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this Agreement by giving written notice to Grantee at least thirty (30) days in advance of the effective date of such termination. If this Agreement is terminated pursuant to this section, LACMTA will not reimburse Grantee any costs incurred after the termination date.

2. INVOICE BY GRANTEE:

2.1 Unless otherwise stated in this Agreement, the Quarterly Progress/Expense Report (Attachment D), with supporting documentation of expenses and project progress as described in Part II, Section 4.1 of this Agreement, and other documents as required pursuant to this Agreement, shall satisfy LACMTA invoicing requirements. Expenses that are not invoiced within sixty (60) days after the lapsing date as defined in the Lapsing Policy, Part II, Section 8.1 below are not eligible for reimbursement.

Send invoices with supporting documentation to:

Los Angeles County Metropolitan Transportation Authority

Accounts Payable

P. O. Box 512296

Los Angeles, CA 90051-0296

Re: LACMTA Agreement# 920000000TOD201507

Attention Elizabeth Carvajal, 23rd Floor, Mail Stop 99-23-4

3. USE OF FUNDS:

3.1 Grantee shall utilize the Funds to complete the Project as described in the Scope of Work (Attachment B) and in accordance with the Reporting and Expenditure Guidelines (Attachment C) and the most recently adopted LACMTA TOD Planning Grant Guidelines (collectively, the "Guidelines"). Grantee shall be eligible for the Funds up to the grant amount specified in Part I, Section 2 of this Agreement subject to the terms and conditions contained herein and in the Guidelines.

3.2 Grantee shall not use the Funds to substitute for any other funds or projects not specified in this Agreement. Further, Grantee shall not use the Funds for any expenses or activities above and beyond the approved Scope of Work (Attachment B).

3.3 Grantee must use the Funds in the most cost-effective manner. If Grantee intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with Grantee's contracting procedures and consistent with State law. Grantee will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. Grantee staff or consultant with project oversight roles cannot award work to companies in which they have a financial or personal interest. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

3.4 Grantee may change budgetary amount per task within the Scope of Work (Attachment B), subject to LACMTA approval as set forth in Part I, Section 9 hereof.

3.5 Grantee's employees, officers, councilmembers, board members, agents, or consultants (a "Grantee Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a Grantee Party (b) any member of a Grantee Party's immediate family, (c) a partner of a Grantee Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4. DISBURSEMENT OF FUNDS:

4.1 Grantee shall submit the Quarterly Progress/Expense Report (Attachment D) within forty-five (45) days after the close of each quarter. Should Grantee fail to submit such reports within ten (10) days of the due date or if Grantee submits incomplete reports, LACMTA will not reimburse Grantee until the completed required reports are received, reviewed, and approved. The Quarterly Progress/Expense Report (Attachment D) shall include all appropriate supporting documentation (such as contractor invoices, timesheets, receipts, etc.) as set forth in the Guidelines. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, Grantee will still be required to submit the Quarterly Progress/Expense Report (Attachment D), indicating that no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a month, then Grantee can submit such an invoice once per month with supporting documentation.

4.2 Disbursements shall be made on a reimbursement basis in accordance with the provisions of this Agreement.

4.3 LACMTA will make all disbursements electronically unless an exception is requested in writing. Disbursements via Automated Clearing House (ACH) will be made at no cost to Grantee. Grantee must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at <http://www.metro.net/projects/tod/>.

4.4 Expenses that are not invoiced within sixty (60) days after the lapsing date specified in Part II, Section 8.1 below are not eligible for reimbursement.

4.5 Any Funds expended by Grantee prior to the execution of this Agreement by LACMTA shall not be reimbursed.

5. **REPORTING AND AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS:**

5.1*¹ LACMTA and/or its designee shall have the right to conduct audits of the Project, as it deem appropriate, such as financial and compliance audits; interim audits; pre-award audits; performance audits; and final audits. LACMTA will commence a final audit within six months of receipt of an acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by Grantee and invoiced to LACMTA and such costs, charges, and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization, including actual indirect rates for the period covered by the Agreement period under review). Grantee agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). Grantee shall reimburse LACMTA for any expenditure not in compliance with this Agreement and the Guidelines. Grantee's eligible expenditures submitted to LACMTA for this Project shall be in compliance with the Reporting and Expense Guidelines (Attachment C) and Office of Management and Budget ("OMB") Circular A-87. The allowability of costs for Grantee's contractors, consultants and suppliers submitted to LACMTA through Recipient's Quarterly Progress Reports/Expense Report (Attachment D) shall be in compliance with OMB Circular A-87 or Federal Acquisition Regulations, Subpart 31 (FAR), whichever is applicable. Any use of the Funds which is expressly prohibited under this Agreement shall be an ineligible use of the Funds and may be disallowed by LACMTA audit. Findings of the LACMTA audit are final. When LACMTA audit findings require Grantee to return monies to LACMTA, Grantee shall return such monies within thirty (30) days after the final audit is sent to Grantee.

5.2* Grantee's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records"). Grantee's records shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify direct and indirect costs

¹ See Part II Section 12.6 for asterisk

(including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by Grantee for 3 years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

5.3* Grantee shall cause all contractors to comply with the requirements of this Part II, Sections 5.1 and 5.2 above. Grantee shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

5.4* LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all of the records of Grantee and its contractors related to the Project and shall be allowed to interview any employee of Grantee and its contractors through final payment to the extent reasonably practicable.

5.5* LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of Grantee and its contractors, shall have access to all necessary records, including reproduction at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

5.6* In addition to LACMTA's other remedies as provided in this Agreement, LACMTA shall withhold the Funds and/or recommend not to award a future TOD Planning Grant to Grantee if the LACMTA audit has determined that Grantee failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and/or is materially out of compliance with other terms and conditions as defined by this Agreement and the Guidelines, including the access to records provisions of this Part II, Section 5.

5.7* When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

5.8* Grantee shall certify monthly invoices by reviewing all contractor and subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with OMB Circular A-87 or FAR Subpart 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.9 Grantee shall also certify final costs of the Project to ensure all costs are in compliance with OMB Circular A-87 or FAR Subpart 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.10 Whenever possible, in exercising its audit rights under this Agreement, LACMTA shall rely on Grantee's own records and audit work to minimize direct audit of contractors, consultants, and suppliers.

6. **ONE TIME GRANT:**

6.1 This is a one time only grant subject to the terms and conditions agreed to herein and in the Guidelines. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

7. **SOURCES AND DISPOSITION OF FUNDS:**

7.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available for the Project, LACMTA shall have no obligation to provide the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Grantee shall be responsible for any and all cost overruns for the Project.

7.3 If the Funds are insufficient to complete the Project, Grantee may modify the Scope of Work (Attachment B) to allow project completion with other funds available to Grantee. LACMTA shall have the right to review and approve or reject any proposed changes to the Scope of Work (Attachment B).

7.4 If at any time, Grantee receives outside funding for the Project in addition to the Funds identified in the Scope of Work (Attachment B) at the time this grant was awarded, this Agreement shall be amended to reflect such additional funding. If, at the time of final invoice, funding for the Project (including the Funds and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds as specified in the Scope of Work (Attachment B), and the Funds required for the Project shall be reduced accordingly.

8. **TIMELY USE / RECERTIFICATION / DEOBLIGATION OF FUNDS:**

8.1 Grantee must demonstrate timely use of the Funds and effective implementation of project scope of work by:

- (i) Executing this Agreement within sixty (60) days of receiving formal transmittal of the Agreement from LACMTA.
- (ii) Meeting the Project milestone and deliverable due dates as stated in the Project Schedule and Budget (Attachment A) and Scope of Work (Attachment B).
- (iii) Timely submitting of the Quarterly Progress/Expense Reports (Attachment D) as defined in Part II, Section 2 of this Agreement and the Reporting and Expenditure Guidelines (Attachment C); and
- (iv) Expending funds granted within thirty-six (36) months from the date the Grant Agreement is fully executed.

- (v) Procuring contract/consultant to complete grant Scope of Work (Attachment B) within six (6) months of agreement execution with LACMTA.
- (vi) Notifying LACMTA as soon as grantee is aware of any changes and circumstances which alter the eligibility of the Board approved project.

If Grantee fails to meet any of the above conditions, the project shall be considered lapsed and will be submitted to the LACMTA Board of Directors for deobligation.

8.2 In the event that the timely use of the Funds and effective implementation of the project scope of work is not demonstrated as described in Part II, Section 8.1 of this Agreement, the Project will be reevaluated by LACMTA as part of its annual budget recertification of funds and TOD Planning Grant Program deobligation process. The Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Grantee does not complete one element of the Project, as described in the Scope of Work (Attachment B) due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event that all the Funds are reprogrammed, this Agreement shall automatically terminate.

9. **DEFAULT:**

9.1 A Default under this Agreement is defined as any one or more of the following: (i) Grantee fails to comply with the terms and conditions contained herein or in the Guidelines; or (ii) Grantee is consistently behind schedule in meeting milestones or in delivering the Project; or (iii) Grantee fails to perform satisfactorily or makes a material change, as determined by LACMTA at its sole discretion, to the Scope of Work (Attachment B) or the Project Funding without LACMTA's prior written consent or approval as provided herein.

10. **REMEDIES:**

10.1 In the event of a Default by Grantee, LACMTA shall provide written notice of such Default to Grantee with a 30-day period to cure the Default. In the event Grantee fails to cure the Default or to commit to cure the Default and commence the cure within such 30-day period, and thereafter diligently continue such cure to completion to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this Agreement; (ii) LACMTA may make no further disbursements of Funds to Grantee; and/or (iii) LACMTA may recover from Grantee any Funds disbursed to Grantee as allowed by law or in equity.

10.2 Effective upon receipt of written notice of termination from LACMTA, pursuant to Section 10.1, Grantee shall not undertake any new work or obligation with respect to this Agreement unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of Grantee.

10.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

11. COMMUNICATIONS:

11.1 Grantee shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on line or from the LACMTA Project Manager. Please check with the LACMTA Project Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. Grantee shall be responsible for complying with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

11.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to community outreach materials, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage, as well as the plan or other primary deliverables funded by the Grant. A more detailed definition of "Communications Materials" is found in the Funding Agreement Communications Materials Guidelines.

11.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. These guidelines and logo files including scalable vector files will be available through the LACMTA Project Manager.

11.4 Grantee shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

11.5 The LACMTA Project Manager shall be responsible for monitoring Grantee compliance with the terms and conditions of this Section. Grantee failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

12. OTHER TERMS AND CONDITIONS:

12.1 This Agreement, along with its Attachments and the Guidelines, constitutes the entire understanding between the parties with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original Agreement or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

12.2* In the event that there is any court proceeding between the parties to enforce or interpret this Agreement to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

12.3* Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Grantee under or in connection with any work performed by and or service provided by Grantee, its officers, agents, employees, contractors, and subcontractors under this Agreement. Grantee shall fully indemnify, defend with counsel approved by LACMTA, and hold LACMTA and its subsidiaries, and their respective directors, officers, agents, and employees harmless from and against any suits and causes of actions, claims, losses, liability, damages, costs and expenses, including without limitation, any costs or liability on account of bodily injury, death or personal injury of any person, or damage to or loss of property, any environmental obligation, and any legal fees, in any way arising out of the acts or omissions to act related to Project or this Agreement, without requirement that LACMTA first pay such claims.

12.4 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

12.5* Grantee shall comply with and ensure that work performed under this Agreement is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements, and the applicable requirements and regulations of LACMTA. Grantee acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

12.6 Grantee agrees that those sections of this Agreement marked with an **asterisk** and the Guidelines shall be included in every contract entered into by Grantee or its contractors relating to work performed under this Agreement and LACMTA shall have the right to review and audit such contracts.

12.7 Grantee shall not assign this Agreement, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his/her designee, and any assignment without said consent shall be void and unenforceable at the option of LACMTA.

12.8* This Agreement shall be governed by California law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or

unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

12.9 The covenants and agreements of this Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assignees.

12.10 Grantee will advise LACMTA prior to any key Project staffing changes.

12.11 Grantee in the performance of the work described in this Agreement is not a contractor nor an agent or employee of LACMTA. Grantee attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Grantee shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

**ATTACHMENT C - LIST OF CONSULTANTS
RECEIVING THE RFP FOR TOWN CENTER SPECIFIC PLAN UPDATE
4-26-16**

Firm Name	Contact Name	Phone	address
1 Civic Solutions	Maryann Marks, AICP	949-489-1442	27362 Calle Arroyo, San Juan Capistrano, CA 92675
2 Dudek, Inc	Ruta Thomas	626-204-9822	38 N. Marengo Avenue, Pasadena, CA 91101
3 ESA	Stefanie Nix	949-870-1509	2121 Alton Parkway, Suite 100, Irvine, CA 92606
4 FORMA	Gene Hsieh		
5 IBI Group	David Chow	949-833-5588	18401 Von Karman Ave, Suite 110, Irvine, CA 92612
6 Lilley Planning Group	Shannon Wages	714-672-9906	564 South Brea Blvd., CA 92821
7 MIG	Lisa Brownfield	626-744-9872	537 S. Raymond Ave. Pasadena, CA 91105
8 Michael Baker International	Julian Capata	562-200-7165	3900 Kilroy Airport Way, Suite 120, Long Beach, CA 90806
9 Placeworks	Brian Judd; Karen Gully	714-966-9220	3 MacArthur Place, Suite 100, Santa Ana, CA 92707
10 BonTerra/Psomas	Kathleen Brady	714-751-7373	3 Hutton Center Dr, Suite 200, Santa Ana, CA 92707
11 RRM Design Group	Jami Williams	949-361-7950	32332 Camino Capistrano, Suite 205, San Juan Capistrano, CA 92675
12 The Arroyo Group		626-795-9771	16, North Morengo Ave, Suite 405, Pasadena, CA 91101
13 Ultra Systems	Betsy A. Lindsay	949-788-4900	16431 Scientific Way, Irvine, CA 92618
A/E Consultants Information Network	April Hawkins (for consultants client)	916-991-0203	P.O. Box 417816, Sacramento, CA 95841

**ATTACHMENT D
TOWN CENTER SPECIFIC PLAN UPDATE
SCORING OF RFPs – June 13, 2016**

Criteria for Evaluation		Max. Points
1	Project Staffing and Organization <ul style="list-style-type: none"> • Team Selection and key personnel • Strength of the team members • Professional and relevant experiences Subtotal total points	10
2	Community and Internal Engagement <ul style="list-style-type: none"> • Any specific experiences in completion of community engagement • Does the proposal describe in detail the community outreach strategy • Does the community outreach strategy will result in constructive and successful visioning process with the City's desire outcome Subtotal total points	20
3A	Technical Qualifications <ul style="list-style-type: none"> • Any Specific and relevant experiences of key personnel in performing the technical reports • Does the proposal include all the technical reports listed in the Scope of work • Do the technical analysis and reports contain all the components listed in the Scope of Work Subtotal total points	20
3B	Delivery of a Quality Specific Plan <ul style="list-style-type: none"> • Show ability to create a quality Specific Plan that is 	20

**ATTACHMENT C - LIST OF CONSULTANTS
RECEIVING THE RFP FOR TOWN CENTER SPECIFIC PLAN UPDATE
4-26-16**

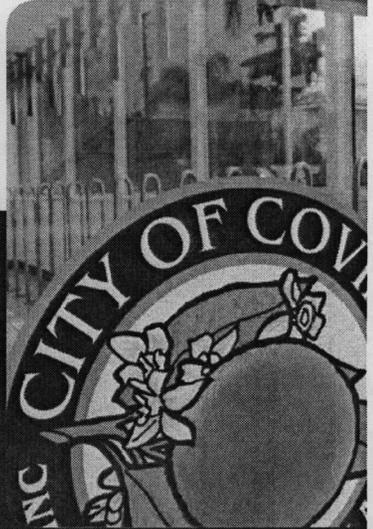
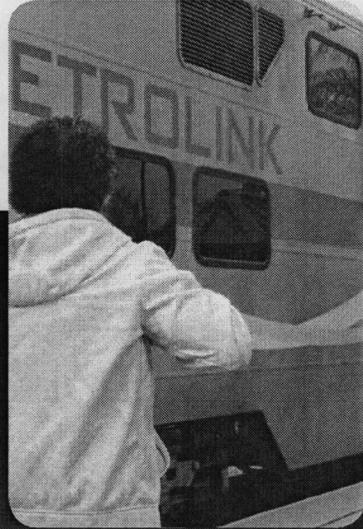
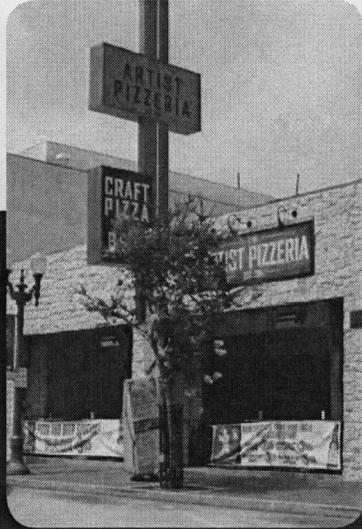
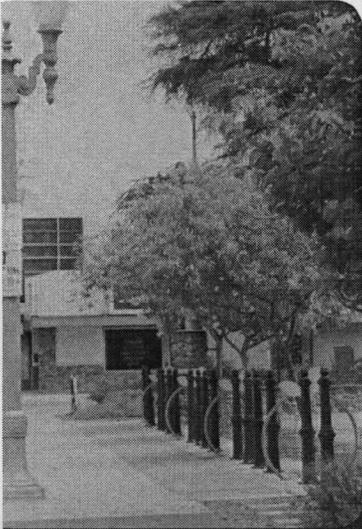
Firm Name	Contact Name	Phone	address
1 Civic Solutions	Maryann Marks, AICP	949-489-1442	27362 Calle Arroyo, San Juan Capistrano, CA 92675
2 Dudek, Inc	Ruta Thomas	626-204-9822	38 N. Marengo Avenue, Pasadena, CA 91101
3 ESA	Stefanie Nix	949-870-1509	2121 Alton Parkway, Suite 100, Irvine, CA 92606
4 FORMA	Gene Hsieh		
5 IBI Group	David Chow	949-833-5588	18401 Von Karman Ave, Suite 110, Irvine, CA 92612
6 Lilley Planning Group	Shannon Wages	714-672-9906	564 South Brea Blvd., CA 92821
7 MIG	Lisa Brownfield	626-744-9872	537 S. Raymond Ave, Pasadena, CA 91105
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11 IRRM Design Group	Jami Williams	949-361-7950	32332 Camino Capistrano, Suite 205, San Juan Capistrano, CA 92675
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13 Ultra Systems	Betsy A. Lindsay	949-788-4900	16431 Scientific Way, Irvine, CA 92618
A/E Consultants Information Network	April Hawkins (for consultants client)	916-991-0203	P.O. Box 417816, Sacramento, CA 95841

proposal to provide professional services

ATTACHMENT E

Covina

town center specific plan



JUNE 2, 2016

MIG

MIG, INC
537 SOUTH RAYMOND AVENUE | PASADENA,
CALIFORNIA 91105
626-744-9872 | www.migcom.com

In association with
LELAND CONSULTING GROUP | NELSON \ NYGAARD

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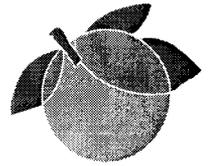
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SECTION ONE
Letter of Interest



Visualizations for Euclid and National Avenue Master Plans, St. Louis, Missouri





537 S. Raymond Ave.
Pasadena, CA 91105
P (626) 744-9872
F (626) 744-9873
www.migcom.com

CALIFORNIA
BERKELEY, FULLERTON,
KENWOOD, PASADENA,
RIVERSIDE, SACRAMENTO,
SAN DIEGO AND SAN JOSE

COLORADO
DENVER

NEW YORK
PLEASANTVILLE

OREGON
EUGENE AND PORTLAND

TEXAS
SAN ANTONIO

WASHINGTON
SEATTLE

June 2, 2016

Brian K. Lee, AICP
Director of Community Development
C/O City Clerk's Office
125 E. College Street
Covina, California 91723-2199

Dear Mr. Lee and Selection Committee Members:

Downtown Covina is at an important juncture in its evolution. Rich in its cultural tapestry and bounded by healthy neighborhoods, the area boasts **many assets** including a historic community, recent streetscape improvements, access to Metrolink and its hundreds of passengers, and a commitment to improving local residents' quality of life. However, there are **challenges** to be addressed — commercial vitality; industrial use and adaptive reuse; a sense of place; mobility, access and parking; wayfinding; historic preservation; and ensuring environmental sustainability. While the City has worked hard in recent years to make the Town Center a better place, the Metrolink station's success is driving new development interest. The Town Center Specific Plan Update represents a terrific opportunity to address these concerns and devise **tangible, easily understood, implementable solutions to create a more vibrant future.**

The MIG Team is ideally suited to bring this project to successful fruition. We understand the area through our current work in Covina and adjacent jurisdictions (Glendora, Azusa, and Walnut). Many of our team members and their families are Covina residents, including one of our proposed project associates who serves on the Covina Valley Historical Society Board. We know the **culture, people and patterns of Covina**, and our team has deep experience in the San Gabriel suburban communities. We understand the nuances of smaller suburban economics and their transitions, transit issues and pressures for sustained economic growth.

MIG's proposed team brings a wealth of land use planning, urban design, landscape architecture, historic preservation, sustainable urban/site design and infrastructure planning, CEQA analysis, community engagement and bilingual facilitation. We are experts in transit oriented development and have successfully completed Metro TOD projects in the Los Angeles region. We know how to **best utilize and leverage available resources** to get the maximum return on investment in the form of private development, community building, economic development and placemaking. Our specific plans are **clear, concise, self-contained, thorough and highly illustrative.** Our strategic, tailored design guidelines and standards are easily understood and implementable by individuals as well as builders.

Our team is augmented by **Leland Consulting Group (LCG)** for real estate economics and fiscal analysis. LCG was specifically selected for this project because of its work with transit-oriented development projects and downtown centers throughout the West Coast over the past several years. MIG and LCG have successfully partnered on a number of projects. Additionally, we selected **Nelson\Nygaard** to join our Town Center Specific Plan team because of their national expertise in multimodal mobility, parking and transportation engineering. Nelson\Nygaard co-authored the SCAG/METRO First Last Mile Strategic Plan project, which will bring tremendous value to this project. MIG, LCG and Nelson\Nygaard all have a long history working together on successful efforts.

Our highly relevant work featured in this proposal is focused on key items of direct relevance and importance to Covina, including:

Enhancing Downtowns. Our work strives to enhance downtowns, creating places that balance charm with residential and economic needs. This is very important to Covina as the community seeks to balance critical issues such as mobility for automobiles, pedestrians, bikes and transit; housing with essential services; and streetscape improvements with environmentally sustainable features and fiscally sustainable budgets. MIG creates highly graphic, reader-friendly, concise, specific plans as evidenced by our work on the Long Beach Streetscape Plan, Anaheim Canyon Specific Plan, El Cerrito and Richmond San Pablo Avenue Specific Plan, Duarte 2030 Town Center Vision and many more.

Unique Transit Oriented Development. Having planned Transit Oriented Developments (TODs) in Los Angeles and throughout the country, MIG knows that all TODs are different and need not necessarily conform to a "four stories over Starbucks" model to be successful and feasible. The Downtown area has the opportunity for a range of uses, activities, and building forms to accommodate innovative types and mixes of urban development that support the "main street" character.

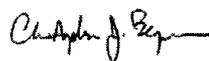
CEQA and Project Streamlining. MIG regularly prepares specific plans and EIRs concurrently, making the process time-effective and cost-efficient. We will prepare a Program EIR (PEIR) with comprehensive and defensible CEQA analyses up front, minimizing the need for additional CEQA analyses in the future and ensuring that projects get built.

Clear, Specific Implementation. Our approach emphasizes strategic and streamlined implementation, and building in tools to advance new public improvements, stimulate community investment, spur revitalization and result in real, tangible change.

The MIG Team is passionate about Covina's Town Center Specific Plan project. At the heart of MIG's mission, we strive to create healthy vibrant downtowns, reconnect residential and commercial uses through solid and sustainable TOD, and establish community identity through environmentally and fiscally sustainable placemaking. We understand that creating a great future for the Town Center requires **critical thinking, strategy, and technical ability**. We know that creating a better future for the community requires **authentic, meaningful engagement** with the people who live and work in Covina, as well as developers and other local stakeholders. We are dedicated to serving the City's needs, responding to the community's desires, and creating realistic plans and actions steps to achieve the desired outcomes.

The MIG Team is committed to providing the resources needed to complete the Town Center Specific Plan by December 2017. Our project load and staffing resources ensure we will complete the project on time and within budget. We welcome the opportunity to meet with you and discuss our proposal and ideas in further detail. If you have any questions, please contact Lisa Brownfield at (626) 744-9872 or Chris Beynon at (510) 812-0172 or via e-mail at lisab@migcom.com and chrisb@migcom.com.

Sincerely,
MIG, Inc.



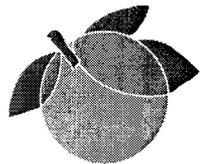
Chris Beynon, AICP
Principal-in-Charge



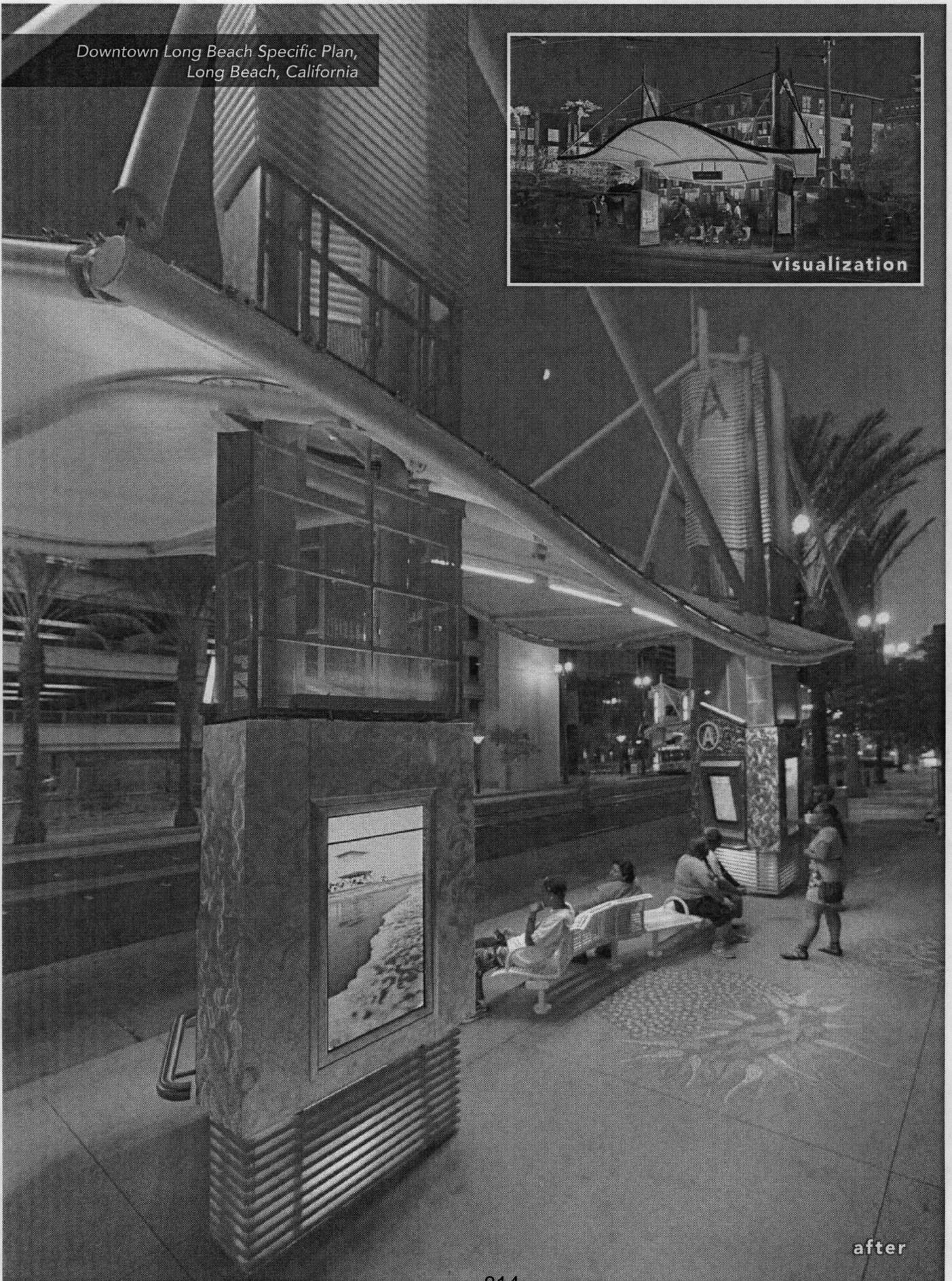
Lisa Brownfield
Project Manager

SECTION TWO

Organization of the Consultant Team



Downtown Long Beach Specific Plan,
Long Beach, California



Organization of the Consultant Team



About MIG, Inc.

Critical thinking. Strategic focus. Innovative solutions.

For over 34 years, MIG has engaged top professionals in planning, design, communications, science, management and technology who work together to ensure our clients achieve the results they want. We look beyond convention to produce meaningful plans and creative designs that meet our world's increasing social, economic and environmental challenges. MIG is a multidisciplinary firm that provides a sophisticated, integrated and interactive approach to create nuanced, layered and dynamic planning and design strategies.

Since our founding in 1982, MIG has focused on planning, designing and sustaining environments that support human development. Our staff has successfully worked with public agencies and private clients throughout California and the nation on projects that enhance community livability, support revitalization and connect people with places. Our approach is grounded in a thorough understanding of local issues regarding planning and design—as well as the **social, economic, environmental and cultural context** of the project area—to create successful plans.

MIG's combination of expertise allows us to conduct planning in a highly engaging and interactive process involving all stakeholder groups. We work directly with residents, elected and appointed officials, business and property owners, developers, community leaders and lenders to frame key issues, understand needs and goals and create an **action plan for change that is supported by all parties**.

The MIG Team has provided services and created products integral to the Covina Town Center Specific Plan including:

- **Managing complex downtown specific planning projects**
- Developing robust **bilingual public outreach and involvement** programs
- Facilitating public workshops, stakeholder sessions and team meetings that **build consensus**
- **Context- and market-sensitive** concept planning and redevelopment strategies
- **Realistic implementation strategies**
- **Sustainability** issues, strategies and actions

- **Complete streets design and implementation**
- Delivering planning documents that are **consistent, graphically rich, legally defensible and easy to use**
- Producing high quality work **on time and within budget**

Areas of Expertise

- Specific Plans and General Plans
- Urban Planning and Sustainable Design
- Streetscapes, Corridors and Complete Streets
- Transit-Oriented Development
- Community Planning
- Community Outreach and Involvement
- Facilitation and Consensus Building
- Translation Services
- Landscape Architecture
- CEQA and Environmental Planning
- Mapping and GIS Analysis
- Web/Graphic Design and Visualizations

Specific Plans for Downtowns/Town Centers: MIG is nationally renowned for its expertise in downtown and town center planning, design and implementation. We develop projects that enhance community livability, support revitalization and connect people with places. We understand local issues regarding planning and design — as well as the social, economic and cultural context of the project area — to create successful plans for re-energizing city centers of all sizes, including Duarte, Los Angeles, San Diego, Long Beach, Tustin, Palm Springs and Sacramento, California.

Community Outreach and Public Engagement: MIG designs and implements multi-leveled, well-documented community engagement programs, and uses proven facilitation techniques and succinct, easily understood information to ensure that the community and stakeholders understand pertinent issues and that agencies receive meaningful community input. We know the economics and conditions that influence planning in Covina. Our interactive workshops may use graphic recording, breakout group exercises, comment cards and notation to meaningfully engage the community.



About Nelson\Nygaard

Nelson\Nygaard Consulting Associates, Inc. is an internationally recognized firm committed to developing transportation systems that promote vibrant, sustainable and accessible communities. Founded by two women in 1987, Nelson\Nygaard has grown from its roots in transit planning to a 130-person, full-service transportation firm with offices across the United States. In keeping with the values set by our founders, Nelson\Nygaard puts people first. We recognize that transportation is not an end by itself but a platform for achieving broader community goals of mobility, equity, economic development, and healthy living. Our hands-on, national experience informs but doesn't dictate local solutions. Built on consensus and a multimodal approach, our plans are renowned as practical and implementable. Their relevant expertise includes:

Multimodal Networks: Complete streets, downtown and regional mobility, transit-oriented development, transportation demand management, healthy communities

Parking Management: Regulations, pricing strategies, shared parking, governance, technology selection, travel demand management

Traffic Analysis: Road diets and traffic calming, traffic impact simulation, trip reduction, greenhouse gas analysis, climate action plans

About Leland Consulting Group

Through Leland Consulting Group's (LCG's) work in more than 250 communities across the country, the firm has helped to shape long-term plans, and build the projects that immediately improve residents' quality of life: thriving downtowns, bustling shopping districts, inviting neighborhoods, and productive employment centers. As urban strategists, LCG keeps the big picture in sight, while simultaneously providing deep expertise in the strategic, market, financial, and economic elements that make projects possible and successful. Their experience has included numerous downtown, TOD, and transit-related projects in California and throughout the West, including public-private partnership support for the Millenia project in San Diego, the downtown plan for Hanford, market analyses for retail projects in Anaheim and Los Angeles, a value capture strategy for the proposed Sacramento Streetcar, and a redevelopment strategy for city-owned property on Pacifica's oceanfront. Their relevant expertise includes:

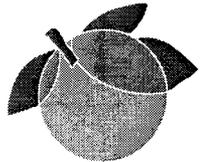
TOD Market Analysis: LCG has worked on more than 80 station area plans in the western US including market strategies, development feasibility analyses, and implementation strategies for urban corridors, station area developments, streetcar feasibility studies, infrastructure financing strategies, and public-private partnerships.

Implementation and funding: LCG has developed transportation and redevelopment funding strategies for TOD and downtown revitalization projects in cities of all sizes and in states with wildly ranging tools available to support implementation.

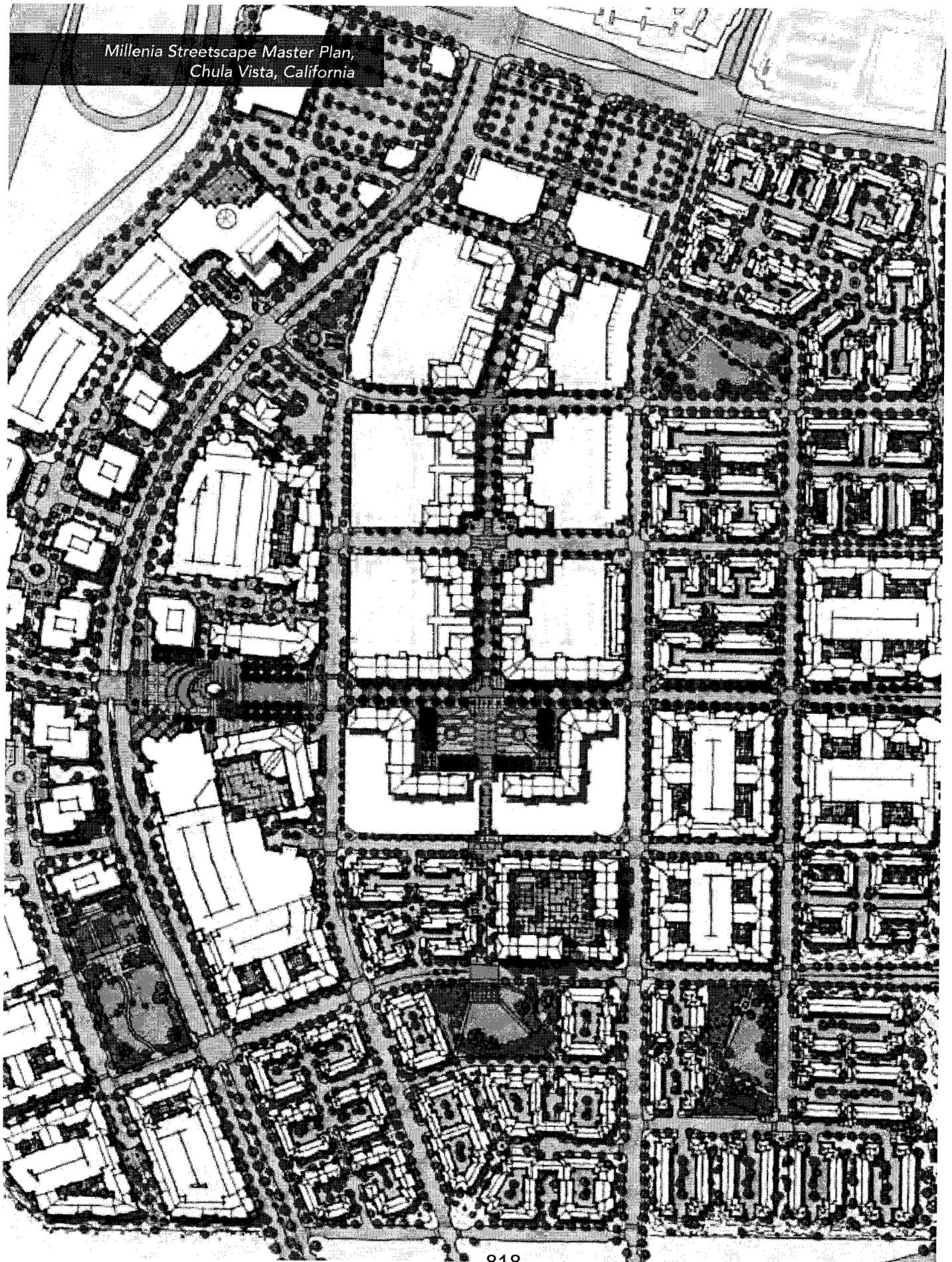
TEAM MEMBER LEGAL NAME	ORGANIZATION TYPE	SIZE/NUMBER AND TYPE OF PROFESSIONAL STAFF	YEARS IN BUSINESS	LOCATION/S WHERE WORK WILL BE PERFORMED
Moore Iacofano Goltsman, Inc.	Corporation	14 offices nationwide 210 staff in firm 13 staff in local office	34 years	537 S. Raymond Avenue Pasadena, CA 91105
Nelson\Nygaard Consulting Associates, Inc.	S-Corporation	8 offices nationwide 130 staff in firm 7 staff in local office	29 years	206 South Hill St., Ste. 1200 Los Angeles, CA 90014
Leland Consulting Group, Inc.	Sub S-Corporation	2 offices nationwide 8 staff in firm 8 staff in local office	27 years	4258 Verdugo Road Los Angeles, CA 90065

SECTION THREE

Project Understanding and Approach



*Millenia Streetscape Master Plan,
Chula Vista, California*



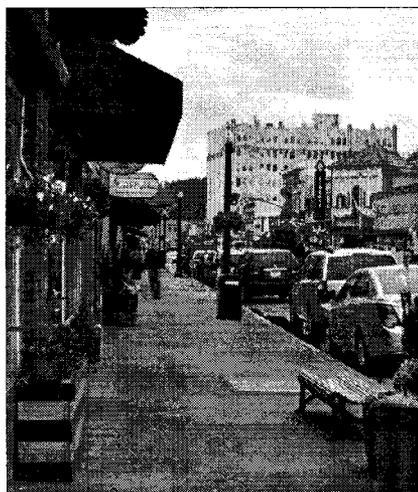
Project Understanding

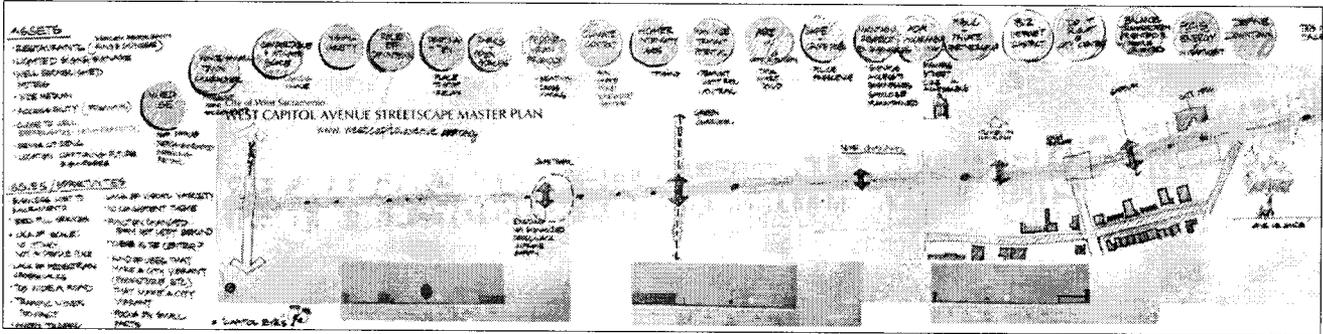
The task is clear and bold: reimagining the Covina Town Center as a dynamic, charismatic district that continues to serve as the center for City services, and becomes a place where walking, bicycling and riding transit are competitive with automobiles for everyday trips. The MIG Team's approach places specific emphasis on existing businesses and residents, recognizing that there is an abundance of previous groundwork to build on. Shaping transition around what already works, knowing when it is time to make the big move, and understanding how to work with the community concerns resulting from those changes will be important details throughout this process. In order to create an environment that supports catalytic development, we will address transportation and transit access; changing marketplaces, adequate green infrastructure; understanding the needs of residents, employers and transit riders; and educating the public and local decision-makers.

The City of Covina will revisit its Town Center Specific Plan to rethink the land use zones; plan for transit oriented development, perhaps by extending the mixed use and parking overlay districts; develop linkages between Downtown and the Metrolink station and promote those linkages with an effective wayfinding program; promote economic and environmental sustainability; and protect or adaptively reuse historic buildings while preserving their character.

The Specific Plan update provides the opportunity to create open and inviting **public plazas and community gathering spaces** such as the Civic Center Park. It will increase and diversify housing opportunities Downtown and adjacent to the Metrolink station, as well as the number of patrons for the Downtown's businesses and restaurants. The Specific Plan will rethink both the project boundaries of Downtown and the Specific Plan to ensure that the City plans for the reuse of aging industrial buildings, activation of vacant buildings or properties, and allow for both the Downtown's and the Citrus Valley Intercommunity Hospital's viability and expansion. We understand that the City would like the new specific plan to be a **"one-stop" resource** guiding renovations and new construction. This Plan should be easily understood by individuals, property and business owners and developers.

City staff can be exceptionally busy at times, and MIG's work program and project management style allows City staff to determine its level of involvement. Our approach assumes that staff would prefer to provide initial direction, monitor progress and review/comment on the draft and final products. If staff wants to be more intrinsically involved, our program easily allows for deeper, more "hands-on" participation.



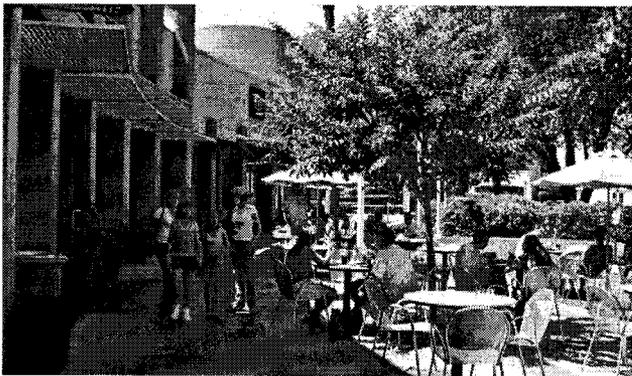


Wallgraphic from Community Workshop

Strategic Outreach and Community Planning.

Stakeholders, local interest groups and members of the public will be involved throughout the program. Our dynamic and interactive approach increases public awareness and engagement. With our strong foundation of communications, social marketing and engagement, extensive local knowledge, multicultural competency and strategic know-how, MIG is uniquely positioned to provide communications and outreach that will increase community ownership in the project.

For workshops, MIG uses a signature technique called “facilitation graphics.” We record comments, questions and key points on large wall-sized sheets to help encourage interaction and to increase understanding of the meeting content. To complement this “high touch” approach, MIG also offers “high-tech” tools to engage community members such as website design. Our approach carefully documents findings to inform the very best decisions.



The robust community and stakeholder engagement effort creates a solid foundation for planning. With this in place, our approach allows for the integration of the recent related bicycle plans and development entitlements into the Specific Plan. MIG will conduct a comprehensive review of the adopted Specific Plan, Zoning Code, General Plan, and other plans, with an eye for identifying strong areas of overlap as well as areas of disconnect that require special attention. This approach will help provide a clear roadmap of executable policies and actions steering public investment and partner agency coordination, and ensuring development is more predictable and appropriate for both the private sector and the City.

The Importance of Public Spaces. Public parks, plazas and streets are as important to the character and feel of Downtown Covina as the buildings themselves. These elements bring people into Downtown and serve as important focal points and gathering places that set the stage for the promising future of Downtown and the adjacent TOD. Carefully planned investment in these public spaces can spark excitement among area residents and incentivize developers. Incorporated into and linking Downtown’s “main street” and districts with great streets, plazas, and parks helps create the identity and brand of Downtown Covina as an inviting and vibrant place to live, work, and play. Our approach is driven by the user experience and we strive to create great places in Covina’s Town Center.

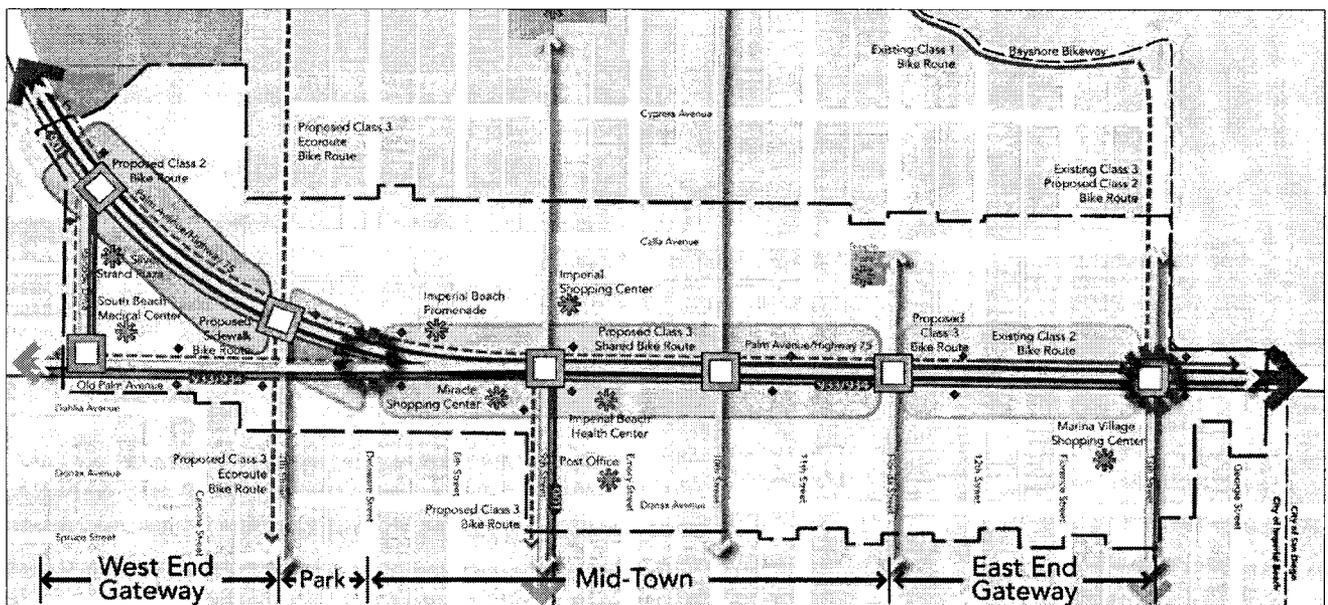
Transportation and Mobility. A primary goal is to showcase Downtown and the related TOD as a great place to live, work and play. Implicit in that is the need to connect Metrolink, the hospital district, “main street,” and the other districts to each other and to provide easy connectivity to adjacent neighborhoods so that residents and visitors alike can enjoy safe and pleasant access via car, transit, bike or on foot. The “bones” of Downtown Covina are great. The street grid provides several options, the block sizes are walkable, and the right-of-way widths provide flexibility. For streets such as Citrus Avenue, San Bernardino Road and Badillo Street that serve as key corridors in the Downtown fabric, the MIG Team will develop more detailed streetscape design for use in branding and marketing the area and illustrating the Downtown’s design vision.

Policy and Code. Developing specific policy, codes and guidelines that are easy to understand, practical and provide the right level of flexibility is a critical factor in encouraging Downtown and Transit Oriented Development. These guidelines will be development-focused and will sustain the heritage and history of the area, while providing strategies to blend the new with the old in respectful, creative and intriguing ways.

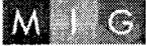
MIG’s approach will focus on identifying key ways in which current plans support or hinder desired development. In particular, recommendations will be made to incentivize development that is synchronized with market realities. Our approach will recommend policies and standards that positively influence the character and success of Downtown and TOD development, including parking, sharing programs and locations; height requirements/restrictions; density bonuses; and lot consolidation.

Branding and Wayfinding. Throughout all the different strategies, the MIG approach looks for opportunities to establish and reinforce an identity for Downtown Covina and the related TOD. Urban design elements such as streetscape and wayfinding can be used both to create a unified identity, as well as to differentiate the districts.

Schedule Management. Our approach and work plan will achieve the Specific Plan deadline of December 2017, as shown in Section 5. We envision completing the Project Area and Specific Plan Analyses phase by December 2016, the Regulatory Documents phase by May 2017 and initiating the Environmental Review phase in April 2017.



Palm Avenue/SR75 Commercial Corridor Master Plan, Imperial Beach, California



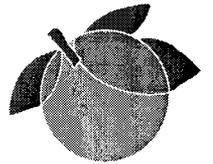
Project Management Approach. Our project management approach is based on open and frequent communications. MIG proposes to conduct two project management teleconferences — one with the City’s project manager (bimonthly) and the second with the consultant team (weekly). The teleconferences will vary in length — generally 15 minutes to 1 hour. During the teleconferences, we will review current and upcoming tasks, and identify any possible obstacles to the timeline or budget and completion of deliverables.

Budget Controls. Our project management approach uses Deltek software to effectively manage MIG and subconsultant budgets and the creation of monthly invoice for the City of Covina. Proposed Project Manager Lisa Brownfield will carefully review all internal and subconsultant invoices for approval and will submit an invoice to the City of Covina on a monthly basis, which will include a brief status report. In addition, each employee maintains detailed time records with a separate code for each task allowing effective management of budget.

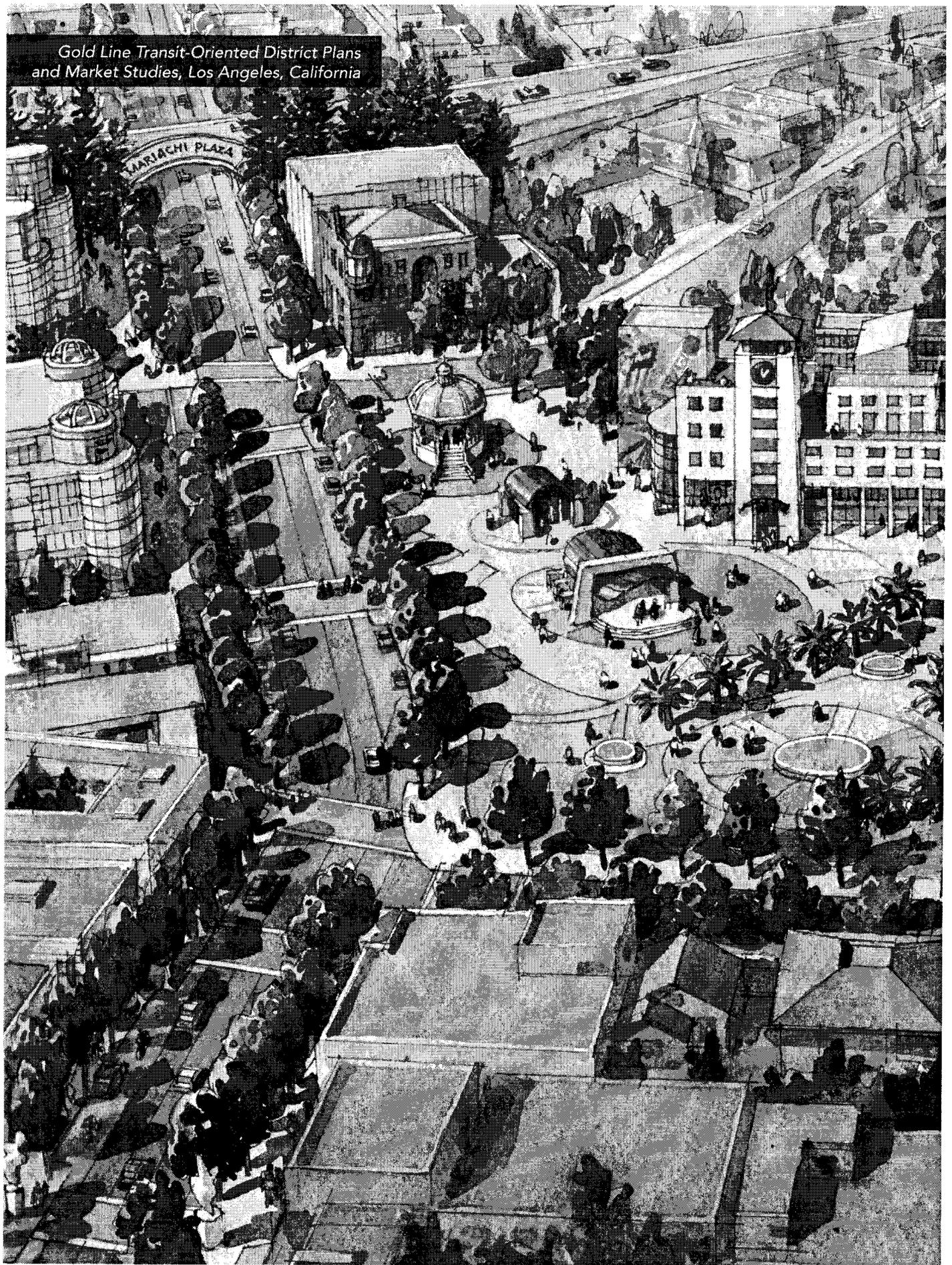
Differences in Our Approach vs. RFP Scope of Work

- Three community workshops are proposed in addition to the stakeholder interviews. The community-wide workshops will be conducted at key points in the work program: Vision (December 2016), Vision/ Alternatives with the Planning Commission and City Council (February 2017), and Alternatives (March 2017). The RFP states the City would like to develop an engagement program that most effectively builds community consensus. MIG finds that meeting directly with community members in different settings allows for a more open discussion and dialogue. As such, MIG proposes three community-wide workshops in addition to the stakeholder interviews.
- We propose to provide assistance to City staff as they prepare for the quarterly meetings with Metro. MIG will electronically package key milestone deliverables (prepared during the course of the technical work) for the City’s submittal to Metro.
- Our site development design guidelines and standards and our infrastructure planning approaches encapsulate green, sustainable design.
- We do not recommend revising draft documents once they are available for public review. It is MIG’s experience that changing publicly released draft documents prior to Planning Commission and/ or City Council direction increases the public’s questions about transparency, leads to distrust, and complicates the review process. In place of providing “hearing draft documents,” we propose to prepare staff reports detailing the need for revisions and discuss the recommended refinements. The Planning Commission and City Council will clearly understand the choices put before them and will provide direction. At the City Council’s direction, the final documents will be prepared to incorporate the proposed revisions and any other changes that arise during the hearing process.
- Our schedule anticipates initiating the Environmental Review phase in March 2017. While this start date differs from the RFP’s identified schedule, the Draft Program EIR will be available for public review in August 2017, months ahead of the public hearings. MIG has found the most efficient, effective, and transparent environmental review process begins with a clear and informative project description, which includes land use maps and definitions, mobility plans, and anticipated buildout calculations. These will be developed and refined in the alternatives phase, conducted in March and April 2017.

SECTION FOUR
Team Experience



Gold Line Transit-Oriented District Plans
and Market Studies, Los Angeles, California



Team Experience



Team Organization

MIG Principal **Christopher Beynon**, AICP will be the Principal-in-Charge responsible for overall project strategy and quality assurance/control. **Lisa Brownfield**, MIG's Director of Planning Services in our Pasadena office, will be the Project Manager and will be available to City staff every day. She will ensure that the project stays on schedule and on budget, and that the program and Specific Plan respond to Covina's precise needs. Rounding out the management team is **Laura Stetson**, AICP, an MIG Principal in Pasadena, who will strategize and provide ideas for all program components.

The project management team will be supported by a talented group of specialists in the primary areas required for this project — **Mukul Malhotra** and **Jenny An** for Urban Design and TOD, **Lisa Brownfield** for Land Use, **Laura Stetson** for Zoning, **Christopher Beynon** for Downtowns, **Esmeralda Garcia** for Community Engagement, **JulieAnn Murphy** for Historic Resources, **Scott Davidson** and **Amalia Leighton** for Sustainability and Infrastructure, and **Christopher Brown**, **Olivia Chan** and **Savannah Richards** for Environmental.

This team will be supported by MIG's deep bench of talented planning and design associates — **Genevieve Sharrow**, **Ryan Bañuelos**, **Paola Bassignana**, **Bryan Fernandez**, and **Diana Gonzalez** — as well as by subconsultant firms with whom we team frequently. Mobility planning will be directed by **Laura Mattern of Nelson\Nygaard**. **Ted Kamp of Leland Consulting Group** will lead the market/economics component. Each of these subconsultant leads will be in frequent communication with Lisa Brownfield. As needed, Lisa will conduct internal team meetings and phone calls.

The Team organization chart on the next page indicates the role of each team member, including project management staff. Full resumes for these team members are provided in the Appendix.

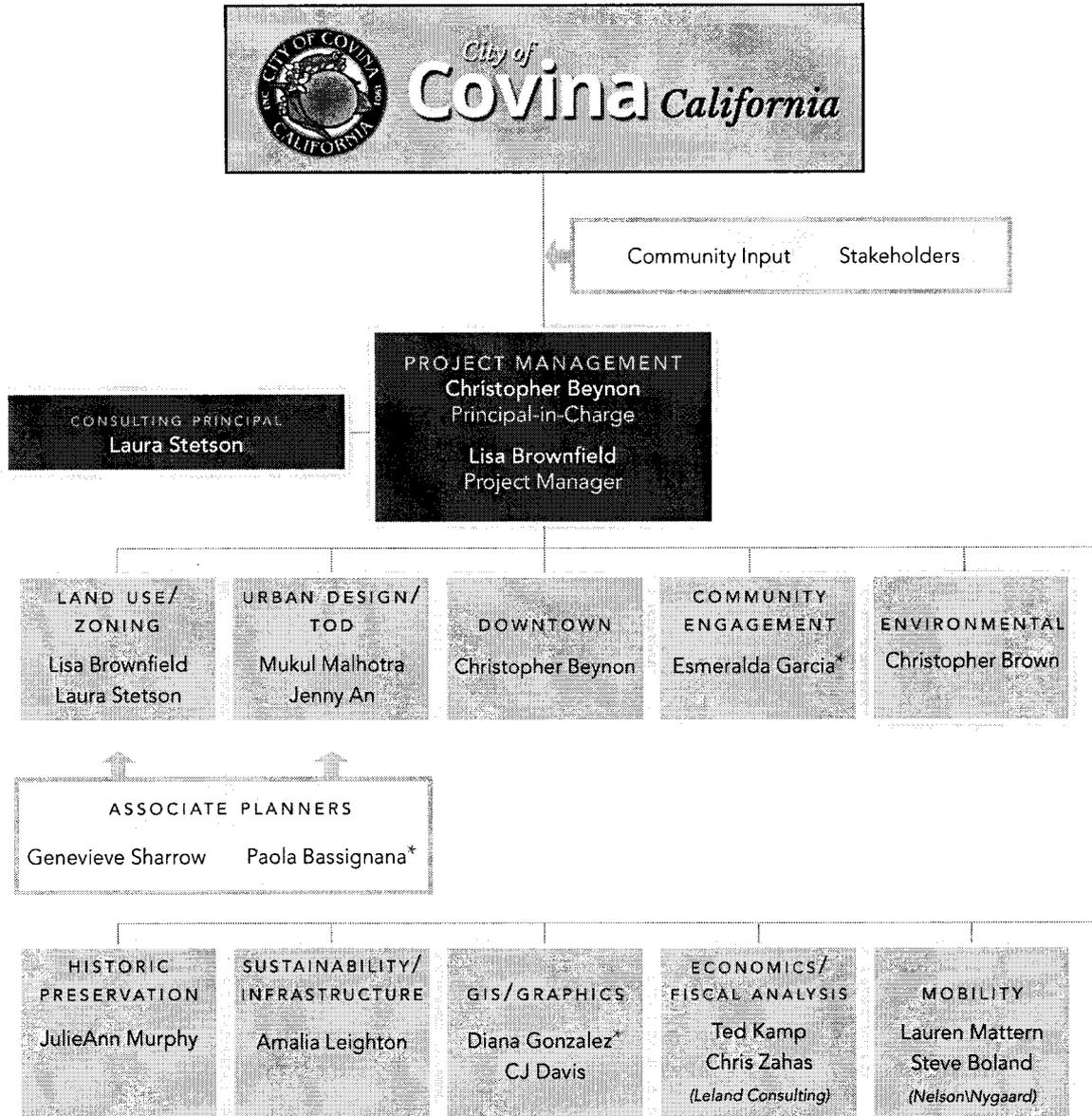
Primary Contact

Lisa Brownfield
Project Manager

MIG, Inc.
537 S. Raymond Avenue
Pasadena, California 91105
P (626) 744-9872
E lisab@mig.com



Organization Chart



*Fluent Spanish *Conversational Spanish

Billing Rates

Professional time is billed according to the hourly rates as presented below.

STAFF NAME AND TITLE	HOURLY RATE
MIG, Inc.	
Chris Beynon, Principal-in-Charge	\$225
Laura Stetson, Consulting Principal	
Lisa Brownfield, Project Manager	\$175
Mukul Malhotra, Urban Design/TOD	\$145
Jenny An, Urban Design/TOD	
Esmeralda Garcia, Community Engagement	\$175
Christopher Brown, Environmental	\$150
Amelia Leighton, Sustainability/Infrastructure	\$180
JulieAnn Murphy, Historic Preservation	\$100
Genevieve Sharrow, Associate Planner	
Paola Bassignana, Associate Planner	\$110
Diana Gonzalez, GIS/Graphics	
CJ Davis, GIS/Graphics	\$125

STAFF NAME AND TITLE	HOURLY RATE
Nelson\Nygaard	
Lauren Mattern, Sr. Associate	\$155
Steve Boland, Sr. Associate	\$155
Megan Weir, Sr. Associate	\$145
Michael Riebe, PE, Engineer	\$130
Roger Pardo, Associate	\$80
Leland Consulting Group	
Chris Zahas, Managing Principal	\$195
Ted Kamp, Senior Associate	\$160
Analyst	\$110
Administrative	\$95



Team Experience Summary

MIG Team Select Projects	Relevant Project Components								
	Specific/Master Plans	Pragmatic/Effective Land Use and Urban Design	Innovative Zoning	Reuse/Revitalization	Practical/Implementable Plans	Developer, Community, Business Awareness	First/Last Mile or Complete Streets	Multimodal Mobility Planning	Downtown/TOD
MIG									
Gold Line Transit-Oriented District Plans, Los Angeles, CA		•		•	•	•	•	•	•
Swanston Station Area Transit Village Specific Plan, Sacramento, CA	•	•	•	•	•	•		•	•
San Pablo Avenue Specific Plan, El Cerrito, CA	•	•	•	•	•	•		•	•
Downtown Lodi Transit-Oriented Development Guidelines, Lodi, CA			•	•	•	•		•	•
San Bruno Transit Corridors Specific Plan and EIR, San Bruno, CA	•		•	•	•	•	•	•	•
Smoky Hollow Specific Plan, El Segundo, CA	•	•	•	•	•	•			
Long Beach Transit Mall, Long Beach, CA		•		•	•	•		•	
West Capitol Ave Streetscape/Urban Design Master Plan, Sacramento, CA	•	•		•	•	•		•	•
Euclid Avenue and National Avenue Corridors, San Diego, CA	•	•			•		•	•	
Hemisfair/San Antonio Complete Streets, San Antonio, TX				•	•	•		•	
Arrow Highway Specific Plan, Glendora, CA	•	•	•	•	•	•	•	•	
Dixieanne Avenue Green Street Plan, Sacramento, CA		•		•	•	•		•	
Nelson\Nygaard									
San Dimas Downtown Specific Plan, San Dimas, CA	•			•			•	•	•
West Covina General Plan Update, West Covina, CA		•	•			•	•	•	
SCAG Maximizing Mobility in Los Angeles, Los Angeles County, CA							•	•	

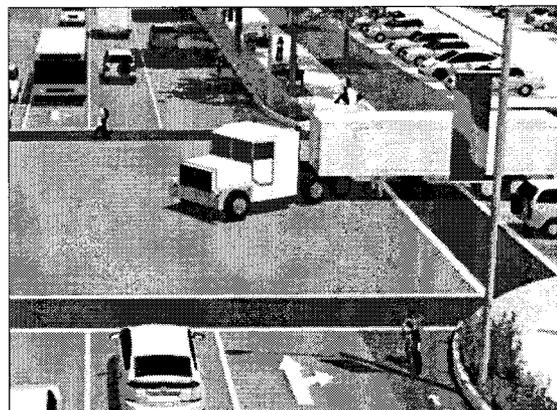
Team Experience with Large, Complex Planning Projects

DOWNTOWN AND TRANSIT ORIENTED DEVELOPMENT PLANS

Anaheim Canyon Specific Plan

ANAHEIM, CALIFORNIA

MIG led a collaborative process to re-envision Anaheim Canyon, a 2,500-acre industrial area that is home to a third of the City's businesses and jobs. In an effort to emerge as the premier business center in northern Orange County, MIG developed a focused Specific Plan to establish Anaheim Canyon as a "Green Zone" with a comprehensive package of programs and policies to encourage development of a unique eco-friendly business center. This new identity is intended to make Anaheim Canyon very attractive to environmentally-friendly and sustainable businesses and entrepreneurs. A key objective of this process is to identify and remove obstacles to reuse and create incentives to re-tool existing structures, promote infill development and ensure the long-term economic health of the region. Another key objective is to expand the use of non-vehicular transportation by upgrading the Anaheim Canyon Metrolink Station, enhance the walkability of the area, add bike lanes and trails, and offer other transportation options in order to reduce the number of vehicle miles traveled and congestion on the area's busy freeways.



CLIENT CONTACT

City of Anaheim
Jonathan Borrego, Principal Planner
(714) 765-5019 | jborrego@anaheim.net

San Bruno Transit Corridors Plan and EIR

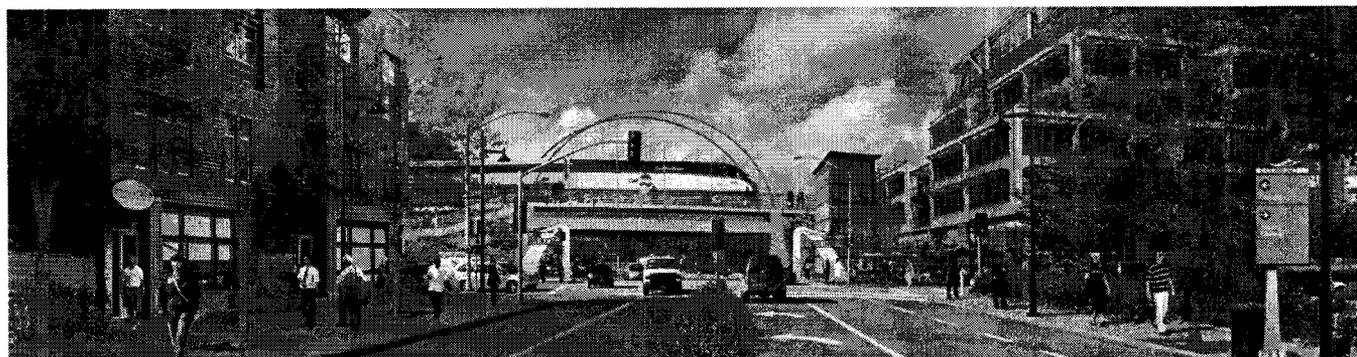
SAN BRUNO, CALIFORNIA

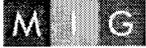
MIG prepared the EIR for the Transit Corridors Plan (TCP). The objective of the TCP is to facilitate future improvement of the Transit Corridors Area. The Plan establishes a clear vision and development framework, associated development standards and design guidelines for public and private realm improvements.

The project area for the Plan is a designated Priority Development Area (PDA). Its status as a PDA will qualify San Bruno for grants designed to foster complete neighborhoods with a range of housing choices and increased opportunities for walking, bicycling and transit use.

CLIENT CONTACT

City of San Bruno
Community Development Department
Mark Sullivan, Interim Director
(650) 616-7053 | msullivan@sanbruno.ca.gov





Gold Line Transit-Oriented District Plans

LOS ANGELES, CALIFORNIA

The Boyle Heights area of East Los Angeles is a neighborhood rich in the culture and history of the Latino community. MIG worked with the City to capitalize on the recent Gold Line Metro Light Rail extension; build on city-wide initiatives to concentrate development around transit stations; and support community needs and desires for access, housing and amenities. The plan includes an urban design plan and a market needs plan that will guide improvements in a half-mile radius around each of the four new light rail stations: Pico Aliso, Mariachi Plaza, Soto and Indiana. MIG helped develop a community vision for each station, analyzed existing issues and opportunities, developed urban design and land use recommendations and prepared sustainable development LEED-ND guidelines.



CLIENT CONTACT

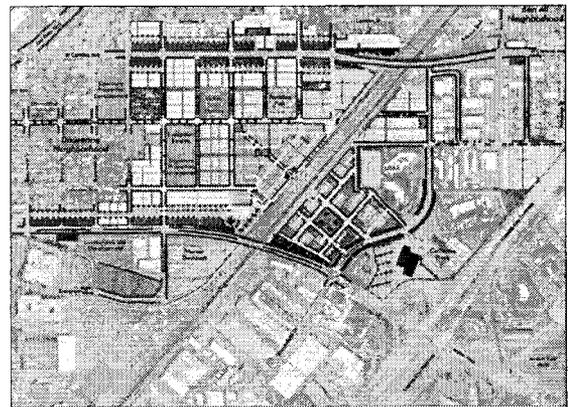
City of Los Angeles Department of City Planning
Jordann Turner, Project Manager,
(213) 978-1379 | jordann.turner@lacity.org

Swanston Station Area Transit Village Specific Plan

SACRAMENTO, CALIFORNIA

MIG worked with the City of Sacramento to create the Swanston Station Area Transit Village Specific Plan, a “turnkey” project that created a transit-oriented district with a unique identity that has helped to revitalize the surrounding neighborhood. MIG worked with the community to understand and identify constraints and opportunities; create a vision of how the area should look in the future; and select from different alternative ideas for growth and change.

The Plan outlines land use, transportation, parking, open space, and infrastructure goals, policies and projects that will guide development decisions around the station over the next 20 years. The Plan builds upon previous and ongoing study efforts. With MIG’s guidance, the Swanston Station Area Transit Village Specific Plan is a realistic, action-oriented program that has delivered results: a revitalized station area and neighborhood with new housing and job opportunities and award-winning implemented projects.



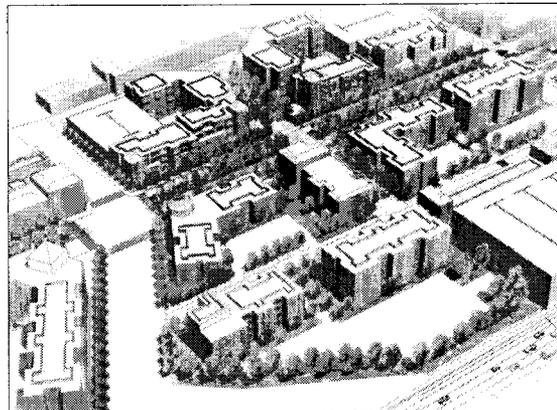
CLIENT CONTACT

City of West Sacramento
Maureen Pascoe, Former West Sacramento
Capital Improvements Program Manager
(916) 396.0648 | maureenworld@comcast.net

San Pablo Avenue Corridor Specific Plan and BART Station Area Planning

EL CERRITO, CALIFORNIA

MIG worked with the city of El Cerrito to create an implementable Specific Plan that builds upon existing commercial and transit resources, standardizes design guidelines and development regulations, provides a unified look and feel along the Avenue and maximizes the development potential of opportunity sites near BART and regional bus facilities. The project was an implementation of the MIG-prepared El Cerrito General Plan and Richmond General Plan. The project advanced concepts described in both of these documents to provide the cities and private developers with a graphically-rich, concise and user-friendly form-based code and complete street recommendations document for all future streetscape, land use and design decisions. The plan includes standards and guidelines for residential, retail, office, mixed-use, public facilities, parks and open spaces that have helped revitalize San Pablo Avenue as an economic engine and a point of pride for both communities.



CLIENT CONTACT

City of El Cerrito
Melanie Mintz, Interim Community Development
Director
(510) 215-4339 | mmintz@ci.el-cerrito.ca.us

Smoky Hollow Specific Plan

EL SEGUNDO, CALIFORNIA

The City of El Segundo has emerged as a desirable location for knowledge and creative industries looking to avoid the high costs of establishing businesses—and the expensive housing and traffic congestion—associated with “Silicon Beach” (the coastal communities north of the airport). Many have looked to locate within the low-scale industrial buildings in the 94-acre Smoky Hollow district just north of El Segundo Boulevard.

MIG is creating a Specific Plan for Smoky Hollow to address the conditions hampering broader change including lack of parking, aging infrastructure, outdated development regulation and poor pedestrian and bicycle accommodation. The Smoky Hollow Specific Plan will establish new zoning standards that allow for adaptive reuse of the industrial buildings that characterize the District and encourage new development with a signature look and feel. Roadway and streetscape enhancements will be defined as part of the plan, with the goal of making the District much more walkable and bikeable, with good connections to Downtown El Segundo and nearby transit stops.



CLIENT CONTACT

City of El Segundo
Sam Lee, Planning and Building Safety Director
(310) 524-2345 | slee@elsegundo.org



GREEN/COMPLETE STREETS

Long Beach Transit Mall

LONG BEACH, CALIFORNIA

This ground-breaking project involved the redesign and reconstruction of the three-block transit mall in Downtown Long Beach. The design reflects a context-appropriate shoreline theme. The illuminated bus shelter canopies offer shelter for the state-of-the-art, real-time digital information screens for bus patrons' convenience. Their graceful form and collective impact have dramatically changed the character of the former transit mall. An array of larger-than-life aquatic creatures and plants, rendered in glass and tile mosaics, are strategically placed throughout the mall and embedded within the sidewalk paving. New pedestrian lighting between the shelters provides a pleasing nighttime experience for BlueLine Metro and bus patrons. Stormwater planters are incorporated strategically along the street/sidewalk interface to absorb and clean runoff water.

2011 Best Projects California, McGraw-Hill/ENR Merit Award Winner



CLIENT CONTACT

Long Beach Public Transportation Company
Dave McCauley, Project Manager
Facilities and Properties
(562) 599-8566 | dmccauley@lbtransit.com

West Capitol Avenue Streetscape and Urban Design Master Plan

SACRAMENTO, CALIFORNIA

West Capitol Avenue is a major east-west, 3.5-mile long arterial and commercial spine running through West Sacramento. The Urban Design and Streetscape Master Plan focused on creating a vibrant streetscape corridor that would be the heart of the community between Harbor Boulevard on the west end and the railroad underpass on the east. MIG led a multidisciplinary team of urban designers, architects, planners, traffic engineers, environmental planners and economic analysts to develop a new vision, implementation plan and construction drawings that set the stage for long-awaited redevelopment along the corridor.

Project challenges involved the redesign of the public-private interface, signage and wayfinding, traffic and circulation, infrastructure, financing strategies and overall streetscape standards. Preferred land uses, and necessary ordinance and zoning changes were also considered. Infrastructure plans were developed to assure that underground utilities like sewer, water and storm drainage are adequate for new development.

2010 Transportation Project of the Year Award, American Public Works Association



CLIENT CONTACT

City of West Sacramento
Maureen Pascoe, Former West Sacramento
Capital Improvements Program Manager
(916) 396.0648 | maureenworld@comcast.net

Euclid and National Avenue Master Plans

SAN DIEGO, CALIFORNIA

The Euclid Avenue and National Avenue Master Plans were implemented for a 0.5-mile segment of Euclid Avenue and a 1.8-mile segment of National Avenue in Southeastern San Diego. Both corridors need to enhance safety for pedestrians, cyclists and transit users. The corridors also present infill and redevelopment opportunities to complement nearby land uses, improve transit utilization, promote local economic development and accommodate housing and other needs as the neighborhoods grow in the future.

MIG led the team to develop these master plans, which recommend an appropriate mix of land uses and densities, propose mobility options to balance the needs of all modes of travel along each corridor, and highlight possible aesthetic improvements. The goal for each master plan is a welcoming roadway that enhances neighborhood connectivity, with a land use mix that spurs beneficial investment and community development.



CLIENT CONTACT

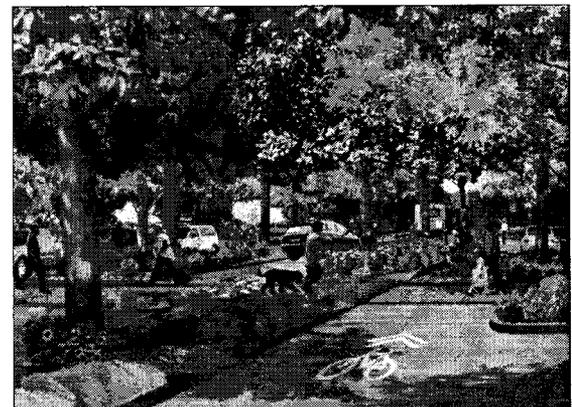
City of San Diego
Lara Gates, Community Plan Update PM
(619) 236-6006 | lgates@sandiego.gov

Hemisfair/San Antonio Complete Streets

SAN ANTONIO, TEXAS

The City of San Antonio chose MIG to design complete street environments for the various existing and new streets in the Hemisfair Park area. The project looks at designing a well-connected network of new streets within the Park that will respect the Park's unique role and character, allow the revitalization and expansion of existing uses such as the Convention Center and catalyze new mixed use development. The project aims to strengthen the overall connectivity of the area by redesigning segments of minor and major streets such as Nueva, Arcinega and Villita that connect the Park to the adjoining local neighborhoods and downtown districts to the Park.

As part of the complete street approach, MIG is creating a vibrant multimodal streetscape that improves pedestrian access, safety and comfort; incorporates bicycle facilities; realizes existing and planned streetcar and other transit improvements; and provides users flexible open spaces that allow public gathering and incentivize private users fronting the street to better connect and activate the street.



CLIENT CONTACT

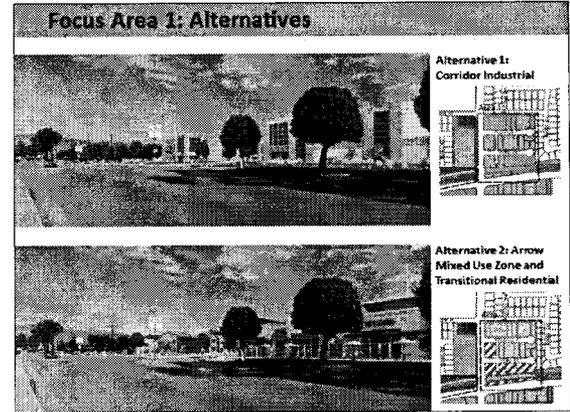
Hemisfair Park Area Development Corporation
Andres Andujar, Chief Executive Officer
(210) 867-1305 | andres.andujar@hemisfair.org



Arrow Highway Specific Plan

GLENDORA, CALIFORNIA

MIG is leading a team of urban designers, architects, transportation planners, civil engineers and economists to create an implementable Specific Plan that transforms an older, auto-centered commercial and industrial corridor into an interesting, dynamic multimodal corridor. The land use plan introduces mixed-use at key locations to improve vibrancy and revitalize desolate commercial centers. The urban design plan rethinks front setbacks allowing “streetscape” amenities to provide color and character to a drab, concrete corridor. We are working with the City, neighboring residents and property owners, as well as adjacent jurisdictions to establish a sense of place at the City’s southernmost border.



CLIENT CONTACT

City of Glendora
Emily Stadnicki, City Planner
(626) 914-8217 | estadnicki@ci.glendora.ca.us

Dixieanne Avenue Green Street Plan

SACRAMENTO, CALIFORNIA

MIG led a team of urban designers, landscape architects, transportation planners and civil engineers to design and create construction documents for the first “Green Street” in Sacramento. Envisioned by the community as the ‘main street’ of the Dixieanne Neighborhood, this six block streetscape improvement project connects the multimodal Swanston Light Rail transit station of North Sacramento to the central neighborhood park.

The streetscape concept was developed by MIG through an extensive community input process that included community workshops and stakeholder listening sessions. MIG worked with the City, neighborhood community and individual property owners to resolve conflicts between the proposed landscaping, existing utilities and private encroachments in the public right-of-way in order to create a streetscape amenity that has become a great source of community pride and identity.



CLIENT CONTACT

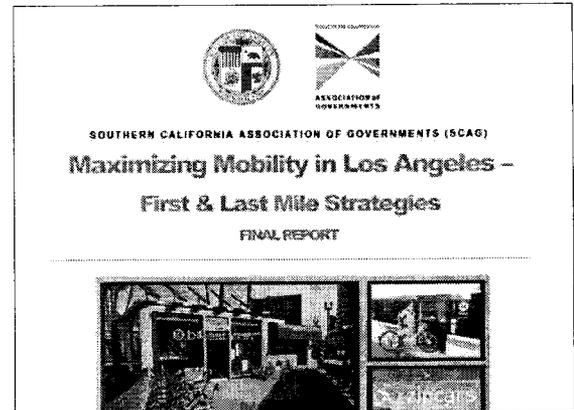
City of Sacramento, Civil & Electrical Design
Nader Kamal, Special Projects Engineer
(916) 808.7035 | nkamal@cityofsacramento.org

SCAG Maximizing Mobility in Los Angeles

LOS ANGELES, CALIFORNIA

Nelson\Nygaard led a multidisciplinary team, in association with SCAG and the City, to maximize mobility options. This innovative study identified cost-effective strategies to increase transit use and reduce automobile trips. The study focused on strategies to address the age-old dilemma of “first mile/last mile” barriers for commuters and other choice riders who cannot conveniently access transit.

The team evaluated 13 potential strategies which we prioritized and ranked. The six strategies with the greatest relevance and feasibility were studied in depth including: casual carpooling, taxi services, car sharing/hourly car rental, folding bikes on transit and bicycle sharing. For each strategy, N\N conducted a best practices review, identified benefits, constraints and expansion potential, and a feasibility evaluation including target markets, regulatory changes required, capital and operating costs, consumer costs, joint partnership opportunities and funding strategies. These first mile/last mile strategies are applicable to the region as a whole, and they can help achieve SB 275 goals for reductions in transportation-related greenhouse gas emissions.



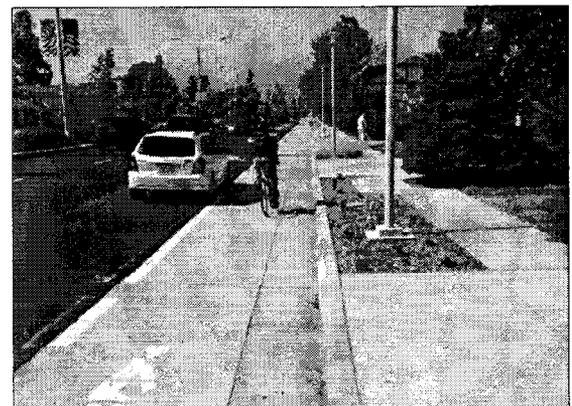
CLIENT CONTACT

City of Los Angeles
Jane Choi, Regional Planner
(213) 236-1800 | jane.choi@lacity.org

West Covina General Plan Update

WEST COVINA, CALIFORNIA

As part of multidisciplinary team, serving as transportation lead on downtown specific plan for community in eastern Los Angeles County. Includes a range of multimodal design and policy recommendations, including a series of concepts for roadway reconfigurations based on complete streets principles.



CLIENT CONTACT

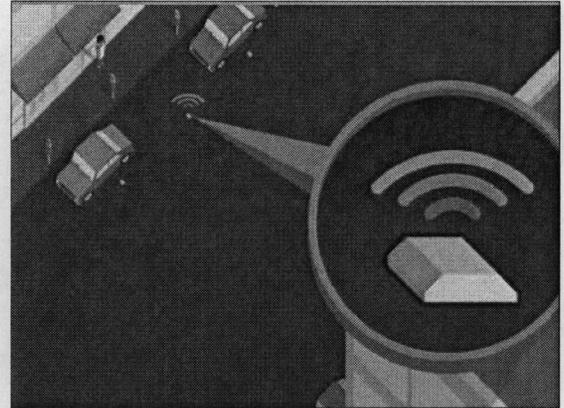
City of West Covina
Jeff Anderson, Planning Director
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SFpark Demand Responsive Parking

SAN FRANCISCO, CALIFORNIA

The San Francisco Municipal Transportation Agency's SFpark program aimed to dramatically improve parking in San Francisco by testing best-practice parking management policies, techniques and supporting technologies. SFMTA received a Federal Urban Partnership Program grant, which required a robust evaluation of SFpark's impacts, reaching beyond the rhetoric of "smarter parking" to understand true benefits. SFMTA hired Nelson\Nygaard to help develop the SFpark program. Nelson\Nygaard also provided detailed input on the SFpark data collection plan, suggesting methodologies and measures to provide reliable, cost-effective measures of success. In 2013, the International Parking Institute recognized SFpark as the most innovative parking program in the U.S., and Harvard University named it among the top 25 innovations in government.



CLIENT CONTACT

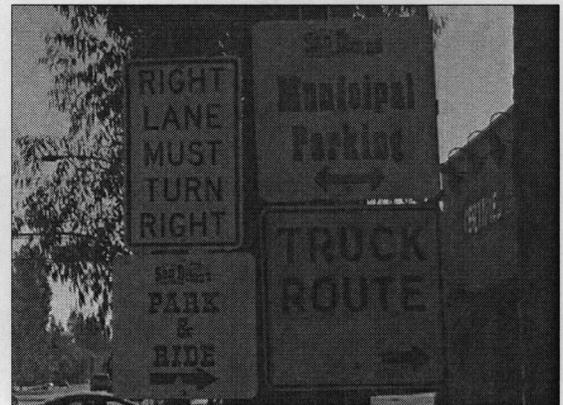
San Francisco MTA
 Jay Primus, Program Director
 (415) 203-4784 | jay.primus@gmail.com

San Dimas Downtown Specific Plan

SAN DIMAS, CALIFORNIA

As part of multidisciplinary team, serving as transportation lead on downtown specific plan for community in eastern Los Angeles County. Includes planning for first/last mile access between proposed Metro Rail station and downtown business and civic destinations, updated parking regulations to support downtown businesses and complete streets policy development and design of major corridors.

Relevant elements included evaluating parking standards, updated traffic/parking study, and preparation for extension of the Gold Line.



CLIENT CONTACT

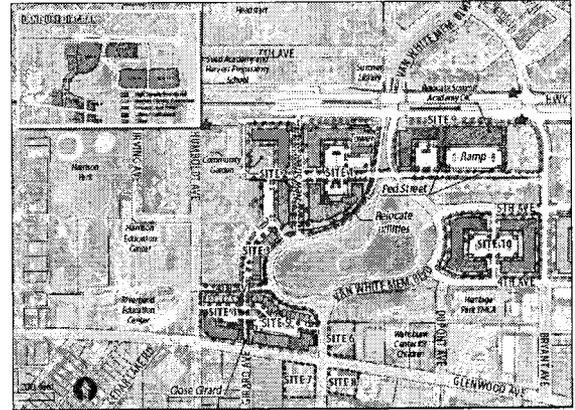
City of San Dimas
 Larry Stevens, Assistant City Manager
 (909) 394-6280 | lstevens@ci.san-dimas.ca.us



Bottineau LRT Station Area Planning and Market Analysis, Blue Line Light Rail Extension

HENNEPIN COUNTY, MINNESOTA

LCG was engaged by Hennepin County to create plans for four station areas on the Blue Line light rail extension. LCG’s work thus far has included interviews with key property owners and potential developers, a market analysis of potential housing, retail, and employment uses, and a presentation to public agency staff regarding best practices in transit-oriented development. The Blue Line extension will connect downtown Minneapolis’ large job base to the ethnically diverse Near North neighborhoods, and several suburban communities including Golden Valley and Brooklyn Park. LCG will continue to play a role in defining the station area plans—including recommendations for zoning, public realm design, and land uses on key opportunity sites—and will prepare an implementation plan that outlines what actions need to take place in order to make the station area plans a reality.



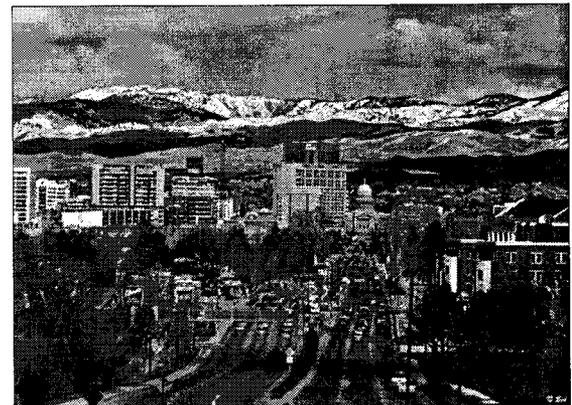
CLIENT CONTACT

City of Minneapolis
Kjersti Monson, Director of Long Range Planning
(612) 673-5095 x5155

Downtown Circulator Alternative Analysis

BOISE, IDAHO

Leland Consulting Group worked with a multidisciplinary team to evaluate the feasibility of a circulator for downtown Boise that would connect key activity centers such as the state capitol, St. Luke’s Hospital, the BoDo arts and entertainment district, Boise State University, and other anchors. Leland Consulting Group’s work on the project was focused on evaluating economic development opportunities along the proposed alignments to better understand how the circulator could serve as a catalyst for residential, retail, and office investment. This work incorporated developing an economic model to estimate the potential economic benefits of different mode and alignment alternatives, such as a modern streetcar or rubber-tire trolley. Leland Consulting Group also evaluated capital and operations funding strategies for the project. Possible value capture tools that were evaluated included a local improvement district (LID), tax increment financing (TIF), and a range of creative local funding tools such as parking revenues, student fees, and naming rights. The financial analysis included an assessment of the lifecycle costs of the project and the relative differences in such costs between different mode alternatives. The Alternatives Analysis was completed in fall 2015.



CLIENT CONTACT

City of Boise
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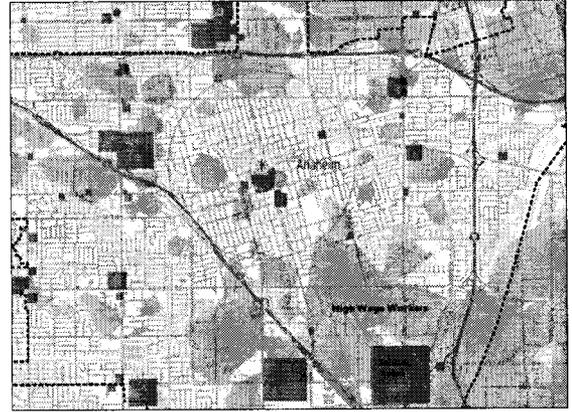


Downtown Anaheim and Downtown Los Angeles Arts District Mixed-Use Retail Feasibility & Strategy

LOS ANGELES AND ANAHEIM, CALIFORNIA

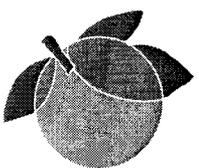
LCG evaluated the market feasibility of major mixed-use (multi-family + ground floor retail) downtown projects in Los Angeles and Anaheim. Despite their highly urban regional settings, both the Arts District and downtown Anaheim operate as fairly distinct “small towns” within their respective cities. In LA’s rapidly gentrifying Arts District, both retail and residential developments compete in a complex grey area, where industrial and quasi-industrial land uses are often interchangeable with office, gallery, live/work and wide-ranging flex uses. Anaheim’s downtown has some of the nation’s most innovative new retail and dining space, but also suffers from a lack of useful market data. In both cases, we helped steer the client towards reasonable rent expectations, but with strategic input for realizing a better upside in the market, relative to cookie-cutter five-over-one mixed use projects.

LCG’s work included market analysis, financial analysis, development feasibility analysis for this downtown mixed-use infill redevelopment.

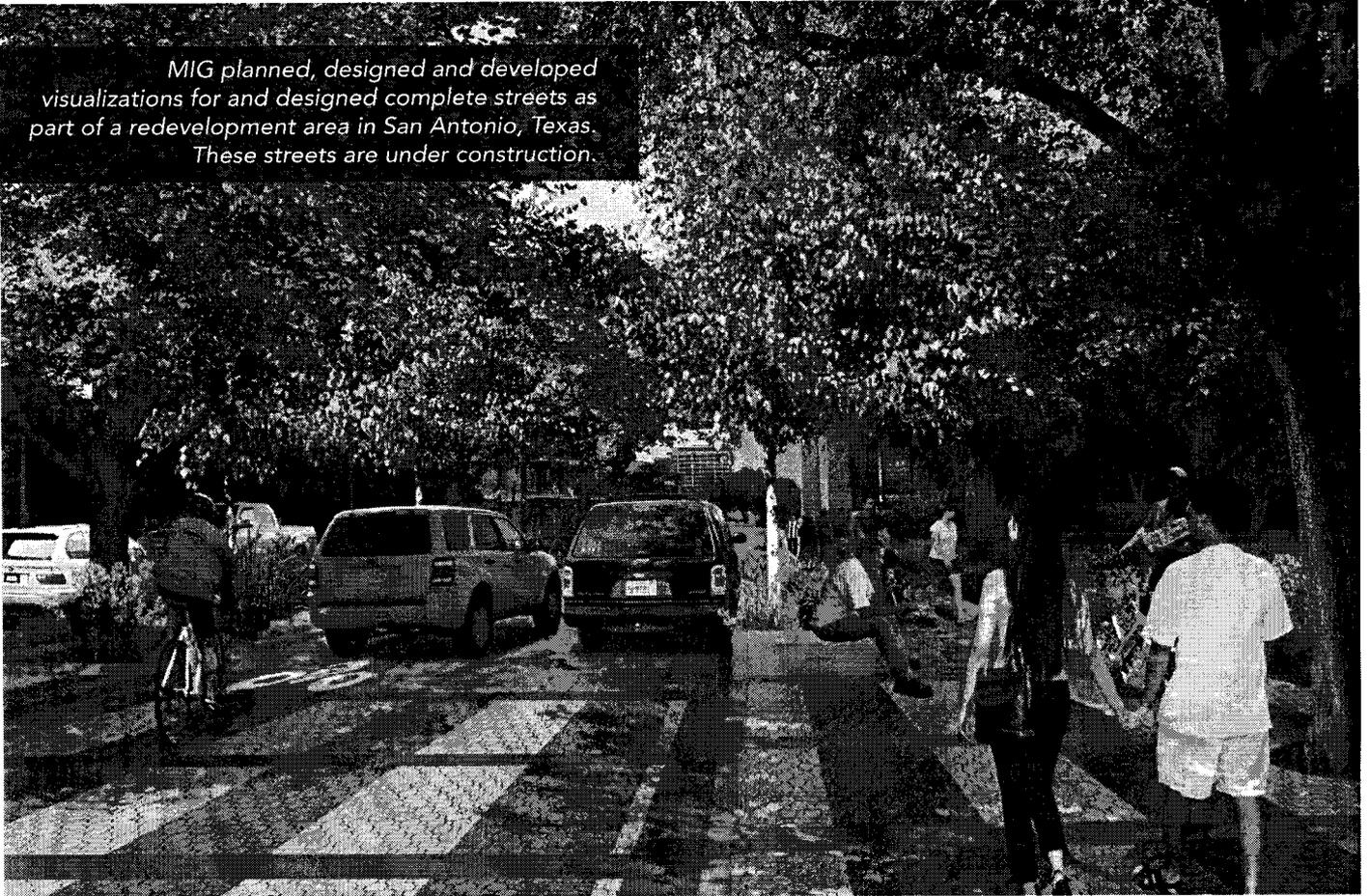


CLIENT CONTACT

AIG Global Real Estate Investment Corp.
Valerie Kwong, Vice President (Asset Mgm’t)
(213) 533-3739 | valerie.kwong@aig.com

SECTION FIVE
Scope, Budget and Schedule 

MIG planned, designed and developed visualizations for and designed complete streets as part of a redevelopment area in San Antonio, Texas. These streets are under construction.



Scope of Work

MIG recommends the following scope of work; however, it can be modified upon further discussion with the City of Covina.

TASK 1: GENERAL ADMINISTRATION

1.1 Prepare an RFP and Conduct the Bid Process

The MIG Team's role in this task is to prepare a proposal and participate in an interview, if selected. All costs for its proposal and interview preparation are borne by the MIG Team.

1.2 Selection of Consultant to Prepare the Specific Plan Amendment

The MIG Team's role in this task is to execute the Professional Services Agreement, if selected. All costs for the contract execution are borne by the MIG Team.

1.3 Project Area Planning Kick-Off Meeting and Tour Study Area

The MIG Team will meet with City staff to kick-off the project, gather data and information, finalize protocols and communications, discuss the stakeholder process as well as outline overall expectations and desired project outcomes. The MIG Team and City staff will also tour the Project Area (including those areas being considered for inclusion into the "Downtown" and/or the Specific Plan project area). MIG will photo-document the project area and conduct initial site analyses for development of future plans and concepts.

1.4 Ongoing Intra-Departmental Coordination and Project Management

In addition to ongoing project management tasks such as contract, budget and schedule review and compliance; invoice review and preparation; and subconsultant management, MIG will conduct a series of project management teleconferences with City staff and the consultant team.

Weekly – Lisa Brownfield, MIG Project Manager, will conduct weekly teleconferences with the consultant team. The discussions will focus on deliverables and tasks at hand, upcoming efforts, and budget and schedule compliance. Any issues that may impede project progress or impact the budget will be identified and resolved early. MIG will prepare the agendas and meeting bullets as an email message.

Bi-Monthly – Lisa Brownfield will conduct bi-monthly teleconferences with the City's Project Manager. As with the weekly teleconferences, discussions will focus on current and upcoming work efforts, as well as budget and schedule compliance. Any issues that may impede project progress or impact the budget will be discussed. MIG will prepare agendas and brief meeting notes as an email message.

Quarterly – MIG will assist City staff with its quarterly Metro meetings. MIG will provide an electronic package to the City's Project Manager; the package will contain PDFs of the deliverables and milestone materials that were prepared since the previous quarterly meeting.

Task 1 Deliverables and Meeting Attendance:

- Kick-Off Meeting
- Site Tour
- Project Management Teleconferences (weekly and bimonthly)
- Quarterly Support Packages (PDF)



TASK 2: PROJECT AREA AND SPECIFIC PLAN ANALYSES

2.1 Analyses of Existing Conditions, Land Uses and Development Standards

Based on our experience in Covina, the MIG Team members are well-versed on the local issues, land use policy, and regulatory setting within Covina and the project area, and we will take this opportunity to update our knowledge base. The team will review available background materials provided by the City, including but not limited to:

- City of Covina General Plan
- City of Covina Zoning Code and Zoning Map
- Town Center Specific Plan
- City of Covina Project Application and/or Review procedures, brochures, and other materials
- Historic Survey
- Existing intersection, roadway segments, and pedestrian/bicycle counts for the project area (if available)
- Ridership information from Metro and Foothill Transit
- GIS data
- Other background information deemed critical to the Town Center, such as public works/engineering resources, traffic studies, or others as directed by the City

MIG will analyze the current land use and development standards as well as the City's project entitlement procedures to identify those standards or procedures that incentivize or encourage as well as those that discourage appropriate development and reuse of key opportunity sites. MIG will identify issues as well as opportunities for revision. In addition, MIG will review the efficiency and effectiveness of the Town Center Specific Plan's zone/district system. Results of this review will inform the updated Specific Plan's zoning/district map.

Leland Consulting Group (LCG) will lead the market research effort, including:

- Inventory and map all project area private sector businesses (retail, office, industrial/flex/R&D, medical, other) and residential land use; record information, as available, on occupancy, asking rents, for-sale status and general property condition. The City's recent GIS inventory will be field-verified and supplemented.
- Location of major competing and relevant non-project area properties (in Covina and other nearby municipalities) will be mapped, along with available data on rents, condition and occupancy.
- Historical trends in construction, absorption, rent and occupancy across private sector land uses within the project area and a relevant market area context will be summarized.
- Maps (using assessor data and field observations) and summaries of land values, likely underutilized land and patterns in ownership (including potential assembly opportunities) will be prepared.

In addition, MIG's infrastructure team will review existing utility services (sewer, water, stormwater management) from site visits and gathered technical information. MIG will identify any potential constraints or challenges that may arise from redevelopment opportunities. This includes review of stormwater management requirements needed to meet current requirements and identify how low impact development may be used to manage the flow of stormwater.

The findings from both the land use/development standards analysis and the infrastructure analysis will be summarized in a technical memo and submitted to the City in an electronic format for its review and use. The technical memo will include images, maps, tables and matrices, as appropriate, in addition to text.

2.2 Analysis of Constraints and Opportunity Sites

Project Boundaries and Base Mapping – MIG will conduct a series of analyses and surveys as well as discussions with City staff and stakeholders regarding the Downtown’s boundary and the Town Center Specific Plan’s boundaries. MIG will evaluate if the project areas should be maintained, expanded, or altered. Based on the boundary determinations, MIG will create a set of base maps containing basic information that will be used throughout the project. Depending upon availability of City-provided GIS data, layers in this base mapping may include street rights-of-way and infrastructure, pedestrian and bicycle connections and facilities, transit, traffic patterns, building footprints, building height attributes, existing land uses, parcel information and ownership, vacant and underutilized parcels, approved and proposed projects, as well as historic preservation considerations.

Land Use – MIG will document existing land use conditions and analyze the existing land use patterns based on the GIS land use information. MIG will verify the land use data through the use of aerial photographs, and on site visits as necessary. MIG will review adopted and pending plans that affect development in the Town Center area. We will describe, analyze and map existing land uses, and will identify constraints and opportunities for future growth and development within the project area. As part of this effort, we will consider ownership patterns, building patterns, and potential infill opportunities, among other factors.

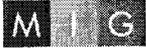
Urban Design – MIG will conduct an urban design survey that describes the look, feel and character of existing development and spaces in the project area. This may include identifying architectural patterns to be preserved and those to be enhanced, character elements to emphasize, and barriers to be addressed. We anticipate looking at building footprints (where built to parcel lines), building heights, street facing/sidewalk relationships, streetscape and signage, as well as other considerations and opportunities. MIG will produce associated maps and graphics that illustrate existing conditions.

Market – Informed in part by Task 2.1, LCG will identify nodes and, where applicable, individual properties, that represent prospective infill redevelopment sites within the project area. For these properties, LCG will give a preliminary evaluation of timing potential (immediate, medium-term, long-term), apparent obstacles to development and likely “triggers” to help spur redevelopment. In addition to site-specific development obstacles, LCG will summarize general real and perceived constraints hindering timely redevelopment within the project area. Stakeholder input will help to refine the discussion of these constraints.

Historic Resource – MIG recommends that the City of Covina updates the existing historic resource survey of Covina’s Town Center in order to better understand the available resources and to guide future planning activities and help decision-making related to policies and land use in and around the Town Center.

MIG will review relevant background material from the previous survey and consult with the City and Covina Valley Historical Society on current research available. Our associate planner for this project, Paola Bassignana, serves on the Historical Society Board, and she is very familiar with this process. A preliminary reconnaissance survey will be conducted to identify notable examples of architectural styles and periods or methods of construction; buildings showing the history and development of Covina; buildings that provide a physical record of the people of Covina; sites associated with events important in the history of Covina as a whole; groups of buildings representing historical development patterns and/or complexes of buildings that comprise a functionally and historically related whole.

The results of the historic resource survey update will establish a record of resources for the City to consider in designating properties as local historic landmarks or structures of merit. The body of research resulting from the survey update can be a useful tool in guiding future planning activities, including curbing demolition of historic resources and ensuring updates to historic resources are sensitive to Covina’s unique sense of place.



MIG will conduct preliminary background research (including archival research), conduct a reconnaissance survey and develop survey tools (maps and survey forms). Based on the urban design, historic resource, market and land use analyses, we will evaluate key opportunity sites for TOD and other land use development potential. As appropriate, MIG will recommend boundaries for a TOD overlay zone.

The identified opportunity sites and the findings of the boundary, land use, historic resource and urban design analyses will be documented in a technical memo and will include base mapping and overlay maps, as appropriate.

2.3 Analysis of Transit, Auto, Bicycle and Pedestrian Circulation

Nelson\Nygaard will prepare a summary of existing transportation conditions in the Specific Plan area, including, but not limited to, a review of major destinations, transit stops, bus routes and stops, bike lane routes, the pedestrian network within the project area, and how all modes currently interact within the area. The MIG Team will obtain transportation information and data from City staff and utilize other resources and will review available data, inventorying conditions described above.

N\N will examine multimodal mobility in the project area, identifying network gaps, potential improvements to address barriers and linkages to connect the project area with adjacent neighborhoods. The connectivity of all modes (transit, auto, bicycle and pedestrian circulation) will be analyzed, with a particular focus on first and last mile issues, as this is a key opportunity for the Specific Plan Area.

Nelson\Nygaard will use project background gained through their experience creating the *First and Last Mile Strategy report* for SCAG (2009), which focused on strategies to address the age-old dilemma of “first mile/ last mile” barriers for commuters and other choice riders who cannot conveniently access transit. A network of safe and recognizable routes to and from major destinations, including the Metrolink Station, will be created with a focus on enhancing utilization of public transit and boosting Transit-Oriented Development.

2.4 Parking Study and Parking Management Report

Nelson\Nygaard will assess the current parking system and prepare a parking management plan based on existing conditions findings and overall goals for the parking and transportation system. This will begin with review of available data, existing policies and management strategies, as well as constraints and opportunities within the Specific Plan area. A count of the parking supply and a sample of parking occupancy will be collected. This will allow the MIG Team and City to review the relationship between parking supply and demand within the project area. The count will include a single peak weekday count, supplemented by general site review of existing parking conditions noting the distribution of the supply, types of regulations and management strategies in place, walking distances and perceptions and barriers to parking and area access.

We will determine and compare future parking demand associated with the preferred future land use scenarios with the existing parking supply in order to gain a sense of future parking demand levels to expect. Potential Parking Overlay District boundaries will be based on the review of these areas and demand projections.

Incorporating all of these components, we will create a parking management plan that addresses a Parking Overlay District, locations of shared parking, opportunities for new parking supply if needed, policies and management guidelines, shared parking guidelines to protect commuter parking, pricing guidelines and parking ratio recommendations for land uses in the project area – as well as other recommendations that emerge from this review.

2.5 Market Study and Report

Based on market intelligence gathered in Tasks 2.1 and 2.2, LCG will prepare a market study that will define a market area within which downtown Covina competes, for each major land use category. LCG will characterize key supply characteristics, survey demographic and economic trends and develop projections for future demand for the overall market area. After evaluating likely sites in Downtown Covina (based on market attributes such as visibility, access, infrastructure, land prices, aesthetic attributes and neighboring land uses), LCG will provide estimates of conservative and attainable absorption capture for the downtown project area. These estimates will include likely price and rent points, property sub-types, design considerations and strategic marketing notes.

Task 2 Deliverables and Meeting Attendance:

- Land Use and Development Standards and Infrastructure Technical Memo (PDF)
- Constraints and Opportunity Sites Technical Memo (PDF)
- Transit, Auto, Bicycle and Pedestrian Circulation (PDF)
- Parking Study and Parking Management Report (PDF)
- Market Study and Report (PDF)

TASK 3: PUBLIC PARTICIPATION

3.1 Community Outreach Program and Material

Outreach Strategy – To ensure that the updated Town Center Specific Plan truly reflects the community's and City's vision and priorities, the public outreach process needs to be inclusive and transparent, with multiple opportunities for input. Below we present an approach we believe will meet the City's objectives, as outlined in the RFP. This can be refined and will be detailed based on discussions with staff during the project kick-off meeting. The detailed outreach strategy will include a description of all outreach activities, schedule of events, process and timing for releasing collateral and project information materials, as well as team roles for implementation.

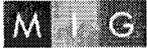
Brochure or FAQ Sheet – To ensure that information about the project is widely accessible to community members, MIG proposes developing a frequently asked questions "FAQ" sheet. The issues, opportunities and project FAQ sheet will introduce the Specific Plan process, including schedule and opportunities for community involvement. The FAQ sheet will also include frequently asked questions to communicate the importance of long-range planning documents, like the Specific Plan, and the relevancy to individual community members. MIG will design a one-page bilingual (English and Spanish) FAQ sheet for distribution through the regular City channels and community representatives.

Workshop and Meeting Materials – MIG will be responsible for preparing agendas, comment sheets, sign-in sheets, meeting summaries and other workshop materials, as appropriate to the event. The materials will be submitted to City staff for review prior to being finalized. Final products will be delivered to the City as PDFs.

Website – MIG will submit the final technical memoranda, reports, minutes, summaries, maps and other deliverables to the City in a PDF format for the City's posting to its website.

3.2 Focus Group and Community Outreach Meetings

Focus Group or Stakeholder Interviews – MIG and LCG will conduct one-on-one and small group interviews with key community stakeholders or focus groups. These interviews are expected to be informal meetings that last approximately one-half hour to one hour. Potential participants include representatives from the City Council and Planning Commission, community and opinion leaders, property owners, business representatives, developers, finance/banking representatives, Metro and Foothill Transit representatives, as well as neighborhood organizations. The final list of interviewees will be developed by MIG in close coordination with City staff. City staff will be responsible for contacting the interviewees, coordinating interview times and securing a meeting room to hold the interviews.



With LCG's input, MIG will submit the possible interview questions to City staff for review. Following the conclusion of all interviews, MIG will prepare a summary memo of key findings.

Workshops – MIG will conduct three community-wide workshops at key points in the planning process:

Vision Workshop. MIG will facilitate a public workshop to present the Technical Memoranda' key findings and to solicit the participant's views on the Town Center's opportunities, constraints and vision. Materials will include an agenda, PowerPoint presentation and wallgraphic. MIG will provide one facilitator and one graphic recorder who will record the session on a large wallgraphic paper. We will provide a brief set of meeting notes and a photo-reduction of the wallgraphic. City staff will be responsible for meeting logistics including noticing. MIG will prepare the workshop notice, which the City will distribute and advertise. The workshop will be two hours in length.

Vision/Alternatives Workshop with the Planning Commission and City Council. MIG will facilitate a public workshop with the Planning Commission and City Council to present the Technical Memoranda' key findings, summarizing the community's vision, and to solicit the Commission's and Council's views on the Town Center's opportunities, constraints and vision. The workshop will begin to develop and vet possible land use and/or mobility alternatives. Materials will include an agenda, PowerPoint presentation and wallgraphic. MIG will provide one facilitator and one graphic recorder who will record the session on a large wallgraphic paper. We will provide a brief set of meeting notes and a photo-reduction of the wallgraphic. City staff will be responsible for meeting logistics including noticing. MIG will prepare the workshop notice which the City will distribute and advertise. The workshop will be three hours in length.

Alternatives Workshop. MIG will facilitate a public workshop to present up to three land use and/or mobility alternatives. This workshop is anticipated to be conducted in an open house format. The participants will be asked to rank the alternatives and to identify the preferred components. Based on the Planning Commission/City Council workshop and the Alternatives workshop, a preferred alternative will be identified.

Materials will include an agenda, wall-sized maps and ranking/comment sheets. MIG will provide one facilitator and one staff member to assist with the workshop facilitation. We will provide a brief set of meeting notes and a photo-reduction of the displays. City staff will be responsible for supplying additional staff for the open house session as necessary, as well as supplying the meeting logistics including noticing. MIG will prepare the workshop notice which the City will distribute and advertise. The workshop will be two hours in length.

Planning Commission/City Council Study Session – MIG will conduct a two-hour study session with the Planning Commission and City Council to familiarize the decision-makers with the various components of the Specific Plan, General Plan Amendment, Zone Change and Zoning Map. In addition, the Study Session will be advertised to all workshop participants, thereby allowing the participants to become familiarized and ask questions as well. MIG will prepare a PowerPoint presentation and a Study Session notice for City staff distribution. City will be responsible for the Study Session logistics.

Task 3 Deliverables and Meeting Attendance:

- Community Outreach Strategy (PDF)
- FAQ Sheet (PDF)
- Workshop and Meeting Materials (PDF)
- Website Materials (PDF)
- Focus Group/Stakeholder Questions (PDF)
- Focus Group/Stakeholder Summary Memo(PDF)
- Vision Workshop (PowerPoint)
- Vision Workshop – Notice (PDF)
- Vision Wallgraphic
- Vision Meeting Notes and Wallgraphic Photo-reduction (PDF)
- Vision/Alternatives Workshop (PowerPoint)
- Vision/Alternatives Workshop – Notice (PDF)
- Vision/Alternatives Wallgraphic
- Vision/Alternatives Meeting Notes and Wallgraphic Photo-reduction (PDF)
- Alternatives Workshop – Notice (PDF)
- Alternatives Wall Maps, Displays, and Ranking Sheets
- Alternatives Meeting Notes (PDF)
- Planning Commission/City Council Study Session (PowerPoint)
- Planning Commission/City Council Notice (PowerPoint)

TASK 4: PREPARATION OF REGULATORY DOCUMENTS

4.1 Draft Documents for Parking District Overlay and Draft Transit, Auto, Bicycle and Pedestrian Circulation Plan

Based on the parking and circulation work completed in Task 2, MIG and Nelson\Nygaard anticipate developing up to three draft circulation plan alternatives for the community to consider in the workshops. Based on the selected alternative, MIG and Nelson\Nygaard will refine the alternative to create the proposed Circulation Plan. This Plan is anticipated to include a parking overlay district, shared parking strategies, pedestrian linkages, transit hubs/linkages, and end-of-trip facilities, as well as streetscape (landscaping, lighting, furniture), wayfinding and community gathering spaces. In addition, an Infrastructure and Services Plan will outline the locations where utility services and/or stormwater management requirements may require adjustment to accommodate green infrastructure and increased development potential. Potential funding sources will be identified.

The Circulation and Infrastructure and Services Plan will be chapters within the updated Specific Plan.

4.2 Draft Document for Land Use Change Including TOD Overlay, Flexible Land Uses and Development Standards

Based on the Land Use analysis completed in Task 2, MIG anticipates developing up to three draft land use alternatives (including TOD opportunity sites) for the community to consider in the workshops. Based on the selected alternative, MIG will refine the alternative to create the proposed Land Use Plan. This Plan is anticipated to include a rethinking of the Downtown zones/districts and a TOD Overlay with flexible land uses. It will incorporate land use, urban design, sustainability and development opportunity components, including opportunities and constraints for various land uses and business types in the project area.

These uses may include restaurants, retail commercial, entertainment, and mixed-use development. Components of the Plan may include incentives for denser development, lot consolidation and hybrid zoning to clearly indicated desired development outcomes. The site development standards will be graphically oriented and will include height, setbacks/build-to-lines, coverage, common and private open space, parking and loading. The standards will emphasize flexibility and adaptability. MIG will create and define a unique high-quality land use and design identity for the area as well as clearly identify the optimal land use mix for the future success of the area.

4.3 Revise General Plan Land Use and Circulation Elements, the Zoning Map and Pertinent Sections of the Zoning Code

Building on the work in Task 2, the MIG Team will draft General Plan Amendment language to accompany the Draft Specific Plan. This may include an update to the Land Use or Circulation Elements to reflect updated development potentials or land use categories in the Town Center area. MIG will also draft recommendations for any zoning updates necessitated by the Draft Specific Plan with the idea that the Specific Plan will wholly replace underlying zoning.

If the General Plan and Zoning documents are in Word format, MIG will revise the documents in a track changes format. If the documents are not available in Word, MIG will prepare a stand-alone technical memo identifying the deletions and additions. MIG will prepare a General Plan designation map and the zoning map using the City's GIS base. This scope of work and budget anticipates City staff will provide MIG with one consolidated set of edits. It also assumes one round of review and edits.



4.4 Release Draft General Plan Amendment, Zoning Code Amendment, Zone Change and Specific Plan Amendment Documents for Public Review

MIG will prepare the staff reports, ordinances and resolutions as well as the technical components for the Draft General Plan Amendment, the Zoning Code Amendment, Zone Change and Specific Plan Amendment for public review.

4.5 Public Review of Regulatory Documents

MIG will prepare a public notice announcing the availability of the Regulatory Documents for review and comment. MIG will submit the public announcement to City staff for distribution. It is noted that this notice is different than the CEQA Notice of Availability, however, both notices' publication will be synchronized.

MIG will assist City staff in the preparation of responses to relevant public comment. As appropriate, an errata document will be produced highlighting possible changes to the Specific Plan Amendment, General Plan Amendment, Zoning Code and Zoning Map. The errata sheet varies from the RFP's request for the changes to be made to the Hearing Draft. It is our experience that revising the Public Review Draft prior to the Planning Commission's hearing creates confusion and can mislead the public and decision-makers. Further, it alters the "project" on which the CEQA analysis has been conducted. During the Planning Commission's public hearing process, the presentation will review the errata sheet contents and seek Planning Commission direction for possible changes.

Task 4 Deliverables and Meeting Attendance:

- Circulation Plan* (PDF)
- Infrastructure and Service Plan* (PDF)
- Land Use Plan including TOD Overlay, Flexible Land Uses, and Development Standards* (PDF)
- Land Use and Circulation Elements Revision - Track Changes (Word) or Technical Memo (PDF)
- Zoning Code Revision – Track Changes (Word) or Technical Memo (PDF)
- Zoning Map and General Plan Land Use Designation Map (GIS)
- Draft General Plan Amendment (PDF)
- Draft Zoning Code Amendment (PDF)

- Draft Zone Change (PDF)
- Draft Specific Plan Amendment (PDF)
- Regulatory Documents Notice of Availability (PDF)
- Comment Errata Sheet (PDF)

* - included as part of the updated Specific Plan

TASK 5: ENVIRONMENTAL REVIEW

5.1 Initial Study and Notice of Preparation

MIG will prepare the appropriate CEQA compliance documents; we anticipate that an EIR will be required. Our work scope assumes that City staff will be responsible for all public noticing, distribution and filing of environmental documents per the law.

MIG will complete an Initial Study (IS) checklist and narrative to appropriately focus the topical contents of the Program Environmental Impact Report (PEIR). Those focus topics determined to have a potentially significant impact on the environment will then be further analyzed during the development of the Draft PEIR and associated mitigation strategies closely linked to Specific Plan policies.

MIG will also prepare the Notice of Preparation (NOP) for the Draft PEIR. The IS will be attached to the NOP for City staff approval and distribution to responsible and interested agencies, initiating the 30-day NOP response period. MIG will aid City staff in compiling the NOP mailing list.

5.2 Public Scoping Meeting

Our experience has been that stand-alone scoping meetings for Specific Plan EIRs are poorly attended. As such, we recommend conducting the Scoping Meeting as an item in a regular occurring Planning Commission meeting. MIG will prepare a PowerPoint presentation for use during the Scoping Meeting. A MIG environmental planner will facilitate the Scoping Meeting and prepare a brief summary of public comments.

5.3 City CEQA Transportation Impact Criteria Per SB 734 – Transit-Oriented Infill Projects

Nelson\Nygaard will provide strategic direction on Covina's consideration of updated Transportation Impact Criteria. This will include three main steps: 1) reviewing current processes and goals; 2) presenting case studies on how comparable cities are changing transportation criteria per SB 743; and 3) developing a project plan for Covina's approach.

Review

Prior to this task, during project review and existing conditions analysis, the MIG Team review the City's General Plan, existing transportation impact review guidelines and other document outlining the policies and transportation goals. These, and the progress to date on the Specific Plan, will guide our understanding of Covina's transportation goals. The MIG Team will also review Covina's transportation impact review processes and outcomes.

Case Studies

Several California cities are in different stages of the process of updating their transportation impact review guidelines, and other jurisdictions have started to move away from analysis focused on intersection congestion. While predecessors are different from Covina, their reform efforts and analysis procedures are instructive.

Develop Approach

There are varying approaches to evolving transportation impact criteria as per SB 743. After review of current process and how other cities are pursuing this type of reform, Nelson\Nygaard will work with Covina to develop a project plan for making an informed decision about which transportation impact criteria to pursue. Depending on work to date and stakeholder input, this could range from a comprehensive analysis to a more limited replacement of metrics. Nelson\Nygaard will help review options and trade-offs, and then develop a project plan for Covina. Potential steps include interviewing city staff; holding policymaker workshops; defining goals, objectives and performance metrics; synthesizing objectives; developing implementation and outreach strategies; developing and testing potential metrics; developing a proposed review process; and adopting new criteria.

Depending on review and input, a more streamlined process may be appropriate – some communities are simply replacing LOS analysis with an alternative metric, such as VMT per capita. Nelson\Nygaard will help identify potential approaches to changing these criteria and guide Covina in shaping their approach.

5.4 Draft Program EIR for Administrative Review

The MIG Team will develop a Draft PEIR that considers all aspects of Specific Plan implementation to streamline future entitlements. Mitigation will be developed through close coordination with Specific Plan and General Plan policies and implementation strategies. In turn, the evaluation of the focus topics in the Draft PEIR will not necessarily result in significant environmental impacts.

The Specific Plan existing conditions studies will provide much of the environmental baseline for the Draft PEIR analysis. We anticipate that the following topics will be of importance to City decision-makers, interested agencies and the public during their consideration of the Specific Plan. These topics will receive emphasis in the Draft PEIR (listed below in order of CEQA Guidelines Appendix G, Environmental Checklist Form). For the remaining environmental topics in Appendix G, such as agriculture and forestry resources and mineral resources, the PEIR Initial Study will include brief written statements explaining why no significant impacts are anticipated.

Aesthetics. Consistent with CEQA, the PEIR will independently evaluate the potential impacts of the Specific Plan land use and urban design policies on the visual character and image of the City. Beneficial aesthetic effects of the plans will be discussed as well. The PEIR will then recommend any Specific Plan refinements warranted to minimize identified visual impacts, if any.

Air Quality. With criteria and toxic air contaminant modeling by MIG, the PEIR will assess the local and regional air emissions impacts of Specific Plan build-out based on the most recent adopted modeling criteria of the Southern California Air Quality Management District (SCAQMD). For any significant impacts, the PEIR will identify mitigation consistent with SCAQMD CEQA requirements that can be formulated into Specific Plan policies.



Climate Change. The PEIR will address the GHG implications, both beneficial and adverse, of Specific Plan build-out. The PEIR will quantify project climate change impacts based on the most recent adopted modeling criteria of the SCAQMD. For any significant impacts, the PEIR will identify mitigations consistent with SCAQMD CEQA requirements which can be formulated into Specific Plan policies.

Cultural Resources. Pursuant to CEQA Guidelines section 15064.5, the PEIR will evaluate the potential effects of the Specific Plan on any identified or potential cultural or historic resources in the planning area. We will utilize the information contained in existing data sources. CEQA-based mitigation protocols will be identified and can be incorporated directly into Specific Plan policy.

Geology and Soils. Earthquakes can cause strong ground shaking, liquefaction, differential settlement and lateral spreading. The PEIR will identify potential geotechnical impacts of Specific Plan development, and describe mitigation protocols, including Building Department requirements, to reduce the impacts to less-than-significant levels.

Hydrology and Water Quality. Based on the existing conditions analysis and planning studies, the PEIR will assess drainage, flooding and water quality issues.

Land Use and Planning. The PEIR will evaluate the land use implications, both beneficial and adverse, of the Specific Plan, and will identify any significant impacts under CEQA (e.g., "division of an established neighborhood"). The PEIR will then identify associated mitigation, including recommended Specific Plan refinements. In addition, the consistency of the Specific Plan proposed policies and specific plan regulations with relevant regional planning policies (e.g., SCAG and SCAQMD) will be evaluated.

Noise and Vibration. Impacts of Specific Plan development policies and associated future buildout on the local noise/vibration environment will be described. Short- and long-term noise measurements and existing noise contours will be provided. The PEIR will analyze construction and traffic noise, and will assess land use compatibility within the projected noise environment. The PEIR will then identify effective and feasible mitigations that can be incorporated directly into Specific Plan policy.

Population and Housing. The PEIR will describe the potential effects on housing and population in order to provide the statistical basis for related quantitative environmental impact evaluations (e.g., public services and utilities).

Public Services/Recreation. The PEIR will evaluate the effects of Specific Plan implementation on public services including fire protection, law enforcement, schools and parks/recreation. Appropriate service providers will be identified in coordination with City staff, and will be contacted to help determine potential impacts and formulate mitigation consistent with Specific Plan policy.

Transportation and Traffic. Nelson\Nygaard will prepare a summary of existing transportation conditions in the Specific Plan area, including, but not limited to, a review of major destinations, transit stops, bus routes and stops, bike lane routes, the pedestrian network within the project area and how all modes currently interact within the area. Nelson\Nygaard will obtain transportation information and data from City staff and utilize other resources and will review available data, inventorying conditions described above. Nelson\Nygaard will examine multimodal mobility in the project area, identifying network gaps, potential improvements to address barriers and linkages to connect the project area with adjacent neighborhoods. The connectivity of all modes (transit, auto, bicycle, and pedestrian circulation) will be analyzed, with a particular focus on first and last mile issues, as this is a key opportunity for the Specific Plan area. Nelson\Nygaard will utilize project background gained by experience creating a First and Last Mile Strategy report for SCAG (2009), which focused on strategies to address the age old dilemma of "first mile/last mile" barriers for commuters and other choice riders who cannot conveniently access transit. A network of safe and recognizable routes to and from major destinations, including the Metrolink Station, will be created, with a focus on enhancing utilization of public transit and boosting Transit Oriented Development.

Utilities and Service Systems. Based on the existing conditions analysis and planning studies prepared for the Specific Plan, we will evaluate the proposed land use changes and quantify the potential increase in energy, water and sewer demands based on commonly accepted generation demands to determine if the existing infrastructure has the capacity to accommodate the long term land use projections and increased demands. We will identify regional improvements necessary to accommodate the proposed land use plan. For drainage assessment, we will identify if the proposed land uses will increase or decrease impervious surface areas. We will determine the applicability of the “allowable discharge rate” standards issued by Los Angeles County Public Works to control redevelopment projects within watershed areas of deficient storm drain systems and how this standard applies within the City limits. We will identify appropriate water quality measures and standards, green infrastructure techniques and water conservation features for incorporation into the sustainability component of the Specific Plan and EIR.

5.5 Draft PEIR for Public Review

In response to City staff comments on the Administrative Draft PEIR (this scope of work and budget assumes one round of review and comment), the environmental document will be revised and a Draft PEIR will be prepared for public distribution.

MIG will also prepare the Notice of Completion and respond to one round of City staff revision.

5.6 Planning Commission Meeting to Receive Public Input on Draft PEIR

MIG will attend a Planning Commission meeting to receive and record written and oral public comment regarding the Draft PEIR.

MIG will prepare a comment summary and responses to all PEIR comments received throughout the public comment period (see Task 5.7).

5.7 Responses to Public Comments and Final Draft PEIR

Following close of the 45-day public review period of the Draft PEIR, MIG will prepare a Final PEIR that includes responses to public and agency comments received on the Draft PEIR during the public review period. Our budget includes an allowance for this task since the level of effort cannot be fully anticipated at this time. MIG will also prepare:

- A Final PEIR that includes responses to public and agency comments received on the Draft PEIR during the public review period, and an Errata identifying any required changes to the PEIR to address the comments.
- Mitigation Monitoring and Reporting Program (MMRP) for adoption with the Specific Plan.

We will provide an Administrative Draft Final PEIR, and Mitigation Monitoring and Reporting Program to the City for comment. City staff will provide comments in track-changes format. Based on that direction, we will prepare the Final PEIR and associated CEQA hearing documents (assuming one round of review and revision).

Following final City Council action on the final PEIR and Specific Plan, we will prepare the Notice of Determination for the City to file with the County Clerk. City Staff will be responsible for all public noticing, filing, and distribution of the CEQA documents.

Task 5 Deliverables and Meeting Attendance:

-
- NOP and Initial Study (PDF)
 - Scoping Meeting
 - Scoping Meeting Presentation (PowerPoint)
 - Scoping Meeting Summary (PDF)
 - Notice of Completion (PDF)
 - Planning Commission Meeting
 - Response to Public Comment (PDF)
 - Mitigation Monitoring Program (PDF)
 - Draft PEIR (30 CDs, PDF)
 - Final PEIR (30 CDs, PDF)
 - Draft Specific Plan Amendment (30 CDs)
 - Final Specific Plan Amendment (30 CDs)



TASK 6: ADOPTION PROCESS

6.1 Final Specific Plan Amendment, General Plan Amendment, Zone Change and Maps

The RFP requests that responses to comments received during the public comment period be inserted directly into the “public review” documents, thus creating a “hearing draft”. As such, the “hearing draft” revises a public draft without the benefit of receiving Planning Commission and/or the City Council direction. It is MIG’s experience that the creation of the “hearing draft” clouds the public review process’ transparency and decreases public trust. As such, MIG will prepare a Staff Report identifying comments received, responses, and proposed changes to the documents. Upon Planning Commission direction, a second Staff Report will be prepared recording Planning Commission’s direction and recommendations.

6.2 Planning Commission Public Hearings and Recommendations to City Council

MIG will prepare an agenda and a Powerpoint presentation for City staff to present to the Planning Commission. The presentation will summarize the Specific Plan and all regulatory documents. The presentation will include possible document revisions as a result of receiving public comment on the Specific Plan, General Plan Amendment, Zoning Code Amendment, Zoning Map, TOD Overlay, and PEIR.

MIG will attend up to two Planning Commission hearings and provide support the City staff.

Upon Planning Commission’s recommendation, MIG will prepare a Staff Report recording Planning Commission’s recommendations.

6.3 City Council Public Hearings and Adoption

MIG will prepare an agenda and a Powerpoint presentation for City staff to present to the City Council. The presentation will summarize the Specific Plan and all regulatory documents. The presentation will include possible document revisions as a result of the Planning Commission’s recommendations.

MIG will attend up to two City Council hearings and provide support the City staff.

Upon City Council’s direction, MIG revise the Specific Plan with TOD Overlay, General Plan Amendment, Zoning Code Amendment, Zone Change, Parking District Overlay Expansion, as appropriate. The revised documents will be final.

Task 6 Deliverables and Meeting Attendance:

- Planning Commission Agenda (PDF)
- Planning Commission Staff Report detailing public comments, comments response, and possible revisions to the regulatory documents (PDF)
- Planning Commission Public Hearings PowerPoint (PDF)
- Planning Commission Attendance – up to two meetings
- City Council Staff Report detailing Planning Commission recommendations
- Final Specific Plan including Final TOD Overlay (PDF)
- Final General Plan Amendment (PDF)
- Final Zoning Code Amendment (PDF)
- Final Zone Change (PDF)
- Final Parking Overlay (PDF)
- Notice of Determination (PDF)

Proposed Budget

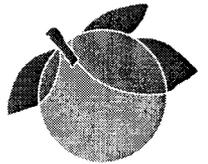
MIG’s proposed budget is provided in a separate sealed envelope, per RFP instructions.

Proposed Schedule

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	
TECHNICAL DOCUMENTS/PLANS		Base Maps	Constraints and Opportunity Sites; Transit, Auto, Bike and Pedestrian Circulation; Market Study	Existing Conditions - Land Use	Design Guidelines, TOD Initial Progress, I, B	Parking Study and Recommendations	Alternatives	Preferred Alternative	General Plan, Zoning Code, Zoning Map Revisions	Land Use, TOD Overlay, Dismant Standards	Amendments: General Plan, Zoning Code, Specific Plan (PUBLIC)	Admin Draft FEIR	Draft FEIR	Final FEIR	Final Plans and Amendments				
COMMUNITY ENGAGEMENT MEETINGS			Stakeholder Interviews	Wilson Community Workshop	Alternatives Community Workshop	Visiting Alternatives PC/CC Workshop	Stippling Meeting for FEIR	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting	PEIR Input Meeting
PROJECT MANAGEMENT	Kickoff Meeting and Site Tour		Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support	Quarterly Support
			Weekly MIG Team Project Management Teleconferences																
			Bi-monthly City/MIG Project Management Teleconferences																

SECTION SIX

Comments on the Standard Agreement



Simulation of Boston's Downtown Crossing



Acceptance of/Exceptions to the Standard Agreement

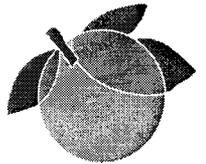
MIG has carefully reviewed the City's Standard Agreement and other terms of the RFP, and we request the following changes to the contract:

9. Indemnification

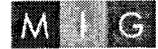
B. Other Indemnities

1) Other than in the performance of design professional services, and to the fullest extent permitted by law, consultant shall, at its sole cost and expense, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, ~~penalties~~, liens and losses of any nature whatsoever, including reasonable fees of accountants, attorneys or other professionals, and all costs associated therewith, and the payment of all consequential damages (collectively "Claims"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the ~~sole~~ negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Claim with counsel of the Indemnitees' choice, not unreasonably withheld and shall pay all costs and expenses, including all reasonable attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all reasonable legal expenses and costs incurred by the Indemnitees in connection therewith.

APPENDIX
Resumes of Key Staff



Appendix: Resumes of Key Staff



Chris Beynon, AICP

PRINCIPAL-IN-CHARGE

AREAS OF EXPERTISE

Downtowns / Transit-Oriented Development
Urban Planning and Design / Community Development

QUALIFICATIONS

Chris Beynon has over 15 years of experience in regional and urban planning, downtown planning, design and implementation, land use planning, community relations, public policy, group facilitation and consensus building. Chris has a proven track record of effectively developing successful plans based on an understanding of development requirements, retail, cultural and entertainment district creation, the role of green space and the public realm in downtown revitalization and how to translate visions and concepts into action-oriented projects, policies and programs.

As MIG's Director of Planning and Development Services, Chris manages and coordinates the marketing, staff workload, resource allocation and budgeting for the Department's wide range of projects, from streetscape designs to large-scale master plans. He has developed particular expertise in city center and downtown planning and design, managing projects in cities across the country from Ocala, Florida to Spokane, Washington. In addition to project management responsibilities, he has provided land use and transit planning analysis, public meeting facilitation, developer and consultant partnering, writing and mapping expertise as well as process strategy and management.

CERTIFICATIONS

- American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS

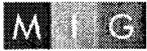
- International Downtown Association, Board Member
- American Planning Association

EDUCATION

- Masters of Geography, Urban Planning Program, University of Utah, Salt Lake City
- Bachelor of Science, Journalism, University of Colorado, Boulder

RELEVANT EXPERIENCE

- Arrow Highway Corridor Area Visioning and Specific Plan, *Glendora, California*
- Lodi Downtown Transit-Oriented Development Design Guidelines, *Lodi, California*
- Napa Downtown Specific Plan, *Napa, California*
- San Pablo Avenue Specific Plan, *El Cerrito and Richmond, California*
- Railroad Avenue Transit-Oriented Development Specific Plan, *Pittsburg, California*
- Calgary Downtown Retail Urban Design and Branding Strategy, *Calgary, Canada*
- San Clemente Downtown Master Plan, *San Clemente, California*
- eBART Corridor Conceptual Station Area Planning, *Contra Costa County, California*
- Bellwood TOD Site Plan, *Bellwood, Illinois*
- University of California at Davis Long Range Development Plan and Neighborhood Master Plan, *Davis, California*
- San Bruno Downtown Transit Corridors Specific Plan, *San Bruno, California*
- Los Angeles Downtown Development Strategy, *Los Angeles, California*
- Santa Monica's Land Use and Circulation Element (LUCE), *Santa Monica, California*
- Bellwood TOD Site Plan, *Bellwood, Illinois*



Lisa Brownfield

PROJECT MANAGER

AREAS OF EXPERTISE

Project Management / Urban Planning / CEQA

QUALIFICATIONS

Lisa Brownfield has 25 years of experience in private sector and public sector planning. She leads large consultant teams and city staff to formulate, monitor and ensure compliance with project budgets and schedules. Lisa has diverse technical experience, having prepared all mandatory and many optional elements of general plans; prepared policy documents that highlight sustainability, smart growth and healthy city concepts; prepared industrial, commercial and recreation-oriented specific plans; conducted special land use, housing and circulation studies; reviewed and amended zoning and development codes; and conducted and prepared many environmental reviews and analyses.

Lisa served as the Project Manager and Writer for the innovative Azusa General Plan and Development Code creating a hybrid blending land use, traditional and form based plan and code. She served in the same capacity on the award-winning Redwood City General Plan where form based, smart growth, sustainability and “healthy cities” concepts are paramount. All of her general plans, specific plans and community plans are self-mitigating, where the environmental impacts associated with the plans are primarily mitigated through plan policy change.

SELECTED AWARDS

Redwood City General Plan

Outstanding Achievement for Small Jurisdiction Planning Effort, American Planning Association - California, 2012

Azusa General Plan and Development Code

Southern California Association of Governments Compass Blueprint Award and Visionary Planning for Livability Award, 2008

EDUCATION AND CERTIFICATIONS

- Master of Arts, Urban Planning, University of California, Los Angeles
- Bachelor of Science, Urban Planning, California State Polytechnic University, Pomona
- American Institute of Certified Planners, 1990

RELEVANT EXPERIENCE

- Planning and Environmental Services Contract, Covina, California
- Arrow Highway Corridor Area Visioning and Specific Plan, Glendora, California
- Garvey Avenue Specific Plan and EIR, Rosemead, California
- Fifth and Huntington Specific Plan and CEQA Documentation, Monrovia, California
- Huntington Beach Circulation Element EIR, Huntington Beach, California
- North Adelanto Sustainability Plan and EIR, Adelanto, California
- Redwood City Inner Harbor Specific Plan, Redwood City, California
- Big Bear Lake Moonridge Corridor Specific Plan and EIR, Ontario, California
- Redwood City General Plan Update; Zoning Code Update–Mixed Use, Redwood City, California
- Costa Mesa General Plan Update, Land Use and Circulation Elements and EIR, Costa Mesa, California
- Azusa General Plan and Development Code, Azusa, California
- Westlake Village General Plan, Westlake Village, California
- Rosemead General Plan, Rosemead, California
- Huntington Beach General Plan, Huntington Beach, California
- Sphere of Influence Specific Plan and EIR, Ontario, California

Laura Stetson, AICP

CONSULTING PRINCIPAL

AREAS OF EXPERTISE

Zoning Codes / Specific Plans / Urban Planning / CEQA
Design Guidelines / Meeting Facilitation

QUALIFICATIONS

Laura Stetson is an MIG Principal with over 26 years experience in the area of general plans, zoning codes, specific plans and special planning studies for diverse cities throughout California. Laura has worked with advisory committees, commissions and councils to develop long-range goals, policies and programs and to craft the regulatory tools to implement those programs. She has conducted background research for planning, written plan elements, coordinated preparation of plans and related environmental documentation and presented recommendations to decision-making bodies. She also directs preparation of CEQA documents, either as part of planning programs or to address development projects.

Ms. Stetson led a team of specialists to prepare the City of Riverside's key land use regulatory tools: the General Plan, the zoning ordinance, the subdivision ordinance and citywide Design Guidelines, as well as a Program EIR. The program involved working with many community groups to affirm direction defined through a prior visioning process and economic strategy study.

As part of crafting a vision for the City of Claremont that was to be integrated into the General Plan, Ms. Stetson led a multi-layered public involvement program, including working with a 100 plus member General Plan Committee with topic-oriented subcommittees.

PROFESSIONAL AFFILIATIONS

- American Planning Association
- American Institute of Certified Planners
- California Planning Roundtable

EDUCATION

- Graduate Coursework in Public Administration, American University
- Bachelor of Science, Environmental Earth Science, Stanford University

RELEVANT EXPERIENCE

- Arrow Highway Corridor Area Visioning and Specific Plan, *Glendora, California*
- San Pablo Avenue Refined Specific Plan, *Berkeley, California*
- SCAG Barstow Route 66 Business Corridor and Downtown Business and Cultural District Specific Plan, *Barstow, California*
- Duarte Town Center Specific Plan, *Duarte, California*
- Lincoln Avenue Specific Plan, *Pasadena, California*
- Tustin Downtown Commercial Core Plan, *Tustin, California*
- Malibu Civic Center Design Standards, *Malibu, California*
- Brea General Plan, *Brea, California*
- Arcadia General Plan, *Arcadia, California*
- Garden Grove Civic Center Zoning CEQA, *Garden Grove, California*
- Brea Hillside Zoning Codes, *Brea, California*
- Commerce Zoning Codes, *Chino Hills, California*
- La Mirada Zoning Codes, *La Mirada, California*
- Maywood Zoning Codes, *Maywood, California*
- Pasadena Land Use and Mobility Element, *Pasadena, California*
- Redwood City Inner Harbor Specific Plan, *Redwood City, California*



Esmeralda Garcia

COMMUNITY ENGAGEMENT (LEAD)

AREAS OF EXPERTISE

Community Planning / Diverse Communities / Outreach
Public Involvement / Strategic Communication

QUALIFICATIONS

Esmeralda Garcia is a public involvement specialist and Director of Operations for MIG's Pasadena office. Esmeralda has managed numerous public involvement programs that engage the public in projects addressing a wide range of issues from transportation and land use to economic development, environmental and community services. She brings a unique perspective to her projects, having worked with public and private sector clients as well as non-profit organizations. She applies her facilitative leadership skills in developing interactive program methodology to actively engage diverse stakeholders, including policymakers, advocacy groups, community leaders and the public at-large.

Most recently, Esmeralda has managed the outreach program for LA Metro's I-710 Corridor Improvement Project EIR/EIS. The program includes facilitation of corridor stakeholders meetings and discussions to identify and evaluate alternatives, discuss contentious environmental issues and developing recommendations for consideration in the environmental process.

In addition, she has extensive experience in developing interactive program methodology to identify the needs of ethnically diverse communities. Specifically, she has a great understanding of the Latino community and the issues that affect Latino families. Fluent in both Spanish and English, Esmeralda has facilitated community meetings, workshops and focus groups in Spanish to determine community challenges, issues and opportunities.

EDUCATION

- Bachelor of Arts, Art History,
California State University, Los Angeles

RELEVANT EXPERIENCE

- Covina Strategic Plan and Training, *Covina, California*
- Los Angeles County Metropolitan Transportation Agency (MTA) I-710 Major Corridor Study and Corridor Project EIR/EIS, *Los Angeles County, California*
- Gold Line Transit-Oriented District Plans and Market Studies, *Los Angeles, California*
- Caltrans Statewide Bicycle and Pedestrian Plan Public Outreach, *Statewide*
- W. Long Beach Industrial Redevelopment Project Area, *West Long Beach, California*
- Downtown Hawthorne Specific Plan, *Hawthorne, California*
- Santa Monica Downtown Specific Plan, *Santa Monica, California*
- Victorville Downtown Strategic Plan, *Victorville, California*
- West Hollywood Transit Study, *W. Hollywood, California*
- Claremont General Plan, *Claremont, California*
- Azusa General Plan Public Outreach, *Azusa, California*
- West Hollywood Vision and Strategic Plan, *West Hollywood, California*
- Ventura Creative Cities Charrette, *Ventura, California*
- Jacobs Center for Neighborhood Innovations Market Creek Village Center Project, *San Diego, California*
- Gateway Cities Sustainable Communities Strategy, *Los Angeles, California*
- Pasadena General Plan, Design Guidelines and Zoning Code Updates Public Outreach and Community Participation Program, *Pasadena, California*

Mukul Malhotra

URBAN DESIGN | TOD (LEAD)

AREAS OF EXPERTISE

Transit-Oriented Development / Urban Design
Downtowns / Streetscapes / Urban Revitalization

QUALIFICATIONS

Mukul Malhotra has over 16 years of experience in urban design, planning and architecture. Since joining MIG in 2000, Mr. Malhotra has managed and contributed to a wide range of planning and design projects, addressing issues related to urban development and revitalization, streetscape design and planning, pedestrian- and transit-oriented design as well as preservation of neighborhood and city character.

Mr. Malhotra has worked with an array of cities, agencies and community groups in efforts to redevelop urban and neighborhood corridors and streetscapes in California, Nevada, Washington, Oregon, Texas, New Mexico and Massachusetts. His projects have ranged from downtowns and historic districts to new communities and university campuses. **All of his projects have involved extensive agency and stakeholder coordination** to ensure that final designs and plans can be effectively implemented. In addition, he has facilitated numerous working sessions, public workshops and design charrettes in conjunction with all of his projects to ensure community ownership and pride.

With his architecture and urban design expertise, Mr. Malhotra has created design concepts; developed character- and form-based codes and standards; devised land use alternatives; written planning studies and design guidelines; and produced public presentation materials.

SELECTED AWARDS

- 2010 APWA Sacramento Chapter Project of the Year Award: **West Capitol Avenue Streetscape Master Plan**
- 2010 European Center for Architecture, Art Design and Urban Studies's Green GOOD DESIGN Award; 2009 APWA Sacramento Chapter Project of the Year Award: **Dixieanne Avenue Green Street**

EDUCATION

- Master of Urban Design, University of California, Berkeley
- Diploma in Architecture, Sushant School of Art and Architecture, Gurgaon, India

RELEVANT EXPERIENCE

- Gold Line Transit Oriented District Plans and Market Studies, *Los Angeles, California*
- Swanston/Royal Oaks Area Station Area Transit Village and Specific Plan, *Sacramento, California*
- Denver Transit-Oriented Development, *Denver, Colorado*
- Commerce City Station Area Master Plan, *Commerce City, California*
- re:Streets Conference and Traveling Workshops, *Berkeley, Boulder, Chicago, Portland, Seattle, Encinitas, Laramie, San Antonio, St. Louis*
- San Pablo Avenue TOD Specific Plan Update, *El Cerrito and Richmond, California*
- Development Framework for the Ankeny/Burnside District, *Portland, Oregon*
- Caltrans On-Call Complete Streets, *Caltrans, California*
- West Capitol Avenue Streetscape Master Plan, *W. Sacramento, California*
- "R" Street Urban Design and Development Plan, *Sacramento, California*
- Montalvin Manor Neighborhood Pedestrian and Transit Access, *Contra Costa County, California*
- Upper Market Street Community Vision and Design Plan, *San Francisco, California*
- Triangle Neighborhood Preservation Action Strategy and Streetscape Design, *Emeryville, California*
- Upper State Street Corridor Study, *Santa Barbara, California*



Christopher Brown

ENVIRONMENTAL (LEAD)

AREAS OF EXPERTISE

Environmental Planning / Air Quality Analysis
Climate Change Analysis

QUALIFICATIONS

Christopher Brown has over 10 years experience in environmental analysis and the preparation of CEQA documents. Chris has managed and prepared CEQA documents for a variety of development plans and projects, specific plans, comprehensive general plan updates, general plan elements, transportation improvements and infrastructure plans and projects. He will review all environmental documentation to ensure consistency with the project parameters and that it meets the requirements of CEQA. He is also an air quality specialist and has been modeling and analyzing air pollutant emissions for the past six years.

Chris has prepared air quality assessments utilizing the latest CalEEMod software for a variety of development and infrastructure projects and is experienced in assessing local and regional emissions impacts, carbon dioxide 'hotspot' screening and analysis using CALINE4 and EMFAC as well as toxic air contaminant risks and modeling using AERMOD. He has prepared GHG emissions models utilizing the methods and practices presented in the California Air Pollution Control Officers Association's CEQA and Climate Change white paper and their Quantifying Greenhouse Gas Mitigation Measures guidelines.

In addition to his environmental experience, Chris Brown has provided contract land use planning services for public agencies such as the cities of Desert Hot Springs, Palm Springs and Twentynine Palms. He also served as the City of Rancho Santa Margarita's code enforcement officer and NPDES Authorized Inspector.

EDUCATION

- Bachelor of Arts, Environmental Planning, California State University, Northridge

RELEVANT EXPERIENCE

- Fairfield Downtown Specific Plan EIR, *Fairfield, California*
- Tustin Downtown Commercial Core Plan, *Tustin, California*
- Duarte Town Center Specific Plan, *Duarte, California*
- Torrance Transit Center Technical Studies, *Torrance, California*
- Redwood City Downtown Precise Plan EIR Addendum, *Redwood City, California*
- Malibu Civic Center Design Standards, *Malibu, California*
- Claremont University Consortium East Campus EIR, *Claremont, California*
- Civic Center Transit-Oriented District, *Oakland, California*
- Redlands Pioneer Business Center IS/MND, *Redlands, California*
- Station Square Transit Village Specific Plan, *Phase 2 IS/MND, Monrovia, California*
- Jones Industrial Building, *Palm Springs, California*
- Desert Hot Springs I-10 Community Annexation IS/ND, *Desert Hot Springs, California*
- Big Bear Lake Pleasure Point Marina, *Big Bear Lake, California*
- Garnet Street Bridge, *San Bernardino County, California*
- San Gabriel Valley Water Company Water Storage Reservoir, *Los Angeles County, California*

Amalia Leighton, PE

SUSTAINABILITY / INFRASTRUCTURE

QUALIFICATIONS

Amalia Leighton is a planner and civil engineer who brings significant experience in planning efforts and implementation projects. From master plans to feasibility studies, she has partnered with municipal agencies and their stakeholders to prepare transportation planning documents that emphasize mobility, social equity, and community enhancement. Amalia's experience encompasses leading complex teams with specialty subconsultants such as bicycle and pedestrian planners, health and walking specialists, social equity stakeholders, and urban designers specializing in sub-area or land-use policy. She has also taken the lead on documenting environmental impacts and public utility impacts for various public and private projects that required an EIR.

REGISTRATIONS

- Registered Professional Engineer, California #71129

EDUCATION

- Bachelor of Science, Civil Engineering, University of Washington

RELEVANT EXPERIENCE

- Aurora Corridor Improvement Project: N 165th Street – N 205th Street: Stormwater Management and Water Quality Analysis and Preliminary Design, *Shoreline, Washington*
- Non-Motorized Transportation Project Cost Estimating, *Redmond, Washington*
- Shoreline Green Streets Outreach and Design, *Shoreline, Washington*
- LID Stormwater Standards, *Washington State Department of Ecology*
- LID / Sustainable Strategies for 2006-2011 Capital Improvement Program, *Kirkland, Washington*
- Bel-Red Sub-Area Low Impact Development Incentive Plan, *Bellevue, Washington*

JulieAnn Murphy

HISTORIC PRESERVATION

JulieAnn Murphy is a preservation professional with 4 years' experience in architectural history and historic resource evaluation for historic site management and architectural preservation projects. She is skilled at historic and archival research, and has prepared architectural documentation, resource evaluation forms and conditions reports on several single and multi-site historic resources pursuant to CEQA and the National Historic Preservation Act (NHPA), Section 106. She has worked with several regulatory agencies including the National Park Service. Her experience includes preparation of technical reports, completion of DPR 523 series forms, survey form development, site recordation, and database management. JulieAnn's training and background meet the Secretary of the Interior's Professional Qualifications Standards for architectural history and history.

EDUCATION

- Master of Science, Historic Preservation, University of Pennsylvania, Philadelphia
- Bachelor of Arts, History and Sociology, University of California, Riverside

RELEVANT EXPERIENCE

- Historic Resource Evaluation Report, *City of Commerce, California*
- Historic Resource Evaluation Report, *Redwood City, California*
- General Plan Update, *Ventura County, California*
- Local Historic District Nomination, *Ardmore, Pennsylvania**
- Historic Resource Survey Form and Determination of Eligibility for William Penn Inn, *Wynnewood, Pennsylvania**
- Historic Structures Report, *Siloam Baptist Church, Philadelphia, Pennsylvania**

*Work completed before joining MIG



Lauren Mattern

MOBILITY (LEAD)

Lauren Mattern brings 8 years of city and transportation planning experience, with a focus on parking, transportation demand management, and multimodal planning. She has strong expertise with data-driven decision making, agile project management, and public sector communications strategies. Before joining Nelson\Nygaard, Lauren served as Manager of Parking Policy and Technology at the San Francisco Municipal Transportation Agency, where she implemented the innovative SFpark program and oversaw parking policy efforts. She led pricing policy projects using new technology and coordinating with a variety of technical experts and public officials. Her rich municipal experience implementing technically challenging projects allows her to build projects that are both forward-thinking and highly implementable.

EDUCATION

- Master of City Planning, University of Pennsylvania
- Bachelor of Arts, Political Science, Drake University

RELEVANT EXPERIENCE

- Santa Monica Downtown Parking Study, *Santa Monica, California*
- Truckee Railyards Parking and Circulation Plan, *Truckee, California*
- City of Madison Multimodal Transportation Plan, *Madison, Wisconsin*
- City of Breckenridge Transportation Planning, *Breckenridge, Colorado*
- City of Oxnard Congress for New Urbanism Charrette, *Oxnard, California*
- Occidental College Master Plan, *Los Angeles, California*
- CSU Channel Islands Parking and Transportation Demand Management Plan, *Camarillo, California*

Steve Boland

MOBILITY

Steve Boland specializes in fixed-route transit service and capital planning, including comprehensive operational analyses and planning for Bus Rapid Transit projects, and in multimodal access and circulation, complete streets and urban design, including design and policy for transit station areas and transit-oriented developments.

EDUCATION

- Bachelor of Science in Journalism, University of Colorado at Boulder
- Bachelor of Arts in Sociology, University of Colorado at Boulder

RELEVANT EXPERIENCE

- Downtown San Dimas Specific Plan, *San Dimas, California*
- Space 134, *Glendale, California*
- West Covina General Plan Update, *West Covina, California*
- Ojai Complete Streets Implementation Plan, *Ojai, California*
- Central Avenue Great Streets Corridor, *Los Angeles, California*
- Shoreline Boulevard Transportation Corridor, *Mountain View, California*
- Transit-Oriented Communities Design Manual, *Vancouver, BC*
- Neighborhood Transportation Plans, *San Francisco, California*
- SCAG Orange Line Sustainable Corridor Implementation Plan, *Los Angeles, California*
- San Francisco County Transportation Authority Core Circulation Study, *San Francisco, California*
- San Francisco MTA Eastern Neighborhoods Transportation Implementation Planning Study, *San Francisco, California*
- Downtown Mobility Master Plan, *Rochester, Minnesota*



Ted Kamp

ECONOMICS | FISCAL ANALYSIS

QUALIFICATIONS

Edward “Ted” Kamp provides market analysis in support of strategic land use decisions for public planners and private developers. Drawing on expertise in GIS, economic, and demographic analysis, he incorporates user-friendly information design to convey critical market intelligence to stakeholders. His work spans a variety of development contexts including urban renewal, suburban revitalization, and transit-oriented development. Recent client work has covered locales across the central and western US, including the metropolitan Denver area, Colorado; Dallas-Fort Worth, El Paso and Houston, Texas; Henderson, Nevada; Bartlesville, Tulsa and Oklahoma City, Oklahoma; Billings, Montana; Albuquerque, New Mexico; and Juarez, Mexico. In addition, he taught the Urban Market Analysis course for planning graduate students at the University of Colorado-Denver for five years.

EDUCATION

- Master of Urban and Regional Planning, University of Colorado
- Master of Science, Marketing (Consumer Behavior Concentration), University of Arizona
- Bachelor in Business Administration, University of Oklahoma

RELEVANT EXPERIENCE

- Market Analysis for Port of Vancouver Waterfront Master Plan and Development Strategy, *Vancouver, Washington*
- Retail Market Analysis for Mixed-Use Development, *Anaheim and Los Angeles, California*
- Cost-Benefit Analysis for Albuquerque Modern Streetcar, *Albuquerque, New Mexico*
- Market Analysis for Aloha-Reedville Livable Community Plan, *Washington County, Oregon*
- TOD Economic Impact Analysis for Colfax Connections BRT Study, *Denver, Colorado*
- Market Analysis and Development Forecast for Northwest Growth Area Plan, *Coralville, Iowa*

Chris Zahas

ECONOMICS | FISCAL ANALYSIS

QUALIFICATIONS

Chris is a real estate strategist and project manager with an emphasis on urban corridors, downtown revitalization, employment districts, transit-oriented development, and public-private partnerships. His project approach is to assist public and private sector clients in turning broad visions into prioritized and achievable action plans by combining market and economic research with strategic advice that is tied to the fundamental principles of real estate development. In all cases, Chris keeps the focus of projects on implementation, always anticipating next steps and never hesitating to advise a client to change directions when that is the best course.

REGISTRATIONS

- American Institute of Certified Planners (#019464)

EDUCATION

- Master of Urban & Regional Planning, Portland State University
- Bachelor of Arts, International Affairs, Lewis and Clark College

RELEVANT EXPERIENCE

- TOD and Funding Strategy for Downtown Streetcar Feasibility Analysis, *Boise, Idaho*
- Value Capture and Development Incentive Analysis for Kaka’ako TOD Overlay Plan, *Honolulu, Hawaii*
- TOD Opportunity Analysis for Sugar House Streetcar Corridor Alternatives Analysis, *Salt Lake City, Utah*
- Public-Private Partnership Strategy for Millenia Mixed-Use TOD Project, *Chula Vista, California*
- TOD Opportunity Analysis for Colfax Connections BRT Study, *Denver, Colorado*
- TOD Summary and Value Capture Analysis for Downtown/Riverfront Streetcar Feasibility Study, *Sacramento/West Sacramento, California*
- 65th Street Station Development Strategy, *Sacramento, California*



Genevieve Sharrow

ASSOCIATE PLANNER

Genevieve Sharrow provides a broad range of planning related services to clients. Her primary responsibilities include preparing environmental documents pursuant to CEQA (IS/MNDs, EIRS, Addendums) and long-range planning documents such as General Plans, Zoning Ordinances and HUD compliance documents (Consolidated Plans, Action Plans and Analyses of Impediments to Fair Housing Choice). She has prepared air quality and greenhouse gas emissions assessments utilizing the latest CalEEMod software and is well-versed in the latest developments related to climate change. Genevieve has experience with public participation and outreach as an integral component of projects.

EDUCATION

- Master of Arts, Urban Planning,
University of California, Los Angeles
- Bachelor of Arts, Social Anthropology,
University of Michigan

RELEVANT EXPERIENCE

- Downtown Specific Plan Update and Review of Land Use Issues, *Laguna Beach, California*
- Garden Grove Civic Center Zoning CEQA Studies, *Garden Grove, California*
- Duarte Town Center Specific Plan, *Duarte, California*
- Baldwin Park Zoning Ordinance, *Baldwin Park, California*
- Lincoln Avenue Specific Plan, *Pasadena, California*
- San Bernardino Housing Element, *San Bernardino, California*
- Initial Studies/MNDs/Addendums to EIRs for Zoning Amendments, *Baldwin Park, Duarte, Monterey Park, Garden Grove and Redwood City, California*
- Costa Mesa Land Use and Circulation Elements and EIR, *Costa Mesa, California*
- Initial Study/MNDs for Proposed Office Building and Health Club, *West Covina, California*

Paola Bassignana

ASSOCIATE PLANNER

Paola Bassignana provides support on various community outreach and planning efforts, specifically with regard to strategy development, media relations, meeting coordination, collateral material development, social media marketing and event planning. Paola's exceptional organizational skills and background in planning have also contributed to the success of fast-moving, multi-faceted projects for a range of clients, including transportation agencies and City and County entities. Additionally, she is skilled in GIS and web mapping, as well as many urban design applications and is fluent in Spanish.

While completing her graduate studies, Paola served as a web content developer and liaison for the UCLA Healthy Campus Initiative.

EDUCATION

- Masters of Art, Urban and Regional Planning,
International Development Concentration,
University of California, Los Angeles
- Bachelor of Art, Global and International Studies and Italian, University of California, Santa Barbara

RELEVANT EXPERIENCE

- Covina Strategic Plan and Training, *Covina, California*
- Route 66 Business Corridor and Downtown Business and Cultural District Specific Plan, *Barstow, California*
- Redwood City Inner Harbor Specific Plan, *Redwood City, California*
- Malibu Civic Center Design Standards, *Malibu, California*
- Garvey Avenue Specific Plan and EIR, *Rosemead, California*
- Caltrans Statewide Bicycle and Pedestrian Plan Public Outreach - Phase 2, *Statewide, California*
- Santa Barbara Bicycle Master Plan: BikeTalk, *Santa Barbara, California*

Diana Gonzalez

GIS | GRAPHICS

Diana Gonzalez has a broad range of land use planning experience in both advance and current planning. Diana's primary responsibilities include preparing long-range planning documents such as General Plans. She also has experience in public outreach and website development for public outreach purposes.

Diana has expertise in graphics and GIS mapping. She has produced mapping, demographic, and spatial analysis for several large-scale housing projects. She has experience with public participation and outreach as an integral component of projects, especially as related to plans and compliance documents. She has led facilitated discussions with stake-holders, conducted one-on-one interviews, participated in large open-house meetings with community members, created and administered surveys as well as given presentations for Planning Commissions and City Councils.

Diana is fluent in Spanish and can translate outreach material and has provided translation at community meetings.

EDUCATION

- Masters of Art, Urban Planning, University of California, Los Angeles
- Bachelor of Art, Political Science and Communication Studies, University of California, Los Angeles

RELEVANT EXPERIENCE

- Duarte Town Center Specific Plan, *Duarte, California*
- Garvey Avenue Specific Plan and EIR, *Rosemead, California*
- El Segundo Smoky Hollow Specific Plan, *El Segundo, California*
- Torrance General Plan, *Torrance, California*
- San Marcos 2013-2021 Housing Element, *San Marcos, California*
- Loma Linda 2014-2021 Housing Element, *Loma Linda, California*
- Torrance 2008-2014 and 2014-2021 Housing Elements, *Torrance, California*

CJ Davis

GIS | GRAPHICS

CJ Davis' experience includes urban design, land use planning, community theming and community outreach. He is well versed in all forms of graphic communications from general graphic design vignettes and conceptual sketches to intricately detailed renderings and 3D models. His interpersonal and problem-solving skills enable him to coordinate and communicate with people from varied fields and backgrounds.

CJ has in-depth knowledge of smart growth principles and sustainability concepts and consistently incorporates them into policy documents from conceptual design through jurisdiction approval. He has extensive experience planning, preparing and executing materials that communicate effectively to the public at community engagement activities. He is skilled at graphically representing complex land use and planning concepts in a meaningful and understandable manner for public agencies, developers and community residents.

CJ's significant project experience includes the designing of large and small scale specific plans, including land use alternatives, community theming and developing design guideline standards and graphics for both new and existing communities.

EDUCATION

- Bachelor of Science, Urban and Regional Planning, California Polytechnic State University, Pomona

RELEVANT EXPERIENCE

- Duarte Town Center Specific Plan, *Duarte, California*
- Redwood City Inner Harbor Specific Plan, *Redwood City, California*
- Downtown Tustin Commercial Core Plan, *Tustin, California*
- Route 66 Business Corridor and Downtown Business and Cultural District Specific Plan, *Barstow, California*
- El Segundo Smoky Hollow Specific Plan, *El Segundo, California*
- Peoria Station Catalytic Project, *Denver, Colorado*

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is dated July 19, 2016 (“Effective Date”) and is between the City of Covina, a California municipal corporation (“City”) and MIG, Inc., a California corporation, (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. City desires to utilize the services of Consultant as an independent contractor to provide planning, urban design, community outreach, environmental, economic analysis and engineering services for updating the Town Center Specific Plan.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The parties therefore agree as follows:

1. Term of Agreement. The term of this Agreement shall be from the Effective Date through December 31, 2017 unless sooner terminated as provided in Section 13 of this Agreement. The City may, upon mutual agreement, extend the contract for an additional three months. In no event shall the contract be extended beyond March 31, 2018.

2. Compensation.

A. Compensation. As full compensation for Consultant’s services provided under this Agreement, City shall pay Consultant the total flat sum of Four Hundred Fifty One Thousands and Nine Hundred and Seventy Five Dollars (\$451,975) (the “maximum compensation”), as set forth in the Approved Fee Schedule, attached hereto as **Exhibit A**. Any terms in Exhibit A, other than the payment rates and schedule of payment, are null and void.

B. Expenses. The amount set forth in paragraph A shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement

C. Additional Services. City shall not allow any claims for additional services performed by Consultant, unless the City Council and the Consultant Representative authorize the additional services in writing prior to Consultant’s performance of the additional services or inurrence of additional expenses. Any additional services or expenses authorized by the City Council shall be compensated at the rates set forth in **Exhibit A**, or, if not specified, at a rate mutually agreed to by the parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

3. Consultant’s Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services, attached as **Exhibit B**. City may request, in writing, changes in the scope of services to be performed. Any changes mutually agreed upon by the parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be Chris Beynon, Principal-in-Charge and Lisa Brownfield, Project Manager (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

C. Time for Performance. Consultant shall commence the services on the Effective Date and shall perform all services in conformance with the project timeline, attached hereto as **Exhibit C**.

D. Standard of Performance. Consultant shall perform all services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the services required under this Agreement. All of the services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services.

F. Compliance with Laws. The Consultant shall keep itself informed of all local, state and federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City and its agents shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement, including a business license from City of Covina.

4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis or less frequently, for actual services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period, hourly rates charged, if applicable, and the amount due. Consultant's invoices, time sheets, receipts, reimbursement, etc., shall be in a format as prescribed by the City for preparation of the Quarterly Progress/Expense Report at the close of each quarter. The City will submit the complete Quarterly Progress/Expense Report to Los Angeles County Metropolitan Authority (LACMTA) for review and approval before

disbursement of funds to the City. If City disputes any of Consultant's fees, it shall give written notice to Consultant within thirty (30) calendar days of receipt of an invoice of any disputed fees set forth on the invoice.

B. Payment. Only after the City has received the disbursement of fund from LACMTA, the City shall pay the Consultant's undisputed amounts of the quarterly invoices within thirty (30) calendar days. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. For all reimbursements authorized by this Agreement, Consultant shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Finance Director.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this agreement available during Consultant's regular working hours to City for review and audit by City.

5. Ownership of Documents. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed ("written products") pursuant to this Agreement shall become the sole property of the City without restriction or limitation upon its use and may be used, reused, disseminated or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

6. Independent Contractor.

A. Consultant is, and shall at all times remain as to City, a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

7. Confidentiality. All data, documents, discussion, or other information (collectively "data") developed or received by Consultant or provided for performance of this Agreement are

deemed confidential. Consultant shall keep all data confidential and shall not disclose any data to any person or entity without City's prior written consent. City shall grant such consent if disclosure is legally required. Consultant shall return all data to City upon the expiration or termination of this Agreement. Consultant's covenant under this Section 7 shall survive the expiration or termination of this Agreement.

8. Conflicts of Interest. Consultant and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this Agreement, including the Political Reform Act (Gov. Code, § 81000 *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section 8 into any subcontract that Consultant executes in connection with the performance of this Agreement.

9. Indemnification.

A. Indemnity for Design Professional Services. To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, protect, indemnify and hold harmless City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and losses of any nature whatsoever, including fees of accountants, attorneys or other professionals, and all costs associated therewith, and reimbursement of attorney's fees and costs of defense (collectively "Liabilities"), whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of Consultant, its officers, agents, servants, employees, subcontractors, material men, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code Section 2782.8(c)(2).

B. Other Indemnities.

1) Other than in the performance of design professional services, and to the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, liens and losses of any nature whatsoever, including reasonable fees of accountants, attorneys or other professionals, and all costs associated therewith, and the payment of all consequential damages (collectively

“Claims”), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees’ active or passive negligence, except for Claims arising from the negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Claim with counsel of the Indemnitees’ choice, not unreasonably withheld and shall pay all costs and expenses, including all reasonable attorneys’ fees and experts’ costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all reasonable legal expenses and costs incurred by the Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the workers’ compensation law regarding Consultant and Consultant’s employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers’ compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant’s failure to promptly pay to City any reimbursement or indemnification arising under this Subparagraph B. 2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section 9 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnities, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Claims in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant’s subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant’s subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees’ active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties.

C. Workers’ Compensation Acts not Limiting. Consultant’s obligations under this Section 9, or any other provision of this Agreement, shall not be limited by the provisions of any workers’ compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

D. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit

with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provisions in this Section 9 shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liability, Claim, tax, assessment, penalty or interest asserted against City.

E. Survival of Terms. The indemnification in this Section 9 shall survive the expiration or termination of this Agreement.

10. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of Two Million Dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of Two Million Dollars (\$2,000,000) per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of Two Million Dollars (\$2,000,000) per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of services under this Agreement, Consultant shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under Subparagraph A. 1) of this Section 10.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per accident for bodily injury or disease. If Consultant has no employees while performing services under this Agreement, workers' compensation policy is not required, but Consultant shall provide an executed declaration that it has no employees.

4) Professional Liability Insurance with minimum limits of Two Million Dollars (\$2,000,000) per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section 10 shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self insurance shall not be considered to comply with the insurance requirements under this Section 10.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming the City, its officers, employees, agents and volunteers as additional insureds.

D. Primary and Non-Contributing. The insurance policies required under this Section 10 shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section 10 shall not prohibit Consultant and Consultant's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section 10 during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail thirty (30) calendar days' prior written notice to City. If any insurance policy required under this Section 10 is canceled or reduced in coverage or limits, Consultant shall, within two (2) business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section 10 in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section 10, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of services under this Agreement, Consultant shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section 10. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two (2) weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 9 of this Agreement.

K. Subcontractor Insurance Requirements. Consultant shall require each of its subcontractors that perform services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section 10.

11. Mutual Cooperation.

A. City's Cooperation. City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for Consultant's proper performance of the services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against the City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

12. Records and Inspections. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of five years. Consultant shall, without charge, provide City with access to the records during normal business hours. City may examine and audit the records and make transcripts therefrom, and inspect all program data, documents, proceedings and activities.

13. Termination or Suspension of Agreement.

A. Right to Terminate or Suspend. City may terminate or suspend this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least seven (7) calendar days before the termination or suspension is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least sixty (60) calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

14. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile

governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

15. Notices. Any notices, consents, requests, demands, bills, invoices, reports or other communications which either party may desire to give to the other party under this Agreement must be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by reputable document delivery service or courier service during Consultant's and City's regular business hours, or (c) five business days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the party to be notified as set forth below:

If to City:
Attn: Interim City Manager
City of Covina
125 E. College Street|
Covina, California 91723

If to Consultant:
Chris Beynon
Lisa Brownfield
MIG, Inc.
537 S. Raymond Avenue
Pasadena, California 91105

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section 17 shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section 17, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. Except as otherwise provided in Section 9, this Agreement is made solely for the benefit of the parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Exhibits. Exhibits A, B, C and D constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

21. Entire Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty except those expressly set forth in this Agreement.

22. Amendment of Agreement. This Agreement may be amended only by a writing signed by both parties. The City Manager is authorized to sign an amendment to this Agreement on the City Council's behalf and without the City Council's prior approval to make the following non-substantive modifications to the Agreement: (a) name changes; (b) extensions of time; (c) non-monetary changes in the scope of work; and (d) termination of the Agreement.

23. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the parties to this Agreement.

24. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

25. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

26. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether

contract, tort or both) shall be resolved in a municipal, superior or federal court with geographic jurisdiction over the City of Covina.

27. Attorneys' Fees. In any litigation or other proceeding by which on party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be shall be awarded reasonable attorneys' fees together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

28. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

29. Authority to Execute Agreement. The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

[SIGNATURE PAGE FOLLOWS]

The parties, through their duly authorized representatives, are signing this Agreement on the date stated in the introductory clause.

City:

City of Covina,
a California municipal corporation

By: _____
Name: Don Penman
Title: Interim City Manager

ATTEST:

By: _____
Name: Sharon F. Clark
Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

Consultant:

MIG, Inc.
a California corporation

By: _____
Name: Chris Beynon
Title: Principal-in-charge

By: _____
Name: _____
Title: _____

(Two signatures of corporate officers required for corporations under Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)

EXHIBIT A – MIG FEE SCHEDULE



Proposed Budget

MIG, Inc.	C. Brown/ L. Brown/ P2 Consulting PC	L. Brown/ P2 Consulting PC	C. Brown/ Environmental Director	B. Grady/ Group Overseer	M. Mahoney/ Asst. Dir. Operations Director	A. Lighton/ Asst. Dir. Information	A. Murphy/ Asst. Dir. Administration	C.J. Davis/ Director/ Operations	Associate Planner/ Manager	Admin/Prod Processing	MIG Totals	Subconsultants			Professional Fees Totals
												UCG	Nelson/ Nygaard	Sub Totals	
Table 1. General Administration															
2.1	100	875	100	100	100	100	100	100	100	100	100	100	100	100	100
2.2	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2.3	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2.4	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2.5	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Table 2. Project Area and Specific Plan Analysis															
2.1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2.2	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2.3	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2.4	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2.5	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Table 3. Public Participation															
3.1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
3.2	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
3.3	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
3.4	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
3.5	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Table 4. Preparation of Regulatory Documents															
4.1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
4.2	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
4.3	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
4.4	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
4.5	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Table 5. Environmental Review															
5.1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
5.2	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
5.3	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
5.4	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
5.5	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
5.6	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
5.7	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

Not to scale



Task or Adoption Process	MHC, Inc.										Subconsultants				
	C. Bjornqvist/ L. Stebbins JRC Consulting INC	E. Brown/ Project Manager Economics	C. Brown/ Financial Manager Economics	E. Garcia/ Community Coordinator	M. Mahonza/ J. An TOD/Urban Design	A. Leighton/ Capacity Project Manager	J. Murphy/ Historic Preservation	C. J. Davis/ Urbanization/ Coordinator	Associate Planner/ Urbanist	Admin./Wood Processing	MHC Totals	LCG	Median Payroll	Sub Totals	Professional Fees Totals
1. Final Special Use Amendment, General Plan Amendment 2. Zone Change and Map Amendment 3. Planning Commission Public Hearing (2) and 4. Recommendations to City Council 5. City Council Public Hearing, Zone Amendment 6. Direct Expenditures	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Subtotal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
FINAL TOTAL	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000

**EXHIBIT B
SCOPE OF SERVICES**

Scope of Work

**PROFESSIONAL SERVICES AGREEMENT
EXHIBIT B**

TASK 1: GENERAL ADMINISTRATION

1.1 Prepare and RFP and Conduct the Bid Process

The MIG Team's role in this task is to prepare a proposal and participate in an interview, if selected. All costs for its proposal and interview preparation are borne by the MIG Team.

1.2 Selection of Consultant to Prepare the Specific Plan Amendment

The MIG Team's role in this task is to execute the Professional Services Agreement, if selected. All costs for the contract execution are borne by the MIG Team.

1.3 Project Area Planning Kick-Off Meeting and Tour Study Area

The MIG Team will meet with City staff to kick-off the project, gather data and information, finalize protocols and communications, discuss the stakeholder process as well as outline overall expectations and desired project outcomes. The MIG Team and City staff will also tour the Project Area (including those areas being considered for inclusion into the "Downtown" and/or the Specific Plan study area. MIG will photo-document the Project Area and conduct initial site analyses for development of future plans and concepts.

1.4 Ongoing Intra-Departmental Coordination and Project Management

In addition to ongoing project management tasks such as contract, budget, and schedule review and compliance; invoice review and preparation; subconsultant management, etc. MIG will conduct a series of project management teleconferences with City staff and the consultant team.

Weekly – Lisa Brownfield, MIG Project Manager, will conduct weekly teleconferences with key members of the consultant team. The discussion will focus on deliverables and tasks at hand, upcoming efforts, budget and schedule compliance. Any issues that may impede project progress or impact the budget will be identified and resolved early. Typically, MIG will prepare the agendas and meeting bullets as an email message.

Bi-Monthly – Lisa Brownfield will conduct bimonthly teleconferences with the City's Project Manager. As with the weekly teleconferences, discussions will focus on current and upcoming work efforts, and budget and schedule compliance. Any issues that may impede project progress or impact the budget will be discussed. MIG will prepare agendas and brief meeting notes are prepared as an email message.

Quarterly Support – MIG will assist City staff with its quarterly meetings with Metro staff. MIG will provide an electronic package to the City's Project Manager; the package will contain PDFs of the deliverables and milestone materials that were prepared since the previous quarterly meeting.

Task 1 Deliverables and Meeting Attendance:

Kick-Off Meeting

Site Tour

Project Management Teleconferences

(weekly and bimonthly)

Quarterly Support Packages (PDF)

TASK 2: PROJECT AREA AND SPECIFIC PLAN ANALYSES

2.1 Analyses of Existing Conditions, Land Uses and Development Standards and Analysis of Constraints and Opportunity Site

Existing Conditions, Land Uses, and Development Standards

The MIG Team will familiarize themselves with the local issues, land use policy, and regulatory setting within Covina and the project area. The team will review available background materials provided by the City, including but not limited to:

- City of Covina General Plan
- City of Covina Zoning Code and Zoning Map
- Town Center Specific Plan
- City of Covina Project Application and/or Review procedures, brochures, and other materials
- Historic Survey
- Existing intersection, roadway segments, and pedestrian/bicycle counts for the study area (if available)
- Ridership information from Metro and Foothill Transit
- GIS data
- Other background information deemed critical to the Town Center study area such as public works/engineering resources, traffic studies, or others as directed by the City

MIG will analyze the current land use and development standards as well as the City's project entitlement procedures to identify those standards or procedures the incentivize or encourage as well as those that discourage appropriate development and reuse of key opportunity sites. MIG will identify issues as well as opportunities for revision. In addition, MIG will review the efficiency and effectiveness of the Town Center Specific Plan's zone/district system. Results of this review will inform the updated Specific Plan's zoning/district map.

Leland Consulting Group (LCG) will lead the market research:

- inventory and map all study area private sector businesses (retail, office, industrial/flex/R&D, medical, other) and residential land use; record information, as available, on occupancy, asking rents, for-sale status and general property condition. The City's recent GIS inventory will be field-verified and supplemented.
- location of major competing and relevant non-study area properties (in Covina and other nearby municipalities) will be mapped, along with available data on rents, condition, and occupancy.
- historical trends in construction, absorption, rent, and occupancy across private sector land uses within the study area and a relevant market area context will be summarized.
- maps (using assessor data and field observations) and summaries of land values, likely underutilized land and patterns in ownership (including potential assembly opportunities) will be prepared.

In addition, MIG's infrastructure team review of existing utility services (sewer, water, stormwater management) from site visits and gathered technical information. MIG will identify any potential constraints or challenges that may arise from redevelopment opportunities. This includes review of stormwater management requirements needed to meet current requirements and identify how low impact development may be used to manage the flow of stormwater.

The findings from both the land use/development standards analysis and the infrastructure analysis will be summarized in a technical memorandum and submitted to the City in an electronic format for its review and use. The technical memorandum will include images, maps, tables, and matrices, as appropriate, in addition to text.

Project Boundaries and Base Mapping

MIG will conduct a series of analyses and surveys as well as discussions with City staff and stakeholders regarding the Downtown's boundary and the Town Center Specific Plan's boundaries. MIG will evaluate if the project areas should be maintained, expanded, or altered in some other way. Based on the boundary determinations, MIG will create a set of base maps containing basic information that will be used throughout the project. Depending upon availability of City provide GIS data, layers in this base mapping may include street rights-of-way and infrastructure, pedestrian and bicycle connections and facilities, transit, traffic patterns, building footprints, building height attributes, existing land uses, parcel information and ownership, vacant and underutilized parcels, approved and proposed projects, and historic preservation considerations.

Land Use

MIG will document existing land use conditions and analyze the existing land use patterns based on the GIS land use information. MIG will verify the land use data through the use of aerial photographs, and as necessary on site visits. MIG will review adopted and pending plans that affect development in the Town Center area. We will describe, analyze, and map existing land uses, and will identify constraints and opportunities for future growth and development within the corridor area. As part of this effort, we anticipate considering ownership patterns, building patterns, potential infill opportunities, among other factors.

Urban Design

MIG will conduct an urban design survey that describes the look, feel, and character of existing development and spaces in the corridor area. This may include identifying architectural patterns to be preserved and those to be enhanced, character elements to emphasize, and barriers to be addressed. We anticipate looking at building footprints (where built to parcel lines), building heights, street facing/sidewalk relationships, streetscape, signage, etc. MIG will produce associated maps and graphics that illustrate existing conditions.

Market

Informed in part by Task 2.1, LCG will identify nodes and, where applicable, individual properties, that represent prospective infill redevelopment sites within the study area. For these properties, LCG will give a preliminary evaluation of timing potential (immediate, medium-term, long-term), apparent obstacles to development and likely “triggers” to help spur redevelopment.

In addition to site-specific development obstacles, LCG will summarize general real and perceived constraints hindering timely redevelopment within the study area. Although Task 2.2 precedes Task 3, it is likely that stakeholder input may help to refine the discussion of these constraints.

Historic Resource

MIG recommends that the City of Covina updates the existing historic resource survey of Covina's Town Center in order to better understand the available resources and to guide future planning activities and help decision-making related to policies and land use in and around the Town Center.

MIG will review relevant background material from the previous survey and consult with the City and Covina Valley Historical Society on current research available. A preliminary reconnaissance survey will be conducted to identify notable examples of architectural styles and periods or methods of construction; buildings showing the history and development of Covina; buildings that provide a physical record of the people of Covina; sites associated with events important in the history of Covina as a whole; groups of buildings representing historical development patterns and/or complexes of buildings that comprise a functionally and historically related whole.

The results of the historic resource survey update will establish a record of resources for the City to consider in designating properties as local historic landmarks or structures of merit. The body of research resulting from the survey update can be a useful tool in guiding future planning activities, including curbing demolition of historic resources and ensuring updates to historic resources are sensitive to Covina's unique sense of place.

MIG will conduct preliminary background research (including archival research), conduct a reconnaissance survey, and develop survey tools (maps and survey forms). Based on the urban design, historic resource, and land use analyses, we will evaluate key opportunity sites for TOD and other land use development potential. As appropriate, MIG will recommend boundaries for a TOD overlay zone.

The identified opportunity sites and the findings of the boundary, land use, historic resource, and urban design analyses will be documented in a technical memorandum and will include base mapping and overlay maps, as appropriate.

2.2 Analysis of Transit, Auto, Bicycle and Pedestrian Circulation

Nelson\Nygaard will prepare a summary of existing transportation conditions in the Specific Plan area, including but not limited to a review of major destinations, transit stops, bus routes and stops, bike lane routes, the pedestrian network within the study area, and how all modes currently interact within the area. We will obtain transportation information and data from City staff and utilize other resources and will review available data, inventorying conditions described above.

N\N will examine multimodal mobility in the study area, identifying network gaps, potential improvements to address barriers and linkages to connect the study area with adjacent neighborhoods. The connectivity of all modes (transit, auto, bicycle, and pedestrian circulation) will be analyzed, with a particular focus on first and last mile issues, as this is a key opportunity for the Specific Plan Area.

Nelson\Nygaard will use project background gained through their experience creating the *First and Last Mile Strategy report* for SCAG (2009), which focused on strategies to address the age-old dilemma of "first mile/last mile" barriers for commuters and other choice riders who cannot conveniently access transit. A network of safe and recognizable routes to and from major destinations, including the Metrolink Station, will be created with a focus on enhancing utilization of public transit and boosting Transit-Oriented Development.

2.3 Parking Study and Parking Management Report

Nelson\Nygaard will assess the current parking system and prepare a parking management plan based on existing conditions findings and overall goals for the parking and transportation system. This will begin with reviewing available data, existing policies and management strategies, as well as constraints and opportunities within the Specific Plan area. A count of the parking supply and a sample of parking occupancy will be collected. This will allow the Team and City to review the relationship between parking supply and demand within the study area. The count will include a single peak weekday count, supplemented by general site review of existing parking conditions noting the distribution of the supply, types of regulations and management strategies in place, walking distances and perceptions, and barriers to parking and area access.

We will determine and compare future parking demand associated with the preferred future land use scenarios with the existing parking supply in order to gain a sense of future parking demand levels to expect. Potential Parking Overlay District boundaries will be based on the review of these areas and demand projections.

Incorporating all of these components, we will create a parking management plan that addresses a Parking Overlay District, locations of shared parking, opportunities for new parking supply if needed, policies and management guidelines, shared parking guidelines to protect commuter parking, pricing guidelines, and parking ratio recommendations for land uses in the study area – as well as other recommendations that emerge from this review.

2.4 Market Study and Report

Feeding off market intelligence gathered in Task 2.1 and 2.2 (and potentially 3.2), LCG will prepare a market study that, for each major land use category, will define a market area within which downtown Covina competes. For each land use type, LCG will characterize key supply characteristics, survey demographic, and economic trends and develop projections for future demand for the overall market area. Then, after evaluating likely sites in Downtown Covina (on market attributes such as visibility, access, infrastructure, land prices, aesthetic attributes and neighboring land uses), LCG will provide estimates of conservative and attainable absorption capture for the downtown study area. These estimates will include likely price & rent points, property sub-types, design considerations, and strategic marketing notes.

Task 2 Deliverables and Meeting Attendance:

Land Use and Development Standards, Infrastructure, Constraints and Opportunity Sites Technical Memorandum (PDF)

Transit, Auto, Bicycle and Pedestrian Circulation (PDF)

Parking Study and Parking Management Report (PDF)

Market Study and Report (PDF)

TASK 3: PUBLIC PARTICIPATION

3.1 Community Outreach Program and Material

Outreach Strategy

To ensure that the updated Town Center Specific Plan truly reflects the community's and City's vision and priorities, the public outreach approach needs to be inclusive and transparent, with multiple opportunities for input. Below we present an approach we believe will meet the City's objectives, as outlined in the RPF. This can be refined and will

be detailed based on discussions with staff during the project kick-off meeting. The detailed outreach strategy will include a description of all outreach activities, schedule of events, process and timing for releasing collaterals and project information materials, and team roles for implementation.

Brochure or FAQ Sheet

To ensure that information about the project is widely accessible to community members, MIG proposes developing a frequently asked questions "FAQ" sheet. The project FAQ sheet will introduce the Specific Plan process, including schedule and opportunities for community involvement. The FAQ sheet will also include frequently asked questions to communicate the importance of long-range planning documents, like the Specific Plan, and the relevancy to individual community members. MIG will design a one-page bilingual (English and Spanish) FAQ sheet for distribution through the regular City channels and community representatives.

Workshop and Meeting Materials

MIG will be responsible for preparing agendas, comment sheets, sign in sheets, meeting summaries, and other workshop materials, as appropriate to the event. The materials will be submitted to City staff for review prior to being finalized. Final products will be delivered to the City as PDFs.

Website

MIG will submit the final technical memoranda, reports, minutes, summaries, maps, and other deliverables to the City in a PDF format for the City's posting to its website.

3.2 Focus Group and Community Outreach Meetings

Focus Group or Stakeholder Interviews

MIG and LCG will conduct one-on-one and small group interviews with key community stakeholders or focus groups. These interviews are expected to be informal meetings that last approximately one-half hour to one hour. Potential participants include representatives from the City Council and Planning Commission, community and opinion leaders, property owners, business representatives, developers, finance/banking representatives, Metro and Foothill Transit representatives, and neighborhood organizations. The final list of interviewees will be developed by MIG in close coordination with City staff. City staff will be responsible for contacting the interviewees, coordinating interview times, and securing a meeting room to hold the interviews.

MIG with LCG input will submit the possible interview questions to City staff for review. Following the conclusion of all interviews, MIG will prepare a summary memorandum of key findings.

Workshops

MIG will conduct three community wide workshops at key points in the planning process; they are:

- Vision
- Vision/Alternatives
- Alternatives

In addition to the meeting materials discussed in Task 3.1, the discussion below identifies additional meeting materials to be prepared.

Vision Workshop. MIG will facilitate a public workshop to present the Technical Memoranda' key findings and to solicit the participant's views on the Town Center's opportunities, constraints, and vision. Materials will include an agenda, PowerPoint presentation, and wallgraphic. MIG will provide one facilitator and one graphic recorder who will record the session on a large wallgraphic paper. We will provide a brief set of meeting notes and a photo-reduction of the wallgraphic. City staff will be responsible for meeting logistics including noticing. MIG will prepare the workshop notice which the City will distribute and advertise. The workshop will be two hours in length.

Vision/Alternatives Workshop with the Planning Commission and City Council. MIG will facilitate a public workshop with the Planning Commission and City Council to present the Technical Memoranda' key findings, summarizing the community's vision, and to solicit the Commission's and Council's views on the Town Center's opportunities,

constraints, and vision. The workshop will begin to develop and vet possible land use and/or mobility alternatives. Materials will include an agenda, PowerPoint presentation, and wallgraphic. MIG will provide one facilitator and one graphic recorder who will record the session on a large wallgraphic paper. We will provide a brief set of meeting notes and a photo-reduction of the wallgraphic. City staff will be responsible for meeting logistics including noticing. MIG will prepare the workshop notice which the City will distribute and advertise. The workshop will be three hours in length.

Alternatives Workshop. MIG will facilitate a public workshop to present up to three land use and/or mobility alternatives. This workshop is anticipated to be conducted in an open house format. The participants will be asked to rank the alternatives and to identify the preferred components. Based on the Planning Commission/City Council workshop and the Alternatives workshop, a preferred alternative will be identified. Materials will include an agenda, wall sized maps, and ranking/comment sheets. MIG will provide one facilitator and one staff member to assist with the workshop facilitation. We will provide a brief set of meeting notes and a photo-reduction of the wallgraphic. City staff will be responsible for supplying additional staff for the open house session, and supplying the meeting logistics including noticing. MIG will prepare the workshop notice which the City will distribute and advertise. The workshop will be two hours in length.

Task 3 Deliverables and Meeting Attendance:

Community Outreach Strategy (PDF)
FAQ Sheet (PDF)
Workshop and Meeting Materials (PDF)
Website Materials (PDF)
Focus Group/Stakeholder Questions (PDF)
Focus Group/Stakeholder Summary Memorandum (PDF)
Vision Workshop (PowerPoint)
Vision Workshop – Notice (PDF)
Vision Wallgraphic
Vision Meeting Notes and Wallgraphic Photo-reduction (PDF)
Vision/Alternatives Workshop (PowerPoint)
Vision/Alternatives Workshop – Notice (PDF)
Vision/Alternatives Wallgraphic
Vision/Alternatives Meeting Notes and Wallgraphic Photo-reduction (PDF)
Alternatives Workshop – Notice (PDF)
Alternatives Wall Maps, Displays, and Ranking Sheets
Alternatives Meeting Notes (PDF)
Planning Commission/City Council Study Session (PowerPoint)
Planning Commission/City Council Notice (PowerPoint)

TASK 4: PREPARATION OF REGULATORY DOCUMENTS (GENERAL PLAN AMENDMENT, ZONING CODE AMENDMENT, ZONE CHANGE AND SPECIFIC PLAN AMENDMENT)

4.1 Draft Documents for Parking District Overlay and Draft Transit, Auto, Bicycle and Pedestrian Circulation Plan
Based on the Parking and Circulation work completed in Task 2, MIG and Nelson\Nygaard anticipate developing up to three draft circulation plan alternatives for the community to consider in the workshops. Based on the selected alternative, MIG, with Nelson\Nygaard's assistance, will refine the alternative to create the proposed Circulation Plan. This Plan is anticipated to include a parking overlay district, shared parking strategies, pedestrian linkages, transit hubs/linkages, and end of trip facilities.

The Plan is anticipated to include streetscape (landscaping, lighting, furniture), wayfinding, and community gathering spaces. In addition, an Infrastructure and Services Plan outline the locations where utility services and/or stormwater management requirements may require adjustment to accommodate green infrastructure and increased development potential. Potential funding sources will be identified.

The Circulation and Infrastructure and Services Plan will be chapters within the updated Specific Plan.

4.2 Draft Document for Land Use Change Including TOD Overlay, Flexible Land Uses and Development Standards

Based on the Land Use analysis completed in Task 2, MIG anticipates developing up to three draft land use alternatives (including TOD opportunity sites) for the community to consider in the workshops. Based on the selected alternative, MIG will refine the alternative to create the proposed Land Use Plan. This Plan is anticipated to include a rethinking of the Downtown zones/districts and a TOD Overlay with flexible land uses. It will incorporate land use, urban design, sustainability and development opportunity components, including opportunities and constraints for various land uses and business types in the study area. These uses may include restaurants, retail commercial, entertainment, and mixed-use development. Components of the Plan may include incentives for denser development, lot consolidation, and hybrid zoning to clearly indicated desired development outcomes. The site development standards will be graphic oriented and will include height, setbacks/build-to-lines, coverage, common and private open space, parking, and loading. The standards will emphasize flexibility and adaptability. MIG will create and define a unique high-quality land use and design identity for the area as well as clearly identify the optimal land use mix for the future success of the area.

4.3 Revise General Plan Land Use and Circulation Elements, the Zoning Map and Pertinent Sections of the Zoning Code

Building on the work in Task 2, MIG Team will draft General Plan Amendment language to accompany the Draft Specific Plan. This may include an update to the Land Use or Circulation Elements to reflect updated development potentials or land use categories in the Town Center area. MIG will also draft recommendations for any zoning updates necessitated by the Draft Specific Plan with the idea that the Specific Plan will wholly replace underlying zoning.

If the General Plan and Zoning documents are in Word format, MIG will revise the documents in a track changes format. If the documents are not available in Word, MIG will prepare a stand-alone technical memorandum identifying the deletions and additions. MIG will prepare a General Plan designation map and the zoning map using the City's GIS base. This scope of work and budget anticipates City staff will provide MIG with one consolidated set of edits. It also assumes one round of review and edits.

4.4 Release Draft General Plan Amendment, Zoning Code Amendment, Zone Change and Specific Plan Amendment Documents for Public Review

MIG will prepare the staff reports, ordinances, and resolutions as well as the technical components for Draft General Plan Amendment, the Zoning Code Amendment, Zone Change, and Specific Plan Amendment for public review.

4.5 Public Review of Regulatory Documents

MIG will prepare a public notice announcing the availability of the Regulatory Documents for review and comment. MIG will submit the public announcement to City staff for distribution. It is noted that this notice is different than the CEQA Notice of Availability, however, both notices' publication will be synchronized.

MIG will assist City staff in the preparation of responses to relevant public comment. As appropriate, an errata document will be produced highlighting possible changes to the Specific Plan Amendment, General Plan Amendment, Zoning Code, and Zoning Map. The errata sheet varies from the RFP's request for the changes to be made to the Hearing Draft. It is our experience that revising the Public Review Draft prior to the Planning Commission's hearing creates confusion and can mislead the public and decision makers. Further, it alters the "project" on which the CEQA analysis has been conducted. During the Planning Commission's public hearing process, the presentation will review the errata sheet contents and seek Planning Commission direction for possible changes.

Task 4 Deliverables and Meeting Attendance:

Circulation Plan, as part of the updated Specific Plan (PDF)

Infrastructure and Service Plan, as part of the updated Specific Plan (PDF)

Land Use Plan (including TOD Overlay, Flexible Land Uses, and Development Standards), as part of the updated Specific Plan (PDF)

Land Use and Circulation Elements Revision – Track Changes (Word) or Technical Memorandum (PDF)

Zoning Code Revision – Track Changes (Word) or Technical Memorandum (PDF)
Zoning Map and General Plan Land Use Designation Map (GIS)
Draft General Plan Amendment (PDF)
Draft Zoning Code Amendment (PDF)
Draft Zone Change (PDF)
Draft Specific Plan Amendment (PDF)
Regulatory Documents Notice of Availability (PDF)
Comment Errata Sheet (PDF)

TASK 5: ENVIRONMENTAL REVIEW

5.1 Initial Study and Notice of Preparation

MIG will prepare the appropriate CEQA compliance documents; we anticipate that an EIR will be required. Our work scope assumes that City staff will be responsible for all public noticing, distribution, and filing of environmental documents per the law.

We propose to prepare a single CEQA document to address the General Plan and subsequent Development Code update.

MIG will complete an Initial Study checklist and narrative to appropriately focus the topical contents of the Environmental Impact Report (EIR). Those focus topics determined to have a potentially significant impact on the environment will then be further analyzed during the development of the Draft EIR and associated mitigation strategies closely linked to Specific Plan policies.

MIG will also prepare the Notice of Preparation (NOP) for the Draft EIR. The Initial Study will be attached to the NOP for City staff approval and distribution to responsible and interested agencies, initiating the 30-day NOP response period. MIG will aid City staff in compiling the NOP mailing list.

5.2 Conduct a Public Scoping Meeting

Our experience has been that stand-alone scoping meetings for Specific Plan EIRs are poorly attended. As such, we recommend conducting the Scoping Meeting as an item in a regular occurring Planning Commission meeting. MIG will prepare a PowerPoint presentation for use during the Scoping Meeting. A MIG environmental planner will facilitate the Scoping Meeting and prepare a brief summary of public comments.

5.3 Develop City CEQA Transportation Impact Criteria per SB734 Transit Oriented Infill Projects

Nelson \ Nygaard will provide strategic direction on Covina's consideration of updated Transportation Impact Criteria. This will include three main steps: reviewing current processes and goals, presenting case studies on how comparable cities are changing transportation criteria per SB 743, and developing a project plan for Covina's approach.

Review: Prior to this task, during project review and existing conditions analysis, the Project Team review the city's General Plan, existing transportation impact review guidelines, and other document outlining the city policies and transportation goals. These, and the progress to date on the Specific Plan, will guide our understanding of Covina's transportation goals. The Project Team will also review Covina's transportation impact review processes and outcomes.

Case Studies: Several California cities are in different stages of the process of updating their transportation impact review guidelines, and other jurisdictions have started to move away from analysis focused on intersection congestion. While predecessors are different from Covina, their reform efforts and analysis procedures are instructive.

Develop Approach: There are varying approaches to evolving transportation impact criteria as per SB 743. After review of current process and how other cities are pursuing this type of reform, Nelson \ Nygaard will work with Covina to develop a project plan for making an informed decision about which transportation impact criteria to pursue. Depending on work to date and stakeholder input, this could range from a comprehensive analysis to a more limited replacement of metrics. Nelson \ Nygaard will help review options, trade-offs, and then develop a project plan for Covina. Potential steps include: interviewing city staff; holding policymaker workshops; defining goals, objectives, and performance metrics; synthesizing objectives; developing implementation and outreach strategies; developing and testing potential metrics; developing a proposed review process; and adopting new criteria.

Depending on review and input, a more streamlined process may be appropriate – some communities are simply replacing LOS analysis with an alternative metric, such as VMT per capita. Nelson \ Nygaard will help identify potential approaches to changing these criteria and guide Covina in shaping their approach.

5.4 Prepare Draft Program Environmental Impact Report (PEIR) for Administrative Review

The MIG Team will develop a Draft PEIR that considers all aspects of Specific Plan implementation to streamline future entitlements. Mitigation will be developed through close coordination with Specific Plan and General Plan policies and implementation strategies. In turn, the evaluation of the focus topics in the Draft PEIR will not necessarily result in significant environmental impacts.

The Specific Plan existing conditions studies will provide much of the environmental baseline for the Draft PEIR analysis. We anticipate that the following topics will be of importance to City decision-makers, interested agencies, and the public during their consideration of the General Plan. These topics will receive emphasis in the Draft PEIR (listed below in order of CEQA Guidelines Appendix G, Environmental Checklist Form). For the remaining environmental topics in Appendix G, such as agriculture and forestry resources and mineral resources, the PEIR Initial Study will include brief written statements explaining why no significant impacts are anticipated.

Aesthetics. Consistent with CEQA, the PEIR will independently evaluate the potential impacts of the Specific Plan land use and urban design policies on the visual character and image of the City. Beneficial aesthetic effects of the plans will be discussed as well. The PEIR will then recommend any Specific Plan refinements warranted to minimize identified visual impacts, if any.

Air Quality. With criteria and toxic air contaminant modeling by MIG, the PEIR will assess the local and regional air emissions impacts of Specific Plan build-out based on the most recent adopted modeling criteria of the Southern California Air Quality Management District (SCAQMD). For any significant impacts, the PEIR will identify mitigation consistent with SCAQMD CEQA requirements that can be formulated into Specific Plan policies.

Climate Change. The PEIR will address the GHG implications, both beneficial and adverse, of Specific Plan build-out. The PEIR will quantify project climate change impacts based on the most recent adopted modeling criteria of the SCAQMD. For any significant impacts, the PEIR will identify mitigations consistent with SCAQMD CEQA requirements which can be formulated into Specific Plan policies.

Cultural Resources. Pursuant to CEQA Guidelines section 15064.5, the PEIR will evaluate the potential effects of the Specific Plan on any identified or potential cultural or historic resources in the planning area. We will utilize the information contained in existing data sources. CEQA-based mitigation protocols will be identified and can be incorporated directly into Specific Plan policy.

Geology and Soils. Earthquakes can cause strong ground shaking, liquefaction, differential settlement, and lateral spreading. The PEIR will identify potential geotechnical impacts of Specific Plan development, and describe mitigation protocols, including Building Department requirements, to reduce the impacts to less-than-significant levels.

Hydrology and Water Quality. Based on the existing conditions analysis and planning studies, the PEIR will assess drainage, flooding, and water quality issues.

Land Use and Planning. The PEIR will evaluate the land use implications, both beneficial and adverse, of the Specific Plan, and will identify any significant impacts under CEQA (e.g., "division of an established neighborhood"). The PEIR will then identify associated mitigation, including recommended Specific Plan refinements. In addition, the consistency of the Specific Plan proposed policies and specific plan regulations with relevant regional planning policies (e.g., SCAG and SCAQMD) will be evaluated.

Noise and Vibration. Impacts of Specific Plan development policies and associated future buildout on the local noise/vibration environment will be described. Short- and long-term noise measurements and existing noise contours will be provided. The PEIR will analyze construction and traffic noise, and will assess land use compatibility within the

projected noise environment. The PEIR will then identify effective and feasible mitigations that can be incorporated directly into Specific Plan policy.

Population and Housing. The PEIR will describe the potential effects on housing and population in order to provide the statistical basis for related quantitative environmental impact evaluations (e.g., public services and utilities).

Public Services/Recreation. The PEIR will evaluate the effects of Specific Plan implementation on the following public services: fire protection, law enforcement, schools, and parks/recreation. Appropriate service providers will be identified in coordination with City staff, and will be contacted to help determine potential impacts and formulate mitigation consistent with Specific Plan policy.

Transportation and Traffic. Nelson\Nygaard will prepare a summary of existing transportation conditions in the Specific Plan area, including but not limited to a review of major destinations, transit stops, bus routes and stops, bike lane routes, the pedestrian network within the study area, and how all modes currently interact within the area. Nelson\Nygaard will obtain transportation information and data from City staff and utilize other resources and will review available data, inventorying conditions described above. Nelson\Nygaard will examine multimodal mobility in the study area, identifying network gaps, potential improvements to address barriers and linkages to connect the study area with adjacent neighborhoods. The connectivity of all modes (transit, auto, bicycle, and pedestrian circulation) will be analyzed, with a particular focus on first and last mile issues, as this is a key opportunity for the Specific Plan Area. Nelson\Nygaard will utilize project background gained by experience creating a First and Last Mile Strategy report for SCAG (2009), which focused on strategies to address the age old dilemma of “first mile/last mile” barriers for commuters and other choice riders who cannot conveniently access transit. A network of safe and recognizable routes to and from major destinations, including the Metrolink Station, will be created, with a focus on enhancing utilization of public transit and boosting Transit Oriented Development.

Utilities and Service Systems. Based on the existing conditions analysis and planning studies prepared for the Specific Plan, we will evaluate the proposed land use changes and quantify the potential increase in energy, water, and sewer demands based on commonly accepted generation demands to determine if the existing infrastructure has the capacity to accommodate the long term land use projections and increased demands. We will identify regional improvements necessary to accommodate the proposed land use plan. For drainage assessment, we will identify if the proposed land uses will increase or decrease impervious surface areas. We will determine the applicability of the “allowable discharge rate” standards issued by Los Angeles County Public Works to control redevelopment projects within watershed areas of deficient storm drain systems and how this standard applies within the City limits. We will identify appropriate water quality measures and standards, green infrastructure techniques and water conservation features for incorporation into the sustainability component of the Specific Plan and EIR.

5.5 Prepare Draft PEIR for Public Review

In response to City staff comments on the Administrative Draft PEIR (this scope of work and budget assumes one round of review and comment), the environmental document will be revised and a Draft PEIR will be prepared for public distribution.

MIG will also prepare the Notice of Completion and respond to one round of City staff revision.

5.6 Conduct Planning Commission Meeting to Receive Public Input on Draft PEIR

MIG will attend a Planning Commission meeting to receive and record written and oral public comment regarding the Draft PEIR.

MIG will prepare a comment summary and responses to all PEIR comments received throughout the public comment period (see Task 5.7).

5.7 Prepare Responses to Public Comment and Final Draft PEIR

Following close of the 45-day public review period of the Draft PEIR, MIG will prepare a Final PEIR that includes responses to public and agency comments received on the Draft PEIR during the public review period. Our budget includes an allowance for this task since the level of effort cannot be fully anticipated at this time. MIG will also prepare:

- A Final PEIR that includes responses to public and agency comments received on the Draft PEIR during the public review period, and an Errata identifying any required changes to the PEIR to address the comments.
- Mitigation Monitoring and Reporting Program (MMRP) for adoption with the Specific Plan

We will provide an Administrative Draft Final PEIR, and Mitigation Monitoring and Reporting Program to the City for comment. City staff will provide comments in track-changes format. Based on that direction, we will prepare the Final PEIR and associated CEQA hearing documents (assuming one round of review and revision).

Following final City Council action on the final PEIR and Specific Plan, we will prepare the Notice of Determination for the City to file with the County Clerk. City Staff will be responsible for all public noticing, filing, and distribution of the CEQA documents.

Task 5 Deliverables and Meeting Attendance:

NOP and Initial Study (PDF)
 Scoping Meeting
 Scoping Meeting Presentation (PowerPoint)
 Scoping Meeting Summary (PDF)
 Notice of Completion (PDF)
 Planning Commission Meeting
 Draft and Final SB734 Technical Memorandum (PDF)
 Response to Public Comment (PDF)
 Mitigation Monitoring Program (PDF)
 Draft PEIR (30 copies, PDF)
 Final PEIR (30 copies, PDF)

TASK 6: ADOPTION PROCESS

6.1 Prepare Final Specific Plan Amendment, General Plan Amendment, Zone Change and Maps

The RFP requests that responses to comments received during the public comment period be inserted directly into the “public review” documents, thus creating a “hearing draft”. As such, the “hearing draft” revises a public draft without the benefit of receiving Planning Commission and/or the City Council direction. It is MIG’s experience that the creation of the “hearing draft” clouds the public review process’ transparency and decreases public trust. As such, MIG will prepare a Staff Report identifying comments received, responses, and proposed changes to the documents. Upon Planning Commission direction, a second Staff Report will be prepared recording Planning Commission’s direction and recommendations.

6.2 Planning Commission Public Hearings and Recommendations to City Council

MIG will prepare an agenda and a Powerpoint presentation for City staff to present to the Planning Commission. The presentation will summarize the Specific Plan and all regulatory documents. The presentation will include possible document revisions as a result of receiving public comment on the Specific Plan, General Plan Amendment, Zoning Code Amendment, Zoning Map, TOD Overlay, and PEIR.

MIG will attend up to two Planning Commission hearings and provide support the City staff. Upon Planning Commission’s recommendation, MIG will prepare a Staff Report recording Planning Commission’s recommendations.

6.3 City Council Public Hearings and Adoption

MIG will prepare an agenda and a Powerpoint presentation for City staff to present to the City Council. The presentation will summarize the Specific Plan and all regulatory documents. The presentation will include possible document revisions as a result of the Planning Commission’s recommendations.

MIG will attend up to two City Council hearings and provide support the City staff.

Upon City Council’s direction, MIG revise the Specific Plan with TOD Overlay, General Plan Amendment, Zoning Code Amendment, Zone Change, Parking District Overlay Expansion, as appropriate. The revised documents will be final.

Following final City Council action, MIG will prepare the Notice of Determination for the City to file with the County Clerk. City Staff will be responsible for all public noticing, filing, and distribution of the CEQA documents.

Task 6 Deliverables and Meeting Attendance:

Planning Commission Agenda (PDF)

Planning Commission Staff Report detailing public comments, comments response, and possible revisions to the regulatory documents (PDF)

Planning Commission Public Hearings PowerPoint (PDF)

Planning Commission Attendance – up to two meetings

City Council Staff Report detailing Planning Commission recommendations (PDF)

Final Specific Plan including Final TOD Overlay (PDF)

Final General Plan Amendment (PDF)

Final Zoning Code Amendment (PDF)

Final Zone Change (PDF)

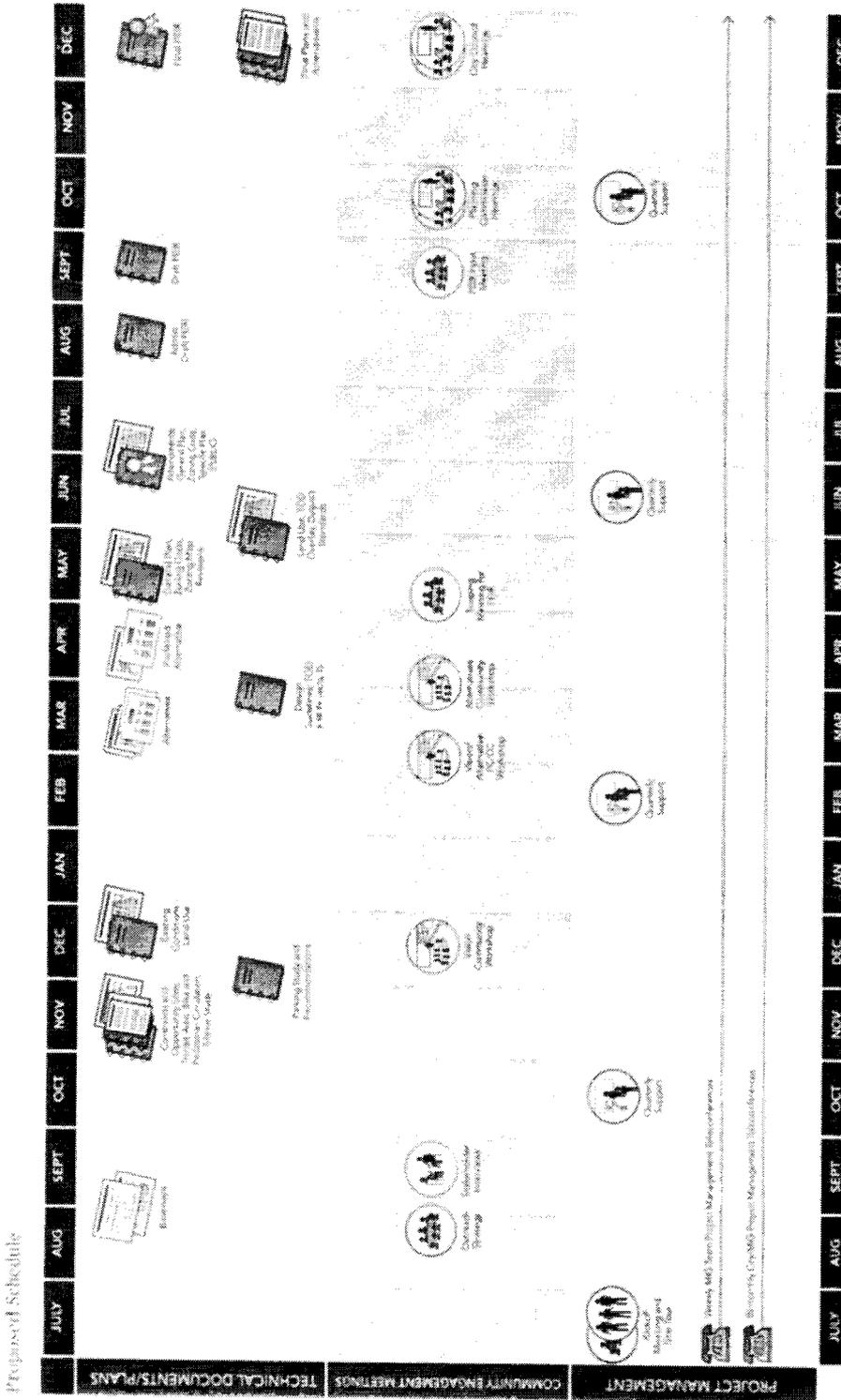
Final Parking Overlay (PDF)

Notice of Determination **(PDF)**

Draft Specific Plan Amendment (30 CDs)

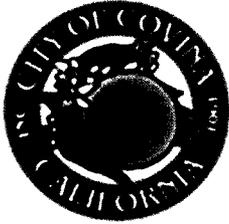
Specific Plan Amendment (30 CDs)

EXHIBIT C - PROJECT TIMELINE



Open Concept, April 2011





CITY OF COVINA

AGENDA REPORT

ITEM NO. NB 4

MEETING DATE: July 19, 2016

TITLE: Professional Services Agreement with Murray and Associates to conduct an executive search recruitment for the position of City Manager

PRESENTED BY: Donald Penman, Interim City Manager

RECOMMENDATION: That the City Council Approve a Professional Services Agreement with Murray and Associates Executive Search Firm.

BACKGROUND:

Covina's former City Manager, Andrea Miller, resigned on May 4, 2016. The City Council appointed Donald Penman as Interim City Manager on May 17, 2016. This interim appointment is in compliance with Government Code sections 7522.56 and 21221(h), which allows retired annuitants of the California Public Employees' Retirement System (CalPERS) to work in limited term appointments under specific rules. The City will therefore need to recruit and appoint a permanent City Manager through an expedient yet comprehensive recruitment process. The Interim City Manager has initiated the process through the distribution of a Request for Proposal (RFP) to several Executive Search Firms to handle the recruitment on the City's behalf.

DISCUSSION:

The City received six (6) proposals in response to the RFP. Proposals were reviewed in detail by the Interim City Manager and Human Resources Director and based on several factors, including, but not limited to, experience and success rate of the firm, time line to complete the recruitment, and total cost, staff interviewed three (3) of the firms. Following interviews staff recommends that Council authorize an agreement be executed with Murray and Associates Executive Search Firm to conduct a comprehensive Executive Search for the position of City Manager. The firm has an outstanding placement success rate and has placed over 200 City Managers since 2000. Additionally, Murray and Associates was the low bidder of the six (6) proposals received, at a cost of \$17,500 to conduct the recruitment and a maximum reimbursement amount of \$6,900 for reasonable expenses.

FISCAL IMPACT:

Funding for this special services agreement is available in the Human Resources FY 16/17 Budget Account No. 1010-0800-51005.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT): N/A

Respectfully submitted,



Donald Penman

Interim City Manager

ATTACHMENTS:

Attachment A: Proposal submitted by Murray and Associates



A PROPOSAL TO CONDUCT AN EXECUTIVE
RECRUITMENT FOR A
City Manager
ON BEHALF OF THE
City of Covina

1111 South Road, Suite 200
Red Hill, CA 91761
(916) 791-9000
(916) 791-9001

May 26, 2016

Don Penman, Interim City Manager
Danielle Tellez, Human Resources Director
City of Covina
125 E. College Street
Covina, CA 91723

Dear Mr. Penman and Ms. Tellez:

Thank you for inviting Bob Murray & Associates to submit a proposal to conduct the City Manager recruitment for the City of Covina. The following proposal details our qualifications and describes our process of identifying, recruiting and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, guarantee, and sample recruitment brochure.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments. We have created a recruitment process that combines our ability to help you to determine the direction of the search and the types of candidates you seek with our experience recruiting outstanding candidates who are not necessarily looking for a job. Our proven expertise ensures that the candidates we present for your consideration will match the criteria you have established and will be outstanding in their field.

With respect to the City Manager recruitment, Bob Murray & Associates offers the following expertise:

- ▼ We have placed over 200 City Managers since our firm's inception in 2000. We are currently conducting City Manager recruitments on behalf of the cities of Gridley, Imperial, Los Altos, Manteca, Novato, Pasadena, and Rio Vista, CA; as well as on behalf of the City of Newberg, OR. Our most recently completed City Manager and Town Manager searches include those on behalf of Alhambra, Banning, Bell, Dinuba, Hesperia, Lemon Grove, Martinez, Merced, Rosemead, Santee, Seaside, and Vernon, CA as well as the City of Chandler, AZ. For a complete list of our previous City Manager and Town Manager recruitments, we invite you to review the enclosed client list. Our extensive contacts and knowledge of outstanding candidates will ensure you have a quality group of finalists from which to select the City of Covina's next City Manager.
- ▼ Bob Murray & Associates is familiar with Los Angeles County and the surrounding region. We are currently conducting the Assistant Community Services Director and Director of Public Works and Transportation recruitments on behalf of Beverly Hills; the City Controller recruitment on behalf of the City of Inglewood; and the Risk Manager and the Environmental Services Bureau Manager recruitments on behalf of Long Beach. We recently completed recruitments on behalf of the cities of Arcadia, Azusa, Bell, Commerce, El Monte, Inglewood, Los Angeles, Manhattan Beach, Monrovia, Monterey Park, Pico Rivera, Pomona, Rancho Palos Verdes, Redondo Beach, Rosemead, San Fernando,

Southgate, Temple City, Vernon, and West Hollywood. We also recently completed the Chief Financial Officer search on behalf of People Assisting the Homeless (PATH) and the Police Chief recruitment on behalf of California State Polytechnic University, Pomona. Our knowledge of the region, its issues, and its outstanding quality of life will be an asset in presenting this opportunity to prospective candidates.

A significant portion of our process focuses on conducting thorough and confidential background investigations of the top 2-3 candidates to ensure that nothing about them is left undiscovered. We have candid discussions with references who have insight into the candidate's experience, style and ethics; conduct a search of newspaper articles; and run credit, criminal and civil records reports. This ensures that the chosen candidate will not only be an excellent fit with the City of Covina, but also that the selected candidate will reflect positively upon your organization.

To learn first-hand of the quality of our service and our recruitment successes, we invite you to contact the references listed on page 10 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 should you have any questions.

Sincerely,



Valerie Gaeta Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' unique and client oriented approach to executive search will ensure that the City of Covina has quality candidates from which to select the new City Manager. Outlined below are the key steps in our recruitment process.

STEP 1 DEVELOPING THE CANDIDATE PROFILE

Our understanding of the City of Covina's needs will be key to a successful search. We will work with the City Council, Interim City Manager, and Human Resources Director to learn as much as possible about the organization's expectations for a new City Manager. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the City of Covina. We also want to know the City Council's expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the City to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After gaining an understanding of the City of Covina's needs, we will design an effective advertising campaign appropriate for the City Manager recruitment. We will focus on professional journals that are specifically suited to the City Manager search. We will also develop a professional recruitment brochure on the City Council's behalf that will discuss the community, organization, position and compensation in detail. Once completed, we will mail the profile to an extensive audience, making them aware of the exciting opportunity with the City of Covina.

STEP 3 RECRUITING CANDIDATES

After cross-referencing the profile of the ideal candidate with our database and contacts in the field, we will conduct an aggressive outreach effort, including making personal calls to prospective applicants, designed to identify and recruit outstanding candidates. We recognize that the best candidate is often not looking for a new job and this is the person we actively seek to convince to become a candidate. Aggressively marketing the City Manager position to prospective candidates will be essential to the success of the search.

STEP 4 SCREENING CANDIDATES

Following the closing date for the recruitment, we will screen the resumes we have received. We will use the criteria established in our initial meetings as a basis upon which to narrow the field of candidates.

STEP 5 PERSONAL INTERVIEWS

We will conduct personal interviews with the top 10 to 12 candidates with the goal of determining which candidates have the greatest potential to succeed in your organization. During the interviews we will explore each candidate's background and experience as it relates to the City Manager position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 PUBLIC RECORD SEARCH

Following the interviews, we will conduct a review of published articles for each recommended candidate. Various sources will be consulted including Lexis-Nexis™, a newspaper/magazine search engine, Google, and social media. This alerts us to any further detailed inquiries we may need to make at this time.

STEP 7 RECOMMENDATION

Based on the information gathered through meetings with your organization and personal interviews with candidates, we will recommend a limited number of candidates for your further consideration. We will prepare a detailed written report on each candidate that focuses on the results of our interviews and public record searches. We will make specific recommendations, but the final determination of those to be considered will be up to you.

STEP 8 FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs, whether it is a traditional interview, multiple interview panel or assessment center process. We will provide you with suggested interview questions and rating forms and will be present at the interview/assessment center to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the manner in which the entire process is conducted will have an effect on the candidates' perception of your organization.

STEP 9 BACKGROUND CHECKS/DETAILED REFERENCE CHECKS

Based on final interviews we will conduct credit, criminal, civil litigation and motor vehicle record checks for the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. We will ask candidates to forward the names of their supervisors, subordinates and peers for the past several years. Additionally, we make a point of speaking confidentially to individuals who we know have insight into a candidate's abilities, but who may not be on their preferred list of contacts. At this stage in the recruitment we will also verify candidates' degrees.

STEP 10 NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. We know what other organizations have done to put deals together with great candidates and will be available to advise you regarding current approaches to difficult issues such as housing and relocation. We will represent your interests and advise you regarding salary, benefits and employment agreements with the goal of putting together a deal that results in the appointment of your chosen candidate. Most often we can turn a very difficult aspect of the recruitment into one that is viewed positively by both you and the candidate.

STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE

Throughout the recruitment we will provide the City Council, or its designated representative, with updates on the status of the search. We will also take care of all administrative details on your behalf. Candidates will receive personal letters advising them of their status at each critical point in the recruitment. In addition, we will respond to inquiries about the status of their candidacy within twenty-four hours. Every administrative detail will receive our attention. Often, candidates judge our clients based on how well these details are handled.

BUDGET AND TIMING

PROFESSIONAL FEE AND EXPENSES TIMING

The consulting fee for conducting the City Manager recruitment on behalf of the City of Covina is \$17,500 plus expenses. Services provided for in the fee consist of all steps outlined in this proposal including three (3) days of meetings on site. The City of Covina will be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project to be \$6,900. Reimbursable expenses include such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit, criminal and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate.

TIMING

We are prepared to start work on this assignment immediately and anticipate that we will be prepared to make our recommendation regarding finalists within seventy-five to ninety days from the start of the search.

GUARANTEE

We guarantee that should a recommended candidate selected for the position be terminated within the first year of employment we will conduct the search again at no cost (with the exception of expenses) to the City of Covina. We are confident in our ability to recruit outstanding candidates and do not expect the City of Covina to find it necessary to exercise this provision of our proposal.

PROFESSIONAL QUALIFICATIONS

BOB MURRAY, FOUNDER

Mr. Murray brings over 30 years' experience as a recruiter. Mr. Murray is recognized as one of the nation's leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. He has been called on to conduct searches for some of the largest most complex organizations in the country and some of the smallest. Mr. Murray has conducted searches for chief executives, department heads, professional and technical positions. Mr. Murray has taken the lead on the firm's most difficult assignments with great success. His clients have retained him again and again given the quality of his work and success in finding candidates for difficult to fill positions.

Prior to creating Bob Murray & Associates, Mr. Murray directed the search practice for the largest search company serving local government in the country. Mr. Murray has worked in local government and benefits from the knowledge of having led an organization. Prior to his career in executive search he served as the City Manager for the City of Olympia, Washington. He has also served as an Assistant City Manager and held various positions in law enforcement.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

VALERIE GAETA PHILLIPS, PRESIDENT

Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Ms. Gaeta Phillips has expertise in the full recruiting cycle, from process design and outreach through candidate assessment and selection. She has placed senior-level candidates in various aspects of the public sector, as well as with special districts and nonprofits.

Ms. Gaeta Phillips is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success. Ms. Gaeta Phillips has a passion for helping people, evidenced by her fundraising and efforts to raise awareness for organizations such as Autism Speaks and the M.I.N.D. Institute.

GARY PHILLIPS, EXECUTIVE VICE PRESIDENT

Mr. Phillips started his career with a New York based Fortune 100 company and quickly became a Senior Manager building and running a large customer service organization in New York and eventually in thirteen countries in Europe. He also served as a Director with a large Fortune 500 company and was responsible for developing and maintaining new and existing clients in Europe, Asia, and Australia. He then became Senior Vice President with a public enterprise software company. Some of his successes include building an organization from 2 to 250 people worldwide; acquiring 5 companies in two years; and growing a company from 800 to 1200 employees.

Mr. Phillips was part of an executive acquisition and recruiting team where he helped build a start-up enterprise software company in San Francisco. He recruited top notch talent, and built a world class organization. The company was eventually sold to a Fortune 500 software company.

Mr. Phillips has maintained customer relationships in the public sector, private sector, as well as medical, and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips is involved in his community as a soccer coach and as an organizer of fundraisers for Autism Speaks in Sacramento. Mr. Phillips received his Associate of Science degree, as well as completed coursework at Rochester Institute of Technology, NY.

REGAN WILLIAMS, SENIOR VICE PRESIDENT

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates and has over 15 years of experience in executive recruitments with our firm. Prior to joining Bob Murray & Associates, Mr. Williams served as Director of Public Safety with the City of Sunnyvale, CA. Mr. Williams was involved in the development of some of Sunnyvale's most innovative public safety programs and has a national reputation for excellence in law enforcement, as well as in law enforcement executive recruiting. He has been responsible for over 300 recruitments throughout his career; clients find his insight and expertise in recruitment and selection a valuable asset.

Mr. Williams received his Bachelor of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

JOEL BRYDEN, VICE PRESIDENT

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining our firm. Throughout his career, Mr. Bryden has been involved in public sector consulting. He has vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government. Mr. Bryden has a solid reputation as a leader in the public sector. His ability to find and evaluate outstanding applicants for our clients is invaluable in the search process.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University.

FRED FREEMAN, VICE PRESIDENT

Mr. Freeman brings over 24 years of local government experience to Bob Murray & Associates, with 11 years in the recruitment field. Mr. Freeman is a retired Chief of Police and has served as an elected official in local government. He has vetted hundreds of local governmental officials in the pre-employment process and conducted recruitments for positions in all sectors of public agency employment.

In addition to his career in the law enforcement field, Mr. Freeman served as the Mayor and the Mayor Pro-Tem for the Los Alamitos City Council. Mr. Freeman has been a member of the Public Safety Policy Committee - California League of Cities; the Orange County Fire Authority Board of Directors; and the Orange Line Development Authority as the Vice-Chair. His unique perspective and experience, as both a member of executive city staff and as an elected official, provides exceptional results for our clients.

Mr. Freeman is a graduate of the FBI National Academy and received his Teaching Credential from the University of California Los Angeles.

AMBER SMITH, PRINCIPAL CONSULTANT

As Principal Consultant with Bob Murray & Associates, Ms. Smith acts as a liaison between clients and candidates from beginning to end of each recruitment process. She is responsible for the development and distribution of position recruitment and advertising materials, client research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team.

Ms. Smith brings over 5 years of client-oriented customer service, administrative, and management experience to Bob Murray & Associates. She is committed to working as a partner with clients and candidates in order to provide a quality service and experience.

Ms. Smith received her Bachelor of Arts degree in Business Administration from La Sierra University, Riverside, California.

SARAH KENNEY, SENIOR CONSULTANT

As a Senior Consultant with Bob Murray & Associates, Ms. Kenney acts as a liaison among clients, recruiters, and candidates from beginning to end of each recruitment process. She is responsible for the development and distribution of position recruitment and advertising materials, client and candidate research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team.

Ms. Kenney joined our firm in 2010 with over a decade of professional, managerial, and customer service experience. Our clients appreciate her thorough and accurate work, responsiveness, and support throughout the search process.

Ms. Kenney received her Bachelor of Science degree in Communicative Disorders and Deaf Education from Utah State University and her Bachelor of Arts degree in Psychology from the University of California at Davis.

ADAM CARP, OFFICE COORDINATOR

Mr. Adam Carp is the Office Coordinator at Bob Murray & Associates. He is the first point of contact at Bob Murray & Associates and has years of administrative experience. Mr. Carp actively contributes to Bob Murray and Associates' goal of providing exceptional customer service through close coordination and follow through with our clients and candidates alike.

Mr. Carp received his Bachelor of Arts degree in Spanish from the University of California, Los Angeles.

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted searches are listed below.

CLIENT: City of Rancho Palos Verdes, CA
POSITION: City Manager
YEAR: 2014
REFERENCE: Mr. Brian Campbell, Mayor Pro Tem, (310) 544-7400

CLIENT: City of Chino, CA
POSITION: City Manager
YEAR: 2012
REFERENCE: Mayor Dennis R. Yates, (909) 996-5330

CLIENT: City of Santee, CA
POSITION: City Manager
YEAR: 2015
REFERENCE: Mayor Randy Voepel, (619) 258-4100 ext 114

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