City of Covina/ Covina Redevelopment Agency

Mayor Peggy Delach – Mayor Pro Tem John King
Council Members Walt Allen, III – Bob Low – Kevin Stapleton

REGULAR MEETING AGENDA
125 E College Street, Covina, CA
Council Chambers of City Hall
Tuesday, April 20, 2010
6:30 p.m.

- **The City Council/Redevelopment Agency will meet in closed session from 6:30 p.m.-7:30 p.m.**
- As a courtesy to Council/Agency Members, staff and attendees, everyone is asked to silence all pagers, cellular telephones and any other communication devices.
- Any member of the public may address the City Council, and Redevelopment Agency 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/Agency Chair amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.
- Please provide 10 copies of any information intended for use at the City Council/Covina Redevelopment Agency meeting to the City Clerk prior to the meeting.
- MEETING ASSISTANCE INFORMATION: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk Department at (626) 384-5430. Services such as American Sign Language interpreters, a reader during the meeting, and/or large print copies of the agenda are available. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are now available. Please see the City Clerk before the meeting or during a break for more information.
- DOCUMENT AVAILABILITY: Any writings or documents provided to a majority of the City Council/Redevelopment Agency regarding any item on this agenda will be made available for public inspection at the City Clerk counter at City Hall located at 125 E. College Street and the Reference Desk at the Covina Library located at 234 N. Second Avenue during normal business hours. In addition, such writings and documents are available in the City Clerk's office and may be posted on the City's website at *http://www.covinaca.gov/clerk/agendas.htm*.
- Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the City Council/Redevelopment Agency unless listed on agenda, which has been posted not less than 72 hours prior to meeting.
- The City Clerk of the Covina City Council hereby declares that the agenda for the **April 20, 2010,** Regular City Council meeting was posted on April 13, 2010 near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with Section 54954.2 (a) of the Government Code.

CITY COUNCIL/REDEVELOPMENT AGENCY

JOINT MEETING—CLOSED SESSION

6:30 p.m.

CALL TO ORDER

ROLL CALL

Council/Agency Members Allen, Low, Stapleton, Mayor Pro Tem/Vice Chairperson King, Mayor/Chairperson Delach.

PUBLIC COMMENTS

The Public is invited to make comment on Closed Session items only at this time. To address the Council/Agency, 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 and Redevelopment Agency will adjourn to Closed Session for the following:

CLOSED SESSION

A. G.C. 54956.8 - CONFERENCE WITH REAL PROPERTY NEGOTIATOR – NEGOTIATIONS TO INCLUDE BOTH PRICE AND TERMS:

- Covina Valley Unified School District – 120 East School Street (APN 8430-027-900)
- Covina Valley Unified School District – Vacant Land South Side Puente Street at Third Avenue (APN: 8444-021-904)
- The Olson Company – 116 East School Street – (APN 8430-027-009)
- The Olson Company – 322 North Citrus Avenue (APN 8430-027-017)
- The Olson Company – 316 North Citrus Avenue (APN 8430-027-907)
- The Olson Company – 300 North Citrus Avenue (APN 8430-027-023)
- The Olson Company – 115 East Italia Street (APN 8430-027-010)
- The Olson Company – 125 East Italia Street (APN 8430-027-011)
- The Olson Company – 117 East Italia Street (APN 8430-027-903, 904 & 905)
- The Olson Company – 312 North Citrus Avenue (APN 8430-027-906)
- RJS Financial – 1151 N. Azusa Ave. – (APN 8409-017-037)

RECESS

CITY COUNCIL/REDEVELOPMENT AGENCY

JOINT MEETING—OPEN SESSION

7:30 p.m.

CALL TO ORDER

ROLL CALL

Council/Agency Members Allen, Low, Stapleton, Mayor Pro Tem/Vice Chairperson King, Mayor/Chairperson Delach

PLEDGE OF ALLEGIANCE
Led by Council Member Allen.

INVOCATION
Led by the Covina Police Chaplain

PRESENTATIONS
- Recognition of the Charter Oak High School Varsity Football Team for their CIF Championship win.
- Recognition of the 2010 School Crossing Guard of the Year.

PUBLIC COMMENTS
To address the City Council/Redevelopment Agency, please complete a yellow Speaker Request card located at the entrance and give it to the City Clerk/Agency 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 Members from taking action on any item not on the agenda. Individual speakers are limited to five minutes each.

COUNCIL/AGENCY COMMENTS
Council/Agency Members wishing to make any announcements of public interest or to request that specific items be added to future City Council/Redevelopment Agency 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/Redevelopment Agency votes on them, unless a member of the Council/Agency requests a specific item be removed from the consent calendar for discussion.

CC 1. City Council to approve the Minutes of the Tuesday, April 6, 2010 Regular City Council Meeting.

CC 2. City Council to approve Payment of Demands in the amount of $3,267,526.70.

CC 3. City Council to approve the amendment to the cash management services agreement with Bank of the West and authorize the City Manager to execute said agreement.

CC 4. City Council to approve the Letter of Engagement for auditing services for fiscal year ended June 30, 2010 and authorize the City Manager to execute the agreement.

CC 5. City Council to approve Power Environmental & Energy Research Institute business license tax exemption request since the organization appears to have complied with the Covina Municipal Code exemption requirements.

CC 6. City Council to receive and file the Public Works Department's Calendar Year 2009 Annual Report.

CC 7. City Council to receive and file the Public Works Department Monthly Activity Report.

CONSENT CALENDAR CONT.

CC 8. City Council to adopt **Ordinance No. 10-1982**, amending Title 13 of the Covina Municipal Code pertaining to sanitary sewers, industrial wastes and the control of fats, oils and greases in the sanitary sewer system.

CC 9. City Council to adopt **Resolution No. 10-6829**, proclaiming April 22, 2010 as Earth Day in the City of Covina.

CC 10. City Council to receive and file report on the 2010 League of California Cities, Public Works Officers Institute Training Conference attended by the Public Works Manager.

CC 11. City Council to accept the letter of resignation of Richard Dean of the Cultural Arts Advisory Commission.

CC 12. Redevelopment Agency to approve Payment of Demands in the amount of $238,743.54.

CC 13. Redevelopment Agency to receive and file report on the Redevelopment Agency Conferences and Training Seminar.

CC 14. Redevelopment Agency to adopt **Resolution No. 10-621**, amending the Fiscal Year 2009-2010 Covina Redevelopment Agency operating budget to reflect an appropriation of $1,057,000 from Project Area Two, Public Purpose Bond, Undesignated, to complete capital improvements at Civic Center Park.

NEW BUSINESS

NB 1. Update on General Fund Revenues and Expenditures as of 3/31/10.

Staff Recommendation:
City Council to receive and file the Update on General Fund Revenues and Expenditures as of 3/31/10.

NB 2. Scheduling of a Public Hearing on Tuesday, June 15, 2010 to Consider the Adoption of New Tiered Water Service Rates.

Staff Recommendation:
City Council to schedule a public hearing on Tuesday, June 15, 2010 to consider the adoption of new tiered water service rates.

NB 3. Confirmation of Schedule of Mayor's Councilmanic Appointments and Adoption of Resolution of the City Council of the City of Covina appointing the City's Representative and Alternate on the City Selection Committee.

Staff Recommendation:
City Council to:

a.) Approve the Mayor's designation of delegates and alternates to Regional and City Boards and Commissions; and

b.) Approve **Resolution No. 10-6830**, appointing the City's Representative and Alternate to act on behalf of the City at meetings of the City Selection Committee.

ADJOURNMENT

The Covina City Council/Redevelopment Agency will adjourn the next Regular Meeting to be held on **Tuesday, May 4, 2010 at 6:30 p.m.** in the Council Chambers of City Hall, 125 E College Street, Covina, CA 91723.

MINUTES OF THE APRIL 6, 2010 REGULAR MEETING OF THE COVINA CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 125 EAST COLLEGE STREET AT 7:30 P.M.

CALL TO ORDER

Mayor Delach called the City Council meeting to order at 7:32 p.m.

ROLL CALL

Council Members Present: Allen, Delach, King, Low, Stapleton
Council Members Absent: None
Other Elected Officials Present: City Clerk, City Treasurer

Staff Members Present: City Manager, Assistant City Manager, City Attorney, Chief of Police, Police Captain, Finance Director, Human Resources Director, Public Works Director, Community Development Director, Parks & Recreation Director, Deputy City Clerk/Assistant Agency Secretary, Risk Manager, Management Analyst, Account Clerk I, LA County Fire Chief

AGENDA POSTING DECLARATION

The City Clerk of the Covina City Council hereby declares that the agenda for the April 6, 2010 Regular City Council meeting was posted on April 1, 2010 near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with Section 54954.2 (a) of the Government Code.

CLOSED SESSION

A. G.C. 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS
AGENCY DESIGNATED REPRESENTATIVE: Anthony Arroyo, Human Resources Director
EMPLOYEE ORGANIZATIONS: A.F.S.C.M.E. – American Federation of State, County & Municipal Employees
P.A.C. – Police Association of Covina
P.M.G. – Police Management Group
Unaffiliated Employees

B. G.C. 54956.8 - CONFERENCE WITH REAL PROPERTY NEGOTIATOR – NEGOTIATIONS TO INCLUDE BOTH PRICE AND TERMS:

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C. G.C. 54956.9(b) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: ONE (1)

ATTORNEY ANNOUNCEMENT

City Attorney Edward Lee stated there were no reportable items from closed session.

PLEDGE OF ALLEGIANCE

Mayor Delach led the Pledge of Allegiance.

INVOCATION

Covina Police Chaplain Pat Cross gave the invocation.

PRESENTATIONS

Mayor Delach stated that the presentation of the recognition of the 2010 School Crossing Guard of the Year would be rescheduled for the April 20, 2010 City Council meeting.

PUBLIC COMMENTS

Jack Fielding explained that due to personal reasons, he had to stop driving and begin using the City's transportation program of Dial-A-Ride. Mr. Fielding expressed his appreciation and positive feedback on the service and spoke highly of Alex Gonzalez and his staff and their great customer service.

Rick Creed invited the City Council members, City staff, Police and Fire Departments to a barbeque dedicating a memorial garden in memory of his son, Matthew Creed, who is a fallen soldier of the Iraq War. He also thanked the City of Covina for all the support given to him during this difficult time.

Wesley Willison gave a brief history on the Clippinger sign located on Citrus Ave. and San Bernardino Road. He stated that he has not received an update on the saving of the sign and has not received call backs from Council members since his first appearance in front of the City Council about three months ago. Council Member Allen stated that he did return Mr. Willison's call regarding the Clippinger sign. Mayor Delach informed Mr. Willison that a discussion could not be done at the present time because this issue was not on the agenda. She referred Mr. Willison to the Community Development Director, Robert Neiuber, for more feedback. City Manager Daryl Parrish also stated that a meeting was held with the property owner where the sign is located and the owner expressed an interest in using the sign. Mr. Parrish also noted that there is no movement on the redevelopment of the property and it is something that the City is interested in working on. Mr. Willison expressed that the Clippinger sign belongs in Covina and would like to see it saved.

Geoff Cobbett shared that he is a retired municipal worker and a member of the Maintenance Superintendents Association. He also expressed that he was recently nominated for the Peter W. Walsh Award which is the highest award that a member of the Maintenance

Superintendents Association can receive. Mr. Cobbett thanked the Council for their support in his nomination for this award. He also stated that this organization is very big in education and training. Mr. Cobbett said that the results of the award will not be known until October 2010.

Mayor Delach introduced the new Fire Battalion Chief, Bill McCloud. Battalion Chief McCloud formally introduced himself and stated that he was happy to be with the City and looked forward to a long working relationship with the City.

COUNCIL COMMENTS

Council Member Stapleton wished to reserve comments for later in the meeting.

Council Member Allen requested that the Council meeting be adjourned in memory of the 25 coal miners who died in the mining explosion and to the rescuing of the 4 missing coal miners still waiting to be found in the state of West Virginia. Mayor Pro Tem King advised that the adjournment certificate be forward to the Mayor of the community where the explosion occurred.

Council Member Low spoke on his proposal regarding the implementation of a program to recognize those individuals who have financially contributed and supported the library. He stated that he was impressed with the wall of recognition that the library of the city of Monterey Park has recognizing their donors and supporters. Council Member Low said he had seen similar walls in the cities of Arcadia, Alhambra and Glendora. During the September 2009 Strategic Planning meeting, Council Member Low proposed to develop a wall of recognition for the City's donors and supporters of the library in order to promote children's reading. Since no staff recommendation was completed by the February 1, 2010 deadline, Council Member Low expressed that he decided to write up the proposal on the program at a personal cost of $5,600. In the proposal, Council Member Low stipulated a deadline for April 6, 2010 for a response regarding the proposal. Council Member Low stated that he was disappointed with the response which was received and explained that the response rejected his proposal without discussing the issues that were recommended.

Mayor Delach explained to Council Member Low that he should not take the response to his recommendation as a rejected offer. She stated that the Library Board had great input in the comments made in the recommendation. The Library Board would like to take it a step further and expand the proposal beyond children's books and the purchase of older books.

Council Member Low declared that his proposal included a personal contribution of $3,000 which was restricted only to the concept of children's books.
Council Member Low said that he had been invited to attend a Library Board Meeting but felt as a Council Member, it was a violation of Council protocol to attend such a meeting.

City Attorney Ed Lee stated that it was not a problem for Council Member Low to attend a Library Board Meeting and advised that since the library proposal was not on the agenda to speak on, it would be best to continue the conversation regarding this item once it was agendized for a future Council meeting or set up a joint workshop with the Library Board to talk through and have a valid discussion on the issues which have been presented.

Mayor Delach recommended to City staff that a meeting be held where Council Member Low is involved and a report of the results be brought back to Council.

Council Member Allen expressed that Council Comments is not the time to bring forth proposals to Council. He said that proposals should be agendized where they can be appropriately dealt with and all Council members can participate in the item. Council Member Allen stated that proper protocol is to have two Council members agree to bring something forward.

Mayor Delach referred the library item to the City Manager.

Mayor Pro Tem King wished everyone a great Easter.

Mayor Delach acknowledged and thanked Dora Gomez and the Covina Assembly of God Church and the outstanding Easter program that the church presented to the community and expressed to the citizens of Covina to attend next year's presentation.

Mayor Delach made the community announcements: The 9th Annual Covina Showdown Quiz on Tuesday, April 13th at 6:00 p.m. at Nick's Taste of Texas and the Free E-Waste Collection sponsored by the Covina Chamber of Commerce to be held on April 16th and 17th from 9 a.m. to 4 p.m. at the Home Depot parking lot located at 963 W. Badillo Street.

CITY MANAGER COMMENTS

City Manager Daryl Parrish acknowledged the Easter program presented by the Covina Assembly of God Church and thanked Dora Gomez and the Church for their invitation to the program.

CONSENT CALENDAR

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council approved Consent Calendar items

CC 2, CC 4, CC 6, CC 7, CC 8 and CC 9. Motion carried by a vote of 5-0.

MARCH 23, 2010 SPECIAL STUDY SESSION MEETING MINUTES CC 2

City Council approved the Minutes of the Tuesday, March 23, 2010 Special Study Session Meeting.

FEDERAL-AID PROJECT RESOLUTION NO. 10-6825 CC 4

City Council adopted **Resolution No. 10-6825**, approving Administering Agency-Federal Master Agreement No. 07-5118R and Program Supplement Agreement No. 011-N for Federal-Aid Project No. HPLUL-5118(015) between the California Department of Transportation (Caltrans) and the City of Covina for a planning study to improve the efficiency of transportation facilities, Project No. T-0814A; and authorized the Director of Public Works to execute all necessary documents on the City's behalf.

JOHN JOSEPH MOOERS CONSTRUCTION CONTRACT RESOLUTION NO. 10-6828 CC 6

City Council:

a.) Awarded a construction contract to John Joseph Mooers Construction, 2456 Buenos Aires Drive, Covina, 91724 in the amount of $58,898.05 for the Covina Park Maintenance Office Restoration Project #F-1008; and

b.) Adopted **Resolution No. 10-6828**, amending the fiscal year 2009-2010 Risk Management Budget for the Covina Park Maintenance Office Restoration Project.

LEAGUE OF CA CITIES CC 7

City Council received and filed the report on the League of California Cities Administrative Policy committee meeting attended by the City Clerk.

2010 CA WATER ENVIRONMENT ASSOCIATION TRAINING CC 8

City Council received and filed the report on the 2010 California Water Environment Association Annual Training Conference attended by the Development Services Division Staff.

DOWNTOWN COVINA PARKING STUDY UPDATE CC 9

City Council received and filed the Downtown Covina Parking Study Update.

MARCH 16, 2010 REGULAR CITY COUNCIL MEETING MINUTES CC1

Council Member Low noted that the name of "Henry Frandsen" on page 3 of the March 16, 2010 minutes needed to be changed to say "Harry Frandsen."

Council Member Stapleton also noted that on page 5 of the minutes, the word "brake" needed to be changed to the correct spelling of the word "break."

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council approved the Minutes of the

Tuesday, March 16, 2010 Regular City Council Meeting. Motion carried by a vote of 5-0.

BUSINESS LICENSE TAX EXEMPTION REQUEST CC 3

Council Member Allen commended the Kommah Seray Inflammatory Breast Cancer Foundation for coming into the City and providing support groups and free seminars for patients battling or recovering from breast cancer. Council Member Allen also stated that what this group is doing is a very worthy cause.

On a motion by Council Member Allen and seconded by Council Member Stapleton, the City Council approved the Kommah Seray Inflammatory Breast Cancer Foundation business license tax exemption request since the organization appears to have complied with the Covina Municipal Code exemption requirements. Motion carried by a vote of 5-0.

LOCAL TAXPAYER, PUBLIC SAFETY & TRANS. PROTECTION ACT OF 2010 RESOLUTION NO. 10-6826 CC 5

Council Member Stapleton stated that this measure aims to further restrict the state from taking money and special funds from the City and its citizens. Council Member Stapleton also suggested that everyone have an opportunity to sign the petitions which will get this measure on the ballot and the City pass a resolution to support this act.

On a motion by Council Member Stapleton and seconded by Council Member Allen, the City Council adopted **Resolution No. 10-6826**, in support of the Local Taxpayer, Public Safety and Transportation Protection Act of 2010. Motion carried by a vote of 5-0.

PERS URGENCY ORDINANCE NO. 10-1981 CB 1

City Manager presented the staff report regarding the urgency ordinance which would implement the new retirement plan agreement between the City of Covina and P.E.R.S.

Mayor Delach asked if there were any further questions and also stated that she did not have to recuse herself from this item due to the fact that it did not affect any family member related to her.

Council Member Allen gave a motion to move the item with Council Member Stapleton giving a second to the motion.

Council Member Low asked if a discussion of the item was going to be done. After direction from Mayor Delach, Council Member Low gave the following comments:

Council Member Low stated that the people of Covina can not afford this proposal along with the people of California and the enhancements of employee benefits without some type of substantial funding. He expressed that the proposal is funded in part by reducing the library budget. Council Member Low asked that Council review the article located in The Los Angeles Times, written by Governor Schwarzenegger's Special Adivsor, David Crane, where it is discussed

that there is a five-hundred billion dollar unfunded liability in the state of California and its cutting into the general fund.

Mayor Delach expressed that the only reason the library is financially suffering is due to the state taking City funding and mismanaging their own funds and that it is not related to retirement funds.

Council Member Stapleton noted that at the previous Council meeting, with the exception of Mayor Delach who had recused herself from voting, all other Council members unanimously voted for this item and now does not know why Council Member Low has changed his vote. Council Member Stapleton stated that it is the responsible thing for Council to support this plan.

City Manager stated that essentially this proposal saves the City $1,000,000 right away and avoids the option of more cuts in the general fund which would include the library and other general fund related departments.

Mayor Delach explained that the hiring of a new City Manager was to take on the task of not only looking into short term solutions but long term solutions too.

Council Member Allen said that this issue had been discussed in closed session for several months and that plenty of opportunity was given for people to voice their disagreements on the issue and that did not happen with one individual. Council Member Allen also expressed that this was the best way for the City to be more efficient and that Council was being responsive and responsible.

On a motion by Council Member Allen and seconded by Council Member Stapleton, the City Council adopted **Urgency Ordinance No. 10-1981**, amending the contract between the City Council of the City of Covina and the Board of Administration of the California Public Employees' Retirement System (PERS). Motion carried by a vote of 4-1 with Council Member Low in opposition.

WATER UTILITY BILLING SERVICES CB 2

City Manager stated that this agreement involved the software portion of the City's utility billing system and that it fits in with the City's strategic plan in going paperless and providing online billing for the citizens.

Director of Public Works Steve Henley expressed that the finalized contract has been reviewed and approved to form by the City Attorney. He also stated that the new service is part of a two phased program. The first phase is to upgrade the current utility billing system and the second phase is to create an automatic meter reading system.

Council Member Stapleton stated his concern about cost being recovered regarding changing the old meters with new meters and also inquired about customers receiving City billing enclosures and information.

Director of Public Works advised that the recovered cost is in phase two of the program and that the cost will be capitalized over a 10 to 15 year period. He also stated that the capability to send enclosures to customers will still be available.

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council approved the Agreement between Global Water Management, LLC, and the City of Covina for Water Utility billing services. Motion carried by a vote of 5-0.

ORDINANCE NO. 10-1982
NB 1

Director of Public Works stated that this ordinance would amend the Municipal Code relating to the industrial waste section pertaining to fats, oils and greases (FOG) and expand the existing requirements of the commercial industrial manufacturing uses. This amendment would be in conjunction with the County of Los Angeles and other cities and counties in the area who are also responding to state mandates related to FOG by trying to clarify and specify more detail so that people can understand exactly what industrial waste is and what is covered by it and what is not.

Mayor Pro Tem King asked if this was a mandate by the State Water Quality Board or by another agency.

Director of Public Works explained that this was an executive order made by the State Water Resource Board. He also shared with the Council the importance of FOG by informing them of two current spills due to vandalism and the pumping costs of $50,000 to clean up such spills. Although these spills were not FOG issues, the Director of Public Works expressed the importance of FOG and is the main issue that causes lines to back up and when it does the clean up costs become very large.

Mayor Pro Tem King stated that this is an unfunded state mandate which does not come with a dollar attached to it to help offset the cost.

On a motion by Mayor Pro Tem King and seconded by Council Member Allen, the City Council introduced and waived further reading of **Ordinance No. 10-1982**, amending Title 13 of the Covina Municipal Code pertaining to sanitary sewers, industrial wastes and the control of fats, oils and greases in the sanitary sewer system. Motion carried by a vote of 5-0

ADJOURNMENT

At 8:31 p.m., Mayor Delach adjourned the City Council/Redevelopment Agency meeting in memory of the coal miners who lost their lives in West Virginia, to the next Regular meeting to be held on April 20, 2010 at 6:30 p.m. at the City Hall Council Chambers.

Respectfully Submitted,

Toni Taber
City Clerk/Agency Secretary

Approved this 20th day of April, 2010.

Peggy Delach, Mayor

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 2

STAFF SOURCE: Dilu De Alwis, Finance Director

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:
Approve Payment of Demands in the amount of: **$3,267,526.70**

BACKGROUND:
Attached list of warrants, demands, which are being presented for approval for February 2010 are summarized as follows:

DATE OF DEMANDS	DEMAND NUMBERS	AMOUNT
ACCOUNTS PAYABLE WARRANTS		
February 2, 2010	81826-81951	$223,728.74
February 3, 2010	81952-81975	$184,591.42
February 4, 2010	81976	$9,777.26
February 9, 2010	81977-82079	$878,903.12
February 16, 2010	82080-82221	$506,032.52
February 17, 2010	82222-82244	$191,202.78
February 23, 2010	82245-82349	$119,181.08
PAYROLL		
February 4, 2010 PAYROLL ADVANCE		$396,000.00
February 4, 2010		$175,113.13
February 18, 2010 PAYROLL ADVANCE		$408,000.00
February 18, 2010		$176,964.99
VOIDS		
February 10, 2010	79593	($81.67)
February 25, 2010	77995,78760,79136,80417 ,81330,81599,82285	($27,864.00)
WORKERS COMPENSATION		
February 1, 2010	19672-19688	$4,640.41
February 5, 2010	19689-19703	$10,399.29
February 12, 2010	19704-19726	$4,084.59
February 19, 2010	19727-19754	$6,853.04
	GRAND TOTAL:	**$3,267,526.70**

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

REVIEW TEAM ONLY

City Attorney: _____ Finance Director: _____

City Manager: _____ Other: _____

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00081826	V04342	ACE-1 AUTO SERVICE	02/02/10	240.35	MW	OH		
AP00081827	V06990	ADVANCED BATTERY SYSTEMS	02/02/10	419.63	MW	OH		
AP00081828	V06181	ADVANTAGE ARCHERY	02/02/10	171.50	MW	OH		
AP00081829	V05055	AGI ACADEMY	02/02/10	116.67	MW	OH		
AP00081830	V07158	AGUILAR, LOURDES	02/02/10	98.00	MW	OH		
AP00081831	V06110	AIR-BREE HEATING	02/02/10	350.32	MW	OH		
AP00081832	V06505	AIRGAS SAFETY INC	02/02/10	57.76	MW	OH		
AP00081833	V07014	ALAS, NINA	02/02/10	77.00	MW	OH		
AP00081834	V04434	ALL CITY MANAGEMENT SVC	02/02/10	5,004.00	MW	OH		
AP00081835	V07268	ALLANA-BUICK-BERS	02/02/10	10,341.75	MW	OH		
AP00081836	V00057	AMERICAN LIBRARY ASSOC	02/02/10	110.15	MW	OH		
AP00081837	V02224	AMERICAN WEST COAST SECURITY	02/02/10	25.00	MW	OH		
AP00081838	V07157	ANGELES, LEAH	02/02/10	138.83	MW	OH		
AP00081839	V06810	AUTOZONE INC.	02/02/10	403.74	MW	OH		
AP00081840	V01955	AZUSA PLUMBING & HEATNG SUPPL	02/02/10	195.51	MW	OH		
AP00081841	V00106	BERNAN ASSOCIATES	02/02/10	400.00	MW	OH		
AP00081842	V02591	BEST BEST & KRIEGER LLP	02/02/10	29,372.31	MW	OH		
AP00081843	V07139	BETHKE, BETTY JO	02/02/10	89.83	MW	OH		
AP00081844	V05582	BIOMETRICS4ALL INC	02/02/10	800.00	MW	OH		
AP00081845	V06600	BLODGETT BAYLOSIS ASSOC INC	02/02/10	4,250.00	MW	OH		
AP00081846	V06632	BRIGHT STARS ACADEMY	02/02/10	375.67	MW	OH		
AP00081847	V00127	BRODART CO	02/02/10	56.24	MW	OH		
AP00081848	V01129	CALBO	02/02/10	425.00	MW	OH		
AP00081849	V03358	CALIFORNIA CONTRACTORS	02/02/10	78.89	MW	OH		
AP00081850	V07274	CALIFORNIA WATER	02/02/10	2,060.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00081851	V07038	CALLANDRILLO JR., GEORGE	02/02/10	196.88	MW	OH		
AP00081852	V07156	CALLISON, JACQUELYN	02/02/10	81.67	MW	OH		
AP00081853	V03393	CALNENA	02/02/10	700.00	MW	OH		
AP00081854	V06471	CalPACS	02/02/10	275.00	MW	OH		
AP00081855	V01595	CANON BUS SOLUTIONS INC	02/02/10	197.43	MW	OH		Payee Name different in Check DB
AP00081856	V07155	CASTILLO, LOVRINA	02/02/10	140.00	MW	OH		
AP00081857	V00185	CDW GOVERNMENT INC	02/02/10	1,625.93	MW	OH		
AP00081858	V00186	CENTURY OFFICE PRODUCTS	02/02/10	26.27	MW	OH		
AP00081859	V00190	CHARTER OAK GYMNASTICS INC	02/02/10	431.55	MW	OH		
AP00081860	V05555	CINTAS CORP #693	02/02/10	109.87	MW	OH		
AP00081861	V07287	CITY OF COVINA-FSA	02/02/10	10,776.00	MW	OH		
AP00081862	V06757	COLE, PATRICIA	02/02/10	4,762.50	MW	OH		
AP00081863	V06072	COLLEY AUTO CARS INC.	02/02/10	137.34	MW	OH		
AP00081864	V00240	COMPUTER SERVICE COMPANY	02/02/10	2,220.43	MW	OH		
AP00081865	V05948	CORBIN, CLARA	02/02/10	1,422.17	MW	OH		
AP00081866	V00838	COVINA, CITY OF	02/02/10	233.99	MW	OH		Payee Name different in Check DB
AP00081867	V02665	CSK AUTO INC	02/02/10	34.54	MW	OH		Payee Name different in Check DB
AP00081868	V00283	DEMCO INC	02/02/10	437.89	MW	OH		
AP00081869	V00284	DESIGN A SIGN	02/02/10	23.05	MW	OH		Payee Name different in Check DB
AP00081870	V02927	DF POLYGRAPH	02/02/10	125.00	MW	OH		
AP00081871	V00175	EDISON CO	02/02/10	280.66	MW	OH		
AP00081872	V00307	EDS AUTO PARTS	02/02/10	36.97	MW	OH		
AP00081873	V00870	ESRI	02/02/10	972.87	MW	OH		
AP00081874	V06067	FACTORCO	02/02/10	44,550.00	MW	OH		Payee Name different in Check DB
AP00081875	V00176	FEDEX	02/02/10	20.07	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00081876	V00339	FOOTHILL PRESBYTERIAN HOSPITA	02/02/10	25.00	MW	OH		Payee Name different in Check DB
AP00081877	V06805	FUNSTERS SQUARE DANCE CLUB	02/02/10	56.00	MW	OH		
AP00081878	V00345	FUTURE AMERICA	02/02/10	121.33	MW	OH		
AP00081879	V00350	GAS COMPANY, THE	02/02/10	837.50	MW	OH		Payee Name different in Check DB
AP00081880	V00354	GAYLORD BROS INC	02/02/10	115.40	MW	OH		
AP00081881	V00719	GE GOVERNMENT FINANCE INC	02/02/10	9,316.01	MW	OH		Payee Name different in Check DB
AP00081882	V06554	GIAMMARCO, ANTHONY	02/02/10	374.50	MW	OH		
AP00081883	V07286	HERITAGE MICROFILM	02/02/10	600.00	MW	OH		
AP00081884	V07295	HOLIDAY INN EXPRESS	02/02/10	181.44	MW	OH		
AP00081885	V00006	HOME DEPOT	02/02/10	2,322.31	MW	OH		
AP00081886	V00233	HYDRO CONNECTIONS	02/02/10	138.36	MW	OH		Payee Name different in Check DB
AP00081887	V05607	INGERSOLL, SCOTT	02/02/10	263.67	MW	OH		
AP00081888	V06816	INTER-CON SECURITY SYSTEMS IN	02/02/10	4,997.85	MW	OH		
AP00081889	V06049	JAIME, SANDRA	02/02/10	139.88	MW	OH		
AP00081890	V07173	JOHN L. HUNTER	02/02/10	285.00	MW	OH		
AP00081891	V02427	JOHNSON'S NUMBERING SERVICE	02/02/10	20.00	MW	OH		
AP00081892	V07083	KANDID GRAPHICS	02/02/10	1,602.35	MW	OH		
AP00081893	V00451	KELLY PAPER CO	02/02/10	265.41	MW	OH		
AP00081894	V00458	KEYSTONE UNIFORM DEPOT	02/02/10	724.48	MW	OH		Payee Name different in Check DB
AP00081895	V07020	KIMBALL MIDWEST	02/02/10	156.24	MW	OH		
AP00081896	V02741	KYLE, PATRICIA	02/02/10	455.00	MW	OH		
AP00081897	V07231	LA WORKS	02/02/10	4,749.00	MW	OH		
AP00081898	V02760	LA WORKS	02/02/10	5,189.73	MW	OH		
AP00081899	V01263	LACPCA	02/02/10	550.00	MW	OH		
AP00081900	V05585	LAM, LY CHOU	02/02/10	280.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00081901	V00492	LAWSON PRODUCTS INC	02/02/10	385.50	MW	OH		
AP00081902	V05366	LEAGUE OF CALIF CITIES	02/02/10	75.00	MW	OH		
AP00081903	V03544	LEVEL 3 COMMUNICATIONS LLC	02/02/10	1,316.01	MW	OH		Payee Name different in Check DB
AP00081904	V00496	LEWIS ENGRAVING INC	02/02/10	8.78	MW	OH		
AP00081905	V00497	LEWIS SAW AND LAWNMOWER	02/02/10	547.93	MW	OH		Payee Name different in Check DB
AP00081906	V00499	LIBRARY STORE	02/02/10	126.33	MW	OH		
AP00081907	V00501	LIEBERT CASSIDY WHITMORE	02/02/10	3,110.45	MW	OH		Payee Name different in Check DB
AP00081908	V00214	LIGHTNING OIL COMPANY INC	02/02/10	1,385.00	MW	OH		Payee Name different in Check DB
AP00081909	V01240	MISSION LINEN SUPPLY	02/02/10	95.35	MW	OH		
AP00081910	V01160	MITCHELL REPAIR	02/02/10	65.00	MW	OH		
AP00081911	V07131	MUNICIPAL BUDGET AND	02/02/10	6,153.85	MW	OH		
AP00081912	V00571	MYERS TIRE SUPPLY	02/02/10	52.45	MW	OH		
AP00081913	V07285	NAVARRO, JULIO	02/02/10	190.00	MW	OH		
AP00081914	V06687	NEWPORT FARMS INC	02/02/10	391.83	MW	OH		
AP00081915	V01136	OFFICE DEPOT	02/02/10	90.35	MW	OH		
AP00081916	V00797	OFFICE DEPOT	02/02/10	113.65	MW	OH		Payee Name different in Check DB
AP00081917	V07018	PARADA, MIGUEL	02/02/10	455.00	MW	OH		
AP00081918	V04971	PARS	02/02/10	357.05	MW	OH		
AP00081919	V06256	PETERSON, PAULINE	02/02/10	76.50	MW	OH		
AP00081920	V07288	QUALITY IMAGING SUPPLIES INC.	02/02/10	908.96	MW	OH		
AP00081921	V05299	RAMOS, VERONICA	02/02/10	303.60	MW	OH		
AP00081922	V06114	REPUBLIC MASTER CHEFS	02/02/10	119.98	MW	OH		
AP00081923	V07291	ROMERO, SUSAN	02/02/10	76.00	MW	OH		
AP00081924	V07301	SAN DIEGO ASSOCIATION OF	02/02/10	200.00	MW	OH		
AP00081925	V04455	SAN DIEGO MARRIOTT HOTEL	02/02/10	1,059.62	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00081926	V00880	SERESINGHE, AJITH	02/02/10	800.00	MW	OH		Payee Name different in Check DB
AP00081927	V00718	SHOWCASES	02/02/10	163.30	MW	OH		
AP00081928	V02757	SIGNAL HILL, CITY OF	02/02/10	5,000.00	MW	OH		
AP00081929	V03713	SIMPLEX GRINNELL LP	02/02/10	1,092.32	MW	OH		Payee Name different in Check DB
AP00081930	V00727	SMART AND FINAL IRIS CORP	02/02/10	160.71	MW	OH		
AP00081931	V01301	SMITH, STEVEN	02/02/10	23.50	MW	OH		
AP00081932	V01553	SOUTHERN CA GAS CO	02/02/10	575.00	MW	OH		Payee Name different in Check DB
AP00081933	V06163	SOUTHLAND TRANSIT	02/02/10	21,131.52	MW	OH		
AP00081934	V00007	STAPLES INC	02/02/10	184.09	MW	OH		
AP00081935	V06661	STEVENSON, ROY	02/02/10	298.90	MW	OH		
AP00081936	V04501	THOMAS, TERRI	02/02/10	477.75	MW	OH		
AP00081937	V05776	TOSHIBA BUSINESS SOLUTIONS	02/02/10	579.78	MW	OH		
AP00081938	V07019	TRUJILLO WORDEN-MEACHAM,	02/02/10	81.67	MW	OH		
AP00081939	V02035	TURNER, LEANNE	02/02/10	53.55	MW	OH		
AP00081940	V03858	UPS	02/02/10	16.20	MW	OH		
AP00081941	V00229	US POSTMASTER	02/02/10	1,267.68	MW	OH		
AP00081942	V00177	VERIZON CALIFORNIA	02/02/10	515.03	MW	OH		Payee Name different in Check DB
AP00081943	V01081	VERIZON INTERNET SOLUTIONS	02/02/10	739.90	MW	OH		Payee Name different in Check DB
AP00081944	V02338	VIDEO STORE SHOPPER, THE	02/02/10	38.84	MW	OH		
AP00081945	V00158	VULCAN MATERIALS COMPANY	02/02/10	150.58	MW	OH		Payee Name different in Check DB
AP00081946	V02025	WARD, SHERYL	02/02/10	76.50	MW	OH		
AP00081947	V01119	WARREN DISTRIBUTING INC	02/02/10	679.51	MW	OH		Payee Name different in Check DB
AP00081948	V01202	WASILCHIN, LOUISE MARY	02/02/10	35.00	MW	OH		Payee Name different in Check DB
AP00081949	V00812	WEST COAST ARBORISTS INC	02/02/10	2,537.70	MW	OH		
AP00081950	V00821	WILLDAN	02/02/10	9,117.50	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00081951	V00432	YWCA INTERVALE SENIOR SERVICE	02/02/10	1,025.33	MW	OH		Payee Name different in Check DB

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	223,728.74	Number of Checks Processed:	126
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	223,728.74		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00081952	V06191	AFLAC ACCT# YQ792	02/03/10	3,507.10	MW	OH		Payee Name different in Check DB
AP00081953	V07259	AFLAC ACCT# YQ792	02/03/10	38.00	MW	OH		
AP00081954	V01695	AFSCME	02/03/10	900.00	MW	OH		
AP00081955	V01681	CALIFORNIA PUBLIC EMPLOYEES'	02/03/10	52,302.04	MW	OH		Payee Name different in Check DB
AP00081956	V07287	CITY OF COVINA-FSA	02/03/10	2,129.00	MW	OH		
AP00081957	V01686	COVINA POLICE ASSOCIATION	02/03/10	2,025.00	MW	OH		
AP00081958	V02095	COVINA POLICE ASSOCIATION	02/03/10	1,020.00	MW	OH		
AP00081959	CRA	COVINA REDEVELOPMENT AGENCY	02/03/10	1,000.00	MW	OH		
AP00081960	V01697	COVINA, CITY OF	02/03/10	6,476.44	MW	OH		
AP00081961	V02879	COVINA, CITY OF	02/03/10	39.80	MW	OH		
AP00081962	V05506	COVINA, CITY OF	02/03/10	45,488.33	MW	OH		
AP00081963	V06385	CSAC-EIA	02/03/10	4,644.43	MW	OH		
AP00081964	V06386	CSAC-EIA	02/03/10	1,229.23	MW	OH		
AP00081965	V05186	DELTA DENTAL OF CALIFORNIA	02/03/10	5,658.82	MW	OH		
AP00081966	V01692	GREAT WEST LIFE & ANNUITY	02/03/10	3,671.51	MW	OH		
AP00081967	V01694	HARTFORD LIFE INS	02/03/10	9.68	MW	OH		Payee Name different in Check DB
AP00081968	V01691	ICMA RETIREMENT TRUST-457	02/03/10	6,423.32	MW	OH		
AP00081969	V07302	ICMA RETIREMENT TRUST-401	02/03/10	680.45	MW	OH		
AP00081970	V01690	NATIONAL DEFERRED COMPENSATIO	02/03/10	4,502.50	MW	OH		Payee Name different in Check DB
AP00081971	V01693	PERS LONG TERM CARE PROGRAM	02/03/10	390.99	MW	OH		
AP00081972	V01687	PERS	02/03/10	39,787.88	MW	OH		
AP00081973	V04828	UNION BANK OF CALIFORNIA	02/03/10	2,040.60	MW	OH		
AP00081974	V01696	UNITED WAY OF GREATER LA	02/03/10	57.91	MW	OH		Payee Name different in Check DB
AP00081975	V06785	VISION SERVICE PLAN (CA)	02/03/10	568.39	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
		G R A N D T O T A L S:						
		Total Void Machine Written		0.00	Number of Checks Processed:		0	
		Total Void Hand Written		0.00	Number of Checks Processed:		0	
		Total Machine Written		184,591.42	Number of Checks Processed:		24	
		Total Hand Written		0.00	Number of Checks Processed:		0	
		Total Reversals		0.00	Number of Checks Processed:		0	
		Total Cancelled Checks		0.00	Number of Checks Processed:		0	
		Total EFTs		0.00	Number of EFTs Processed:		0	
		G R A N D T O T A L		184,591.42				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00081976	V07310	MARGIE MARTINEZ	02/04/10	9,777.26	MW	OH		

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	9,777.26	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	9,777.26		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00081977	V00022	ABORTA BUG INC	02/09/10	75.00	MW	OH		
AP00081978	V04342	ACE-1 AUTO SERVICE	02/09/10	45.00	MW	OH		
AP00081979	V06990	ADVANCED BATTERY SYSTEMS	02/09/10	408.16	MW	OH		
AP00081980	V07296	AGUILAR,JAVIER	02/09/10	3.00	MW	OH		
AP00081981	V00043	AJAX SIGN GRAPHICS INC	02/09/10	241.45	MW	OH		
AP00081982	V00046	ALBERTSONS GROCERY WAREHOUSE	02/09/10	30.38	MW	OH		
AP00081983	V07312	ANURA K. T. DESILVA	02/09/10	1,600.00	MW	OH		
AP00081984	V00088	AZUSA, CITY OF	02/09/10	614.30	MW	OH		Payee Name different in Check DB
AP00081985	V00090	BAKER AND TAYLOR INC	02/09/10	2,243.25	MW	OH		
AP00081986	V07111	BANK OF SACRAMENTO	02/09/10	1,297.52	MW	OH		
AP00081987	V05589	BELL BUILDING MAINTENANCE CO	02/09/10	5,625.00	MW	OH		
AP00081988	V01431	BEN CLARK TRAINING CTR	02/09/10	417.00	MW	OH		
AP00081989	V00096	BOB BARKER CO INC	02/09/10	295.28	MW	OH		Payee Name different in Check DB
AP00081990	V00254	BRUNSWICK COVINA BOWL	02/09/10	245.00	MW	OH		Payee Name different in Check DB
AP00081991	V00139	CALIBER POOL AND SPA SVC	02/09/10	1,480.00	MW	OH		
AP00081992	V03431	CASTRUITA, MICHAEL	02/09/10	24.00	MW	OH		
AP00081993	V05302	CELAYA, VERA FLORES	02/09/10	77.00	MW	OH		Payee Name different in Check DB
AP00081994	V00186	CENTURY OFFICE PRODUCTS	02/09/10	486.02	MW	OH		
AP00081995	V02958	CERTIFIED UNDERCAR PARTS	02/09/10	444.87	MW	OH		
AP00081996	V00190	CHARTER OAK GYMNASTICS INC	02/09/10	992.25	MW	OH		
AP00081997	V00198	CHRISTIAN, JOHN A	02/09/10	250.00	MW	OH		Payee Name different in Check DB
AP00081998	V05555	CINTAS CORP #693	02/09/10	109.87	MW	OH		
AP00081999	V02971	CJ CONSTRUCTION INC	02/09/10	3,800.00	MW	OH		
AP00082000	V02674	CLEARS	02/09/10	100.00	MW	OH		
AP00082001	V06072	COLLEY AUTO CARS INC.	02/09/10	24.91	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082002	V04222	CONOCO PHILLIPS FLEET	02/09/10	129.35	MW	OH		
AP00082003	V02444	CONTEMPORARY INFO CORP	02/09/10	12.00	MW	OH		
AP00082004	V06801	COUNTY OF LOS ANGELES	02/09/10	480.00	MW	OH		
AP00082005	V01089	COVINA COLLISION REPAIR	02/09/10	2,103.90	MW	OH		
AP00082006	V00234	COVINA IRRIGATING CO	02/09/10	113,551.70	MW	OH		
AP00082007	V00837	COVINA WATER & REFUSE, CITY O	02/09/10	1,473.44	MW	OH		Payee Name different in Check DB
AP00082008	V06172	CPPA CONFERENCE	02/09/10	125.00	MW	OH		
AP00082009	V07303	CRANE, KYLE	02/09/10	431.60	MW	OH		
AP00082010	V06983	CROSNO CONSTRUCTION INC	02/09/10	11,677.68	MW	OH		
AP00082011	V00175	EDISON CO	02/09/10	29,155.67	MW	OH		
AP00082012	V00307	EDS AUTO PARTS	02/09/10	65.73	MW	OH		
AP00082013	V07299	EXECUTIVE GLASS TINTING INC.	02/09/10	485.00	MW	OH		
AP00082014	V06453	FAMILY AUTO CARE	02/09/10	961.02	MW	OH		
AP00082015	V00176	FEDEX	02/09/10	7.83	MW	OH		
AP00082016	V00339	FOOTHILL PRESBYTERIAN HOSPITA	02/09/10	43.32	MW	OH		Payee Name different in Check DB
AP00082017	V02985	FRANCO, STACY	02/09/10	24.00	MW	OH		
AP00082018	V00730	GOLDEN STATE WATER COMPANY	02/09/10	181.48	MW	OH		Payee Name different in Check DB
AP00082019	V00375	GRAND PRINTING	02/09/10	2,826.73	MW	OH		
AP00082020	V00387	HACH CO	02/09/10	310.70	MW	OH		
AP00082021	V00006	HOME DEPOT	02/09/10	494.52	MW	OH		
AP00082022	V00417	HUNTINGTON COURT REPORTERS	02/09/10	696.54	MW	OH		Payee Name different in Check DB
AP00082023	V00822	HW WILSON COMPANY	02/09/10	301.84	MW	OH		Payee Name different in Check DB
AP00082024	V07306	ICC ORANGE EMPIRE CHAPTER	02/09/10	80.00	MW	OH		
AP00082025	V00425	INGRAM DIST GROUP	02/09/10	617.26	MW	OH		
AP00082026	V03561	INTERSTATE BATTERY SYSTEM	02/09/10	153.17	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082027	V00777	J.G. TUCKER AND SON	02/09/10	283.43	MW	OH		Payee Name different in Check DB
AP00082028	V02427	JOHNSON'S NUMBERING SERVICE	02/09/10	15.00	MW	OH		
AP00082029	V00451	KELLY PAPER CO	02/09/10	240.87	MW	OH		
AP00082030	V00458	KEYSTONE UNIFORM DEPOT	02/09/10	156.72	MW	OH		Payee Name different in Check DB
AP00082031	V00182	KMART STORE 4281	02/09/10	118.46	MW	OH		
AP00082032	V00478	LA CNTY FIRE DEPARTMENT	02/09/10	643,573.00	MW	OH		Payee Name different in Check DB
AP00082033	V00479	LA CNTY MTA	02/09/10	336.00	MW	OH		Payee Name different in Check DB
AP00082034	V07231	LA WORKS	02/09/10	3,564.00	MW	OH		
AP00082035	V07017	LARSEN, MICHAEL	02/09/10	71.17	MW	OH		
AP00082036	V05366	LEAGUE OF CALIF CITIES	02/09/10	35.00	MW	OH		
AP00082037	V00496	LEWIS ENGRAVING INC	02/09/10	80.12	MW	OH		
AP00082038	V04792	MALINOSKI, JOHN	02/09/10	540.60	MW	OH		
AP00082039	V06604	MCLEAN, JOHN	02/09/10	431.60	MW	OH		
AP00082040	V07311	MEDIEVAL TIMES USA INC	02/09/10	939.02	MW	OH		
AP00082041	V07292	MICHAEL RODRIGUEZ	02/09/10	5.00	MW	OH		
AP00082042	V07293	MIREYA MANSIR	02/09/10	18.00	MW	OH		
AP00082043	V01240	MISSION LINEN SUPPLY	02/09/10	204.65	MW	OH		
AP00082044	V07131	MUNICIPAL BUDGET AND	02/09/10	864.21	MW	OH		
AP00082045	V05891	NATIONAL BUSINESS FURNITURE	02/09/10	888.98	MW	OH		
AP00082046	V01487	NATL LEARNING CORP	02/09/10	116.42	MW	OH		Payee Name different in Check DB
AP00082047	V06687	NEWPORT FARMS INC	02/09/10	350.01	MW	OH		
AP00082048	V07163	NOTTI, PAMELA SUE	02/09/10	196.00	MW	OH		
AP00082049	V07300	OBANOR,UWAIFO	02/09/10	20.00	MW	OH		
AP00082050	V01136	OFFICE DEPOT	02/09/10	98.74	MW	OH		
AP00082051	V00895	ORANGE COUNTY SHERIFFS DEPT	02/09/10	150.00	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082052	V03042	PALMINTERI, FRANK	02/09/10	600.00	MW	OH		
AP00082053	V04062	PAULL, MARVIN J	02/09/10	14,485.00	MW	OH		Payee Name different in Check DB
AP00082054	V06279	PERS PUBLIC AGENCY COALITION	02/09/10	500.00	MW	OH		
AP00082055	V00638	POWELL CAMERA SHOP	02/09/10	1,874.29	MW	OH		
AP00082056	V07297	R.J.N. INVESTIGATIONS	02/09/10	4,358.73	MW	OH		
AP00082057	V07290	RAMOS, JOE A.	02/09/10	1,433.50	MW	OH		
AP00082058	V06114	REPUBLIC MASTER CHEFS	02/09/10	131.22	MW	OH		
AP00082059	V07304	REYES, RAYMOND	02/09/10	431.60	MW	OH		
AP00082060	V00676	REYNOLDS BUICK INC	02/09/10	39.83	MW	OH		Payee Name different in Check DB
AP00082061	V04066	SECURITAS SECURITY SERVICES	02/09/10	3,433.40	MW	OH		
AP00082062	V00727	SMART AND FINAL IRIS CORP	02/09/10	249.11	MW	OH		
AP00082063	V06071	STAPLES BUSINESS ADVANTAGE	02/09/10	255.72	MW	OH		
AP00082064	V00007	STAPLES INC	02/09/10	284.74	MW	OH		
AP00082065	V05559	STEVEY, LYNLEE	02/09/10	103.32	MW	OH		
AP00082066	V07307	TELECOM NETWORKING SYSTEMS IN	02/09/10	135.00	MW	OH		
AP00082067	V07008	TIME WARNER CABLE	02/09/10	146.23	MW	OH		
AP00082068	V05776	TOSHIBA BUSINESS SOLUTIONS	02/09/10	213.96	MW	OH		
AP00082069	V06970	TPR TRAFFIC SOLUTIONS	02/09/10	1,299.17	MW	OH		
AP00082070	V00772	TRI-XECUTEX CORP	02/09/10	80.00	MW	OH		Payee Name different in Check DB
AP00082071	V05054	TRIFYTT SPORTS	02/09/10	650.67	MW	OH		
AP00082072	V00230	UNDERGROUND SERVICE ALERT	02/09/10	61.50	MW	OH		
AP00082073	V03858	UPS	02/09/10	10.84	MW	OH		
AP00082074	V00229	US POSTMASTER	02/09/10	2,413.22	MW	OH		
AP00082075	V03305	V & V MANUFACTURING	02/09/10	35.97	MW	OH		
AP00082076	V01618	WALCZAK, RIC	02/09/10	8.00	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082077	V01119	WARREN DISTRIBUTING INC	02/09/10	344.51	MW	OH		Payee Name different in Check DB
AP00082078	V06524	WILLDAN FINANCIAL SERVICES	02/09/10	4,690.00	MW	OH		
AP00082079	V00829	XEROX CORPORATION	02/09/10	17.85	MW	OH		

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	878,903.12	Number of Checks Processed:	103
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	878,903.12		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082080	V02579	A-THRONE	02/16/10	100.00	MW	OH		
AP00082081	V00019	AARDVARK TACTICAL INC	02/16/10	638.30	MW	OH		
AP00082082	V06428	ADVANCED	02/16/10	3,328.75	MW	OH		
AP00082083	V06110	AIR-BREE HEATING	02/16/10	589.13	MW	OH		
AP00082084	V00040	AIRGAS-WEST	02/16/10	223.80	MW	OH		Payee Name different in Check DB
AP00082085	V07309	AKROUSH, LINDA	02/16/10	255.62	MW	OH		
AP00082086	V00809	ALBERT WEBB AND ASSOC	02/16/10	357.00	MW	OH		Payee Name different in Check DB
AP00082087	V07318	ALBUS KEEFE & ASSOCIATES INC	02/16/10	15.00	MW	OH		
AP00082088	V03229	ALL AMERICAN ASPHALT	02/16/10	112,621.50	MW	OH		
AP00082089	V04434	ALL CITY MANAGEMENT SVC	02/16/10	4,503.60	MW	OH		
AP00082090	V07268	ALLANA-BUICK-BERS	02/16/10	5,130.92	MW	OH		
AP00082091	V02924	AMIO, RUSSELL	02/16/10	103.32	MW	OH		
AP00082092	V01750	AN-WIL BAG CO	02/16/10	526.80	MW	OH		Payee Name different in Check DB
AP00082093	V01660	AT&T	02/16/10	357.67	MW	OH		
AP00082094	V01660	AT&T	02/16/10	74.28	MW	OH		
AP00082095	V04608	AUTOMOTIVE TRAINING GROUP INC	02/16/10	597.00	MW	OH		Payee Name different in Check DB
AP00082096	V06196	AVILA, BRANDON	02/16/10	139.80	MW	OH		
AP00082097	V00090	BAKER AND TAYLOR INC	02/16/10	1,457.82	MW	OH		
AP00082098	V07315	BANE, KELLEY	02/16/10	13.00	MW	OH		
AP00082099	V05637	BANK OF THE WEST	02/16/10	3,354.98	MW	OH		
AP00082100	V03176	BENLO CO	02/16/10	109.70	MW	OH		
AP00082101	V07139	BETHKE, BETTY JO	02/16/10	81.67	MW	OH		
AP00082102	V01947	BI-TECH SOFTWARE NATL USER GR	02/16/10	200.00	MW	OH		Payee Name different in Check DB
AP00082103	V00114	BLAKE PAPER CO	02/16/10	149.61	MW	OH		Payee Name different in Check DB
AP00082104	V00750	BLUE DIAMOND MATERIALS	02/16/10	523.51	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082105	V05481	BRASS STARR PRODUCTIONS	02/16/10	3,250.00	MW	OH		
AP00082106	V06683	BUILDING ELECTRONIC CONTROLS	02/16/10	75.00	MW	OH		
AP00082107	V00151	CALIF, STATE OF	02/16/10	384.00	MW	OH		
AP00082108	V03483	CASQA	02/16/10	1,275.00	MW	OH		
AP00082109	V00134	CAT SPECIALTIES INC	02/16/10	1,178.99	MW	OH		
AP00082110	V00186	CENTURY OFFICE PRODUCTS	02/16/10	164.96	MW	OH		
AP00082111	V04535	CERTIFION CORP	02/16/10	75.00	MW	OH		
AP00082112	V00193	CHEVRON PRODUCTS COMPANY	02/16/10	562.00	MW	OH		
AP00082113	V07314	CINTRON, GLORIA	02/16/10	13.95	MW	OH		
AP00082114	V00962	CITRUS CAR WASH	02/16/10	83.30	MW	OH		
AP00082115	V04454	CITRUS VALLEY FLORIST	02/16/10	157.19	MW	OH		
AP00082116	V01554	CITYGATE ASSOCIATES LLC	02/16/10	5,749.50	MW	OH		Payee Name different in Check DB
AP00082117	V05811	CODE PUBLISHING COMPANY	02/16/10	350.00	MW	OH		
AP00082118	V06072	COLLEY AUTO CARS INC.	02/16/10	12.76	MW	OH		
AP00082119	V06119	COMMUNITY ACTION EAP	02/16/10	350.00	MW	OH		
AP00082120	V00248	COUNSELING TEAM, THE	02/16/10	1,080.00	MW	OH		Payee Name different in Check DB
AP00082121	V00256	COVINA DISPOSAL CO	02/16/10	173,226.95	MW	OH		
AP00082122	V00260	COVINA OFFICE EQUIPT	02/16/10	51.00	MW	OH		Payee Name different in Check DB
AP00082123	V00262	COVINA RENTS	02/16/10	77.00	MW	OH		
AP00082124	V06179	COVINA VALLEY HISTORICAL SOC	02/16/10	20.00	MW	OH		
AP00082125	V05128	COVINA WELDING & SHEET METAL	02/16/10	109.75	MW	OH		
AP00082126	V00838	COVINA, CITY OF	02/16/10	202.30	MW	OH		Payee Name different in Check DB
AP00082127	V04027	CRAFCO INC	02/16/10	1,141.88	MW	OH		Payee Name different in Check DB
AP00082128	V02327	D3 EQUIPMENT	02/16/10	360.08	MW	OH		
AP00082129	V06152	DEB'S BOOKKEEPLUS	02/16/10	5,775.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082130	V00282	DELL MARKETING L.P.	02/16/10	2,021.91	MW	OH		Payee Name different in Check DB
AP00082131	V00283	DEMCO INC	02/16/10	178.38	MW	OH		
AP00082132	V07202	DIANE ALBA	02/16/10	18.00	MW	OH		
AP00082133	V07323	DOUBLETREE SAN JOSE	02/16/10	169.00	MW	OH		
AP00082134	V00175	EDISON CO	02/16/10	42,444.15	MW	OH		
AP00082135	V06067	FACTORCO	02/16/10	23,926.00	MW	OH		Payee Name different in Check DB
AP00082136	V01299	FOSTER, DAVE	02/16/10	24.00	MW	OH		
AP00082137	V07319	FRIDAY FORUMS	02/16/10	55.00	MW	OH		
AP00082138	V06433	GALE CENGAGE LEARNING	02/16/10	11,741.00	MW	OH		
AP00082139	V00350	GAS COMPANY, THE	02/16/10	1,976.52	MW	OH		Payee Name different in Check DB
AP00082140	V07322	GENERAL DYNAMICS	02/16/10	1,185.00	MW	OH		
AP00082141	V02471	GOLDEN STATE OVERNIGHT	02/16/10	9.01	MW	OH		
AP00082142	V00374	GRAINGER	02/16/10	431.53	MW	OH		Payee Name different in Check DB
AP00082143	V03659	HAEBE, CYNTHIA	02/16/10	5,665.00	MW	OH		
AP00082144	V04588	HILTON GARDEN INN	02/16/10	1,319.00	MW	OH		
AP00082145	V07294	HOLLIDAY ROCK CO INC	02/16/10	586.34	MW	OH		
AP00082146	V00006	HOME DEPOT	02/16/10	2,143.82	MW	OH		
AP00082147	V00414	HOSE MAN INC, THE	02/16/10	14.21	MW	OH		Payee Name different in Check DB
AP00082148	V00233	HYDRO CONNECTIONS	02/16/10	75.13	MW	OH		Payee Name different in Check DB
AP00082149	V01343	ICMC	02/16/10	25.00	MW	OH		
AP00082150	V00425	INGRAM DIST GROUP	02/16/10	403.94	MW	OH		
AP00082151	V01771	INT'L TRAINING RESOURCES	02/16/10	1,150.00	MW	OH		Payee Name different in Check DB
AP00082152	V06816	INTER-CON SECURITY SYSTEMS IN	02/16/10	4,997.85	MW	OH		
AP00082153	V01291	IPMA-HR	02/16/10	145.00	MW	OH		Payee Name different in Check DB
AP00082154	V00777	J.G. TUCKER AND SON	02/16/10	525.16	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082155	V00985	JIRAH PRINTING	02/16/10	3,031.51	MW	OH		
AP00082156	V00441	JW LOCK CO INC	02/16/10	48.24	MW	OH		
AP00082157	V07083	KANDID GRAPHICS	02/16/10	707.89	MW	OH		
AP00082158	V00463	KING BOLT CO	02/16/10	54.20	MW	OH		
AP00082159	V00480	LA CNTY PUBLIC WORKS DEPT	02/16/10	2,548.91	MW	OH		Payee Name different in Check DB
AP00082160	V02992	LEARNING FOR LIFE	02/16/10	310.00	MW	OH		
AP00082161	V03544	LEVEL 3 COMMUNICATIONS LLC	02/16/10	1,316.01	MW	OH		Payee Name different in Check DB
AP00082162	V00496	LEWIS ENGRAVING INC	02/16/10	147.61	MW	OH		
AP00082163	V00501	LIEBERT CASSIDY WHITMORE	02/16/10	102.00	MW	OH		Payee Name different in Check DB
AP00082164	V00503	LIGHTHOUSE INC, THE	02/16/10	178.41	MW	OH		Payee Name different in Check DB
AP00082165	V06829	LOW, BOB	02/16/10	52.56	MW	OH		
AP00082166	V05351	LY, NGUYEN	02/16/10	120.25	MW	OH		Payee Name different in Check DB
AP00082167	V02554	MARQUEZ, LUPE	02/16/10	93.44	MW	OH		Payee Name different in Check DB
AP00082168	V06660	MCCLURE, LINDA	02/16/10	23.50	MW	OH		
AP00082169	V05453	MCCORD, MAURY	02/16/10	57.30	MW	OH		
AP00082170	V00539	MCMASTER CARR SUPPLY CO	02/16/10	41.05	MW	OH		
AP00082171	V01210	MERCURY FENCE CO INC	02/16/10	275.00	MW	OH		Payee Name different in Check DB
AP00082172	V00542	MEREDITH ELECTRIC	02/16/10	545.00	MW	OH		
AP00082173	V06782	METRON FARNIER LLC	02/16/10	6,058.74	MW	OH		
AP00082174	V01240	MISSION LINEN SUPPLY	02/16/10	305.77	MW	OH		
AP00082175	V01160	MITCHELL REPAIR	02/16/10	65.00	MW	OH		
AP00082176	V06255	MONJARAS & WISMEYER GROUP	02/16/10	387.50	MW	OH		
AP00082177	V07131	MUNICIPAL BUDGET AND	02/16/10	6,153.85	MW	OH		
AP00082178	V01657	MUNICIPAL MGMT ASSOC OF SOCAL	02/16/10	65.00	MW	OH		Payee Name different in Check DB
AP00082179	V01136	OFFICE DEPOT	02/16/10	358.44	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082180	V00797	OFFICE DEPOT	02/16/10	215.55	MW	OH		Payee Name different in Check DB
AP00082181	V00895	ORANGE COUNTY SHERIFFS DEPT	02/16/10	50.00	MW	OH		Payee Name different in Check DB
AP00082182	V04971	PARS	02/16/10	366.04	MW	OH		
AP00082183	V01687	PERS	02/16/10	400.00	MW	OH		
AP00082184	V04276	POLLARD SWAIN INC	02/16/10	2,178.28	MW	OH		
AP00082185	V05687	PROFORCE LAW ENFORCEMENT	02/16/10	361.63	MW	OH		
AP00082186	V07288	QUALITY IMAGING SUPPLIES INC.	02/16/10	7,150.38	MW	OH		
AP00082187	V03767	QUILL	02/16/10	367.09	MW	OH		
AP00082188	V03295	RANDALL, KYLE	02/16/10	157.50	MW	OH		
AP00082189	V02043	REGAN, DAN	02/16/10	62.50	MW	OH		
AP00082190	V06114	REPUBLIC MASTER CHEFS	02/16/10	120.29	MW	OH		
AP00082191	V01740	ROBISON, MIKE	02/16/10	138.50	MW	OH		Payee Name different in Check DB
AP00082192	V07317	RODRIGUEZ, ERIC	02/16/10	5.95	MW	OH		
AP00082193	V04895	SAN GABRIEL VALLEY TRIBUNE	02/16/10	65.00	MW	OH		
AP00082194	V07316	SANTANA, GABRIEL	02/16/10	12.96	MW	OH		
AP00082195	V04432	SGVLEEA	02/16/10	150.00	MW	OH		
AP00082196	V03713	SIMPLEX GRINNELL LP	02/16/10	164.80	MW	OH		Payee Name different in Check DB
AP00082197	V00727	SMART AND FINAL IRIS CORP	02/16/10	158.39	MW	OH		
AP00082198	V00734	SOUTHEAST CONSTRUCTION INC	02/16/10	106.02	MW	OH		
AP00082199	V00007	STAPLES INC	02/16/10	1,050.65	MW	OH		
AP00082200	V00754	SUPERB GRAPHICS INC	02/16/10	1,135.91	MW	OH		
AP00082201	V07305	SURFACE PREP SUPER STORE	02/16/10	1,563.87	MW	OH		
AP00082202	V00757	TAG AMS INC	02/16/10	125.00	MW	OH		
AP00082203	V00346	THOMSON GALE	02/16/10	78.52	MW	OH		Payee Name different in Check DB
AP00082204	V05229	THYSSENKRUPP ELEVATOR	02/16/10	1,242.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082205	V05776	TOSHIBA BUSINESS SOLUTIONS	02/16/10	53.11	MW	OH		
AP00082206	V00772	TRI-XECUTEX CORP	02/16/10	80.00	MW	OH		Payee Name different in Check DB
AP00082207	V00776	TRUGREEN LANDSCAPE	02/16/10	8,147.21	MW	OH		
AP00082208	V00229	US POSTMASTER	02/16/10	1,291.68	MW	OH		
AP00082209	V00177	VERIZON CALIFORNIA	02/16/10	1,297.23	MW	OH		Payee Name different in Check DB
AP00082210	V02304	VICTORY EXTERMINATING INC	02/16/10	50.00	MW	OH		
AP00082211	V00158	VULCAN MATERIALS COMPANY	02/16/10	1,052.36	MW	OH		Payee Name different in Check DB
AP00082212	V04678	WALCZAK, MARY LOU	02/16/10	40.78	MW	OH		
AP00082213	V01618	WALCZAK, RIC	02/16/10	127.50	MW	OH		Payee Name different in Check DB
AP00082214	V01119	WARREN DISTRIBUTING INC	02/16/10	300.97	MW	OH		Payee Name different in Check DB
AP00082215	V06602	WELLDYNERX	02/16/10	285.58	MW	OH		
AP00082216	V04643	WELLS FARGO FINANCIAL LEASING	02/16/10	1,224.48	MW	OH		
AP00082217	V00812	WEST COAST ARBORISTS INC	02/16/10	15,975.00	MW	OH		
AP00082218	V00815	WEST LITE SUPPLY CO INC	02/16/10	124.74	MW	OH		
AP00082219	V00232	WESTERN WATER WORKS SUPPLY	02/16/10	2,900.12	MW	OH		
AP00082220	V00829	XEROX CORPORATION	02/16/10	71.91	MW	OH		
AP00082221	V01201	ZUMWALT, JOHN	02/16/10	127.50	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
		G R A N D T O T A L S:						
		Total Void Machine Written		0.00	Number of Checks Processed:	0		
		Total Void Hand Written		0.00	Number of Checks Processed:	0		
		Total Machine Written		506,032.52	Number of Checks Processed:	142		
		Total Hand Written		0.00	Number of Checks Processed:	0		
		Total Reversals		0.00	Number of Checks Processed:	0		
		Total Cancelled Checks		0.00	Number of Checks Processed:	0		
		Total EFTs		0.00	Number of EFTs Processed:	0		
		G R A N D T O T A L		506,032.52				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082222	V06191	AFLAC ACCT# YQ792	02/17/10	3,702.66	MW	OH		Payee Name different in Check DB
AP00082223	V07259	AFLAC	02/17/10	38.00	MW	OH		Payee Name different in Check DB
AP00082224	V01695	AFSCME	02/17/10	880.00	MW	OH		
AP00082225	V01681	CALIFORNIA PUBLIC EMPLOYEES'	02/17/10	53,628.83	MW	OH		Payee Name different in Check DB
AP00082226	V07287	CITY OF COVINA-FSA	02/17/10	2,129.00	MW	OH		
AP00082227	V01686	COVINA POLICE ASSOCIATION	02/17/10	1,962.00	MW	OH		
AP00082228	V02095	COVINA POLICE ASSOCIATION	02/17/10	1,020.00	MW	OH		
AP00082229	V01697	COVINA, CITY OF	02/17/10	6,467.28	MW	OH		
AP00082230	V02879	COVINA, CITY OF	02/17/10	39.80	MW	OH		
AP00082231	V05506	COVINA, CITY OF	02/17/10	48,550.56	MW	OH		
AP00082232	V06385	CSAC-EIA	02/17/10	4,741.42	MW	OH		
AP00082233	V06386	CSAC-EIA	02/17/10	1,442.06	MW	OH		
AP00082234	V05186	DELTA DENTAL OF CALIFORNIA	02/17/10	5,829.10	MW	OH		
AP00082235	V01692	GREAT WEST LIFE & ANNUITY	02/17/10	3,671.51	MW	OH		
AP00082236	V01694	HARTFORD LIFE INS	02/17/10	9.67	MW	OH		Payee Name different in Check DB
AP00082237	V01691	ICMA RETIREMENT TRUST-457	02/17/10	6,423.32	MW	OH		
AP00082238	V07302	ICMA RETIREMENT TRUST-401	02/17/10	680.44	MW	OH		
AP00082239	V01690	NATIONAL DEFERRED COMPENSATIO	02/17/10	4,502.50	MW	OH		Payee Name different in Check DB
AP00082240	V01693	PERS LONG TERM CARE PROGRAM	02/17/10	390.93	MW	OH		
AP00082241	V01687	PERS	02/17/10	42,539.96	MW	OH		
AP00082242	V04828	UNION BANK OF CALIFORNIA	02/17/10	1,917.34	MW	OH		
AP00082243	V01696	UNITED WAY OF GREATER LA	02/17/10	57.91	MW	OH		Payee Name different in Check DB
AP00082244	V06785	VISION SERVICE PLAN (CA)	02/17/10	578.49	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
		G R A N D T O T A L S:						
		Total Void Machine Written		0.00	Number of Checks Processed:		0	
		Total Void Hand Written		0.00	Number of Checks Processed:		0	
		Total Machine Written		191,202.78	Number of Checks Processed:		23	
		Total Hand Written		0.00	Number of Checks Processed:		0	
		Total Reversals		0.00	Number of Checks Processed:		0	
		Total Cancelled Checks		0.00	Number of Checks Processed:		0	
		Total EFTs		0.00	Number of EFTs Processed:		0	
		G R A N D T O T A L		191,202.78				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082245	V04747	10-8 RETROFIT	02/23/10	100.12	MW	OH		
AP00082246	V05630	A-1 POWER SWEEPING CO INC	02/23/10	600.00	MW	OH		
AP00082247	V00022	ABORTA BUG INC	02/23/10	65.00	MW	OH		
AP00082248	V06989	ACRYLATEX	02/23/10	181.09	MW	OH		
AP00082249	V07088	ADS DOOR AND GATE	02/23/10	596.00	MW	OH		
AP00082250	V06191	AFLAC ACCT# YQ792	02/23/10	24.10	MW	OH		Payee Name different in Check DB
AP00082251	V01695	AFSCME	02/23/10	40.00	MW	OH		
AP00082252	V02224	AMERICAN WEST COAST SECURITY	02/23/10	75.00	MW	OH		
AP00082253	V07312	ANURA K. T. DESILVA	02/23/10	2,800.00	MW	OH		
AP00082254	V05662	ARDERY, JONATHAN	02/23/10	177.00	MW	OH		
AP00082255	V01660	AT&T	02/23/10	787.96	MW	OH		
AP00082256	V06810	AUTOZONE INC.	02/23/10	40.37	MW	OH		
AP00082257	V01955	AZUSA PLUMBING & HEATNG SUPPL	02/23/10	31.42	MW	OH		
AP00082258	V00089	B & K ELECTRIC WHOLESALE	02/23/10	87.29	MW	OH		Payee Name different in Check DB
AP00082259	V00090	BAKER AND TAYLOR INC	02/23/10	1,952.85	MW	OH		
AP00082260	V06613	BARR LUMBER COMPANY	02/23/10	63.11	MW	OH		
AP00082261	V02591	BEST BEST & KRIEGER LLP	02/23/10	39.25	MW	OH		
AP00082262	V07198	BIKESTATION	02/23/10	29,813.28	MW	OH		
AP00082263	V07218	BLUE SHIELD OF CALIFORNIA	02/23/10	433.18	MW	OH		
AP00082264	V04061	BROWN MOTOR WORKS INC	02/23/10	552.54	MW	OH		
AP00082265	V07332	CAL ACT	02/23/10	320.00	MW	OH		
AP00082266	V01129	CALBO	02/23/10	215.00	MW	OH		
AP00082267	V01681	CALIFORNIA PUBLIC EMPLOYEES'	02/23/10	667.05	MW	OH		Payee Name different in Check DB
AP00082268	V00159	CALSAFE	02/23/10	200.00	MW	OH		
AP00082269	V06923	CARDIEL, JESSE	02/23/10	285.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082270	V05283	CARTER, ALAN	02/23/10	85.00	MW	OH		
AP00082271	V03431	CASTRUITA, MICHAEL	02/23/10	79.32	MW	OH		
AP00082272	V00134	CAT SPECIALTIES INC	02/23/10	378.35	MW	OH		
AP00082273	V00186	CENTURY OFFICE PRODUCTS	02/23/10	540.07	MW	OH		
AP00082274	V07331	CHARLES TORRES	02/23/10	2.00	MW	OH		
AP00082275	V05555	CINTAS CORP #693	02/23/10	221.38	MW	OH		
AP00082276	V06072	COLLEY AUTO CARS INC.	02/23/10	420.67	MW	OH		
AP00082277	V05331	COMMERCIAL DOOR CO INC	02/23/10	333.49	MW	OH		
AP00082278	V00248	COUNSELING TEAM, THE	02/23/10	1,425.00	MW	OH		Payee Name different in Check DB
AP00082279	V07355	COURTYARD BY MARRIOTT	02/23/10	156.85	MW	OH		
AP00082280	V00837	COVINA WATER & REFUSE, CITY O	02/23/10	755.42	MW	OH		Payee Name different in Check DB
AP00082281	V06385	CSAC-EIA	02/23/10	9.04	MW	OH		
AP00082282	V01576	CURLEY, JOHN	02/23/10	28.52	MW	OH		Payee Name different in Check DB
AP00082283	V00282	DELL MARKETING L.P.	02/23/10	887.41	MW	OH		Payee Name different in Check DB
AP00082284	V05186	DELTA DENTAL OF CALIFORNIA	02/23/10	422.35	MW	OH		
AP00082285	V00199	EAST DISTRICT SUPERIOR COURT	02/23/10	27,302.00	MW	OH		Payee Name different in Check DB
AP00082286	V00175	EDISON CO	02/23/10	81.15	MW	OH		
AP00082287	V00307	EDS AUTO PARTS	02/23/10	251.10	MW	OH		
AP00082288	V07325	ESCOBEDO, JOSEPH	02/23/10	70.00	MW	OH		
AP00082289	V00176	FEDEX	02/23/10	48.24	MW	OH		
AP00082290	V00339	FOOTHILL PRESBYTERIAN HOSPITA	02/23/10	50.00	MW	OH		Payee Name different in Check DB
AP00082291	V00730	GOLDEN STATE WATER COMPANY	02/23/10	45.37	MW	OH		Payee Name different in Check DB
AP00082292	V05550	GONZALEZ, ALEX	02/23/10	75.24	MW	OH		
AP00082293	V00374	GRAINGER	02/23/10	134.21	MW	OH		Payee Name different in Check DB
AP00082294	V00375	GRAND PRINTING	02/23/10	327.71	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082295	V00212	HAAKER EQUIPMENT CO	02/23/10	785.81	MW	OH		
AP00082296	V06235	HILTON CONCORD	02/23/10	559.20	MW	OH		
AP00082297	V07294	HOLLIDAY ROCK CO INC	02/23/10	169.29	MW	OH		
AP00082298	V00006	HOME DEPOT	02/23/10	445.59	MW	OH		
AP00082299	V00417	HUNTINGTON COURT REPORTERS	02/23/10	240.00	MW	OH		Payee Name different in Check DB
AP00082300	V00233	HYDRO CONNECTIONS	02/23/10	38.52	MW	OH		Payee Name different in Check DB
AP00082301	V00425	INGRAM DIST GROUP	02/23/10	535.37	MW	OH		
AP00082302	V07173	JOHN L. HUNTER	02/23/10	1,258.75	MW	OH		
AP00082303	V06236	KEYS CONFERENCE	02/23/10	395.00	MW	OH		
AP00082304	V00458	KEYSTONE UNIFORM DEPOT	02/23/10	9.88	MW	OH		Payee Name different in Check DB
AP00082305	V02760	LA WORKS	02/23/10	5,189.73	MW	OH		
AP00082306	V06324	LANGUAGE LINE SERVICES INC	02/23/10	22.56	MW	OH		
AP00082307	V07324	LAWRENCE ROLL UP DOORS INC	02/23/10	179.00	MW	OH		
AP00082308	V00496	LEWIS ENGRAVING INC	02/23/10	47.19	MW	OH		
AP00082309	V06533	MACIAS GINI & O'CONNELL LLP	02/23/10	2,120.00	MW	OH		
AP00082310	V01240	MISSION LINEN SUPPLY	02/23/10	104.15	MW	OH		
AP00082311	V06687	NEWPORT FARMS INC	02/23/10	554.44	MW	OH		
AP00082312	V07308	NORCON COMMUNICATIONS INC.	02/23/10	1,557.94	MW	OH		
AP00082313	V05301	PEST OPTIONS INC	02/23/10	265.00	MW	OH		
AP00082314	V00638	POWELL CAMERA SHOP	02/23/10	17.95	MW	OH		
AP00082315	V00640	POWER PROS ELECTRIC CO	02/23/10	1,012.24	MW	OH		
AP00082316	V07288	QUALITY IMAGING SUPPLIES INC.	02/23/10	1,190.83	MW	OH		
AP00082317	V02670	REAGAN PRESIDENTIAL, RONALD	02/23/10	433.00	MW	OH		Payee Name different in Check DB
AP00082318	V00224	REGENT BOOK CO	02/23/10	9.48	MW	OH		
AP00082319	V07106	REGIONAL TAP SERVICE CENTER	02/23/10	1,067.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082320	V06114	REPUBLIC MASTER CHEFS	02/23/10	241.73	MW	OH		
AP00082321	V06642	ROMO PLANNING GROUP INC	02/23/10	3,750.00	MW	OH		
AP00082322	V04895	SAN GABRIEL VALLEY TRIBUNE	02/23/10	900.00	MW	OH		
AP00082323	V05102	SANTA ANITA FAMILY SERVICE	02/23/10	460.00	MW	OH		
AP00082324	V05429	SECOM INTERNATIONAL INC	02/23/10	432.85	MW	OH		
AP00082325	V04066	SECURITAS SECURITY SERVICES	02/23/10	3,280.50	MW	OH		
AP00082326	V06095	SGV EXAMINER	02/23/10	211.09	MW	OH		
AP00082327	V00727	SMART AND FINAL IRIS CORP	02/23/10	203.12	MW	OH		
AP00082328	V01553	SOUTHERN CA GAS CO	02/23/10	575.00	MW	OH		Payee Name different in Check DB
AP00082329	V00737	SPARKLETTS	02/23/10	42.91	MW	OH		
AP00082330	V00007	STAPLES INC	02/23/10	133.65	MW	OH		
AP00082331	V07086	SURETECK INDUSTRIAL	02/23/10	3,399.94	MW	OH		
AP00082332	V03066	TASER INTERNATIONAL	02/23/10	493.88	MW	OH		
AP00082333	V05257	TASTE OF TEXAS	02/23/10	1,278.59	MW	OH		
AP00082334	V07354	TIMOTHY SELLERS	02/23/10	600.00	MW	OH		
AP00082335	V00772	TRI-XECUTEX CORP	02/23/10	80.00	MW	OH		Payee Name different in Check DB
AP00082336	V02526	TRIANGLE TRUCK PARTS	02/23/10	260.16	MW	OH		
AP00082337	V05462	UNITED TRAFFIC	02/23/10	946.62	MW	OH		
AP00082338	V00229	US POSTMASTER	02/23/10	1,045.43	MW	OH		
AP00082339	V04113	USA MOBILITY WIRELESS INC	02/23/10	39.76	MW	OH		Payee Name different in Check DB
AP00082340	V00177	VERIZON CALIFORNIA	02/23/10	213.03	MW	OH		Payee Name different in Check DB
AP00082341	V02338	VIDEO STORE SHOPPER, THE	02/23/10	114.76	MW	OH		
AP00082342	V06785	VISION SERVICE PLAN (CA)	02/23/10	8.49	MW	OH		
AP00082343	V00158	VULCAN MATERIALS COMPANY	02/23/10	336.05	MW	OH		Payee Name different in Check DB
AP00082344	V04643	WELLS FARGO FINANCIAL LEASING	02/23/10	186.15	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00082345	V04327	WESTERN EMULSIONS INC	02/23/10	491.75	MW	OH		
AP00082346	V01741	WEYNSCHENK, AMANDA	02/23/10	80.00	MW	OH		
AP00082347	V06911	XO COMMUNICATIONS SERVICES IN	02/23/10	5,061.01	MW	OH		
AP00082348	V07081	YELLOW CAB OF SAN GABRIEL	02/23/10	67.50	MW	OH		
AP00082349	V00432	YWCA INTERVALE SENIOR SERVICE	02/23/10	1,762.69	MW	OH		Payee Name different in Check DB

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	119,181.08	Number of Checks Processed:	105
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	119,181.08		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00079593	V07139	BETHKE, BETTY JO	10/06/09	81.67	RV	TR		Reversed

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	81.67	Number of Checks Processed:	1
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	81.67		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00077995	V01170	DOONAN, TIM	07/14/09	102.00	RV	TR		Reversed
AP00078760	V07056	MARY GUERRERO	08/18/09	5.00	RV	TR		Reversed
AP00079136	V07102	EL CAMINO COLLEGE	09/08/09	10.50	RV	TR		Reversed
AP00080417	V01176	POVERO, DAVID	11/10/09	8.00	RV	TR		Payee Name different in Check DB
AP00081330	V01272	CAL POLY POMONA	01/12/10	360.00	RV	TR		Reversed
AP00081599	V01003	BUCHANAN, PATRICK	01/26/10	76.50	RV	TR		Payee Name different in Check DB
AP00082285	V00199	EAST DISTRICT SUPERIOR	02/23/10	27,302.00	RV	TR		Payee Name different in Check DB

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	27,864.00	Number of Checks Processed:	7
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	27,864.00		

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 3

STAFF SOURCE: Dilu de Alwis, Finance Director

ITEM TITLE: Amend Banking Services with Bank of the West.

STAFF RECOMMENDATION

It is recommended that the City Council approve the amendment to the cash management services agreement with Bank of the West and authorize the City Manager to execute said agreement.

FISCAL IMPACT

A change to the cash management services agreement will realize savings of approximately $25,000 per year. These savings will be recognized across all funds and will be realized primarily beginning in FY 2010/11 budget year.

BACKGROUND

The City of Covina maintains a banking relationship with Bank of the West located at 770 S. Citrus Avenue in Covina. A primary feature of our current cash management agreement calls for investing all excess cash in the City's business checking account to a Dreyfuess Money Market account (sweep account). The reason for initiating this plan was to maximize interest earnings utilizing unused cash. During the last few months, the interest rate in this sweep account has reached an abysmal .04%. In addition to the low interest earnings of the sweep account, there are costs involved with the analysis that is performed by the bank with the daily sweep activity.

Discontinuing the sweep account and moving a majority of cash back to our business checking account will realize savings of approximately $20,000 per year. In addition staff is recommending that we add/delete some features to our current services. Highlights to some of these services are as follows:

1. Image Express – currently the City receives a CD Rom from the bank showing the cancelled checks from Accounts Payable and Payroll. The bank has proposed and staff concurs that we move to an online system which not only gives us real time access to the data.
2. ACH Block – block the ability of charges to our accounts by others unless authorized by the City. This feature will guarantee that City funds are protected.
3. Positive Pay – this service will be put in place once a new financial system has been implemented. This feature calls for the City to send Bank of the West an electronic file of our weekly warrant register which then assures that only the checks on that list and for the said amount will be honored by the bank. This will provide an extra layer of safety against any fraudulent activity on our account.

Staff is in negotiations with Bank of the West to seek a different investment vehicle for the remaining funds in the Money Market account to earn a higher interest earnings and maintain the security of those funds per our investment policy.

EXHIBITS:

(A) Bank of the West Cash Management Services Agreement.

REVIEW TEAM ONLY

City Attorney: _____ **Finance Director:** _____

City Manager: _____ **Other:** _____

BANK OF THE WEST

AUTHORIZATION AND AGREEMENT FOR CASH MANAGEMENT SERVICES

This Authorization and Agreement for Cash Management Services (this "Agreement") is executed by each of the business organizations named below (collectively, the "Business Entities"). Each Business Entity acknowledges that it has received from Bank of the West ("Bank") the *Cash Management Terms and Conditions ("Terms and Conditions"), Deposit Account Disclosure for Business Accounts ("Disclosure Booklet"),* applicable Schedules of Fees and Charges, applicable User Materials, related documents and disclosures (collectively, the "Disclosure Agreement") pertaining to the provision of one or more Cash Management Services (collectively "Services") by Bank to the Business Entities. Each Business Entity agrees that the Services obtained from Bank are subject to this Agreement, the Terms and Conditions, and the Disclosure Agreement, as those documents currently exist and may be added to, deleted from or otherwise changed from time to time in the future. Each Business Entity expressly acknowledges and agrees that if it has any electronic services, amendments to the Terms and Conditions and the Disclosure Agreement may be delivered or posted electronically, as is further disclosed in the Terms and Conditions. Capitalized terms used in this Agreement, not otherwise defined, have the meanings given to them in the Terms and Conditions.

Multiple Entity Cash Management Services Linking - Check if applicable [☐]

Each of the undersigned Business Entities hereby authorizes the linking of its accounts with all of the below-named Business Entities for the selected Services. Each of the undersigned Business Entities hereby appoints the Business Entity first listed below ("Principal Business Entity") to act as the attorney in fact for such Business Entity with respect to all matters concerning Services with Bank, such authority specifically, but without limitation, including the right to: (1) establish, continue, modify, and terminate an account, Service or other banking arrangement made by or on behalf of Business Entity; (2) contract to procure other such Services available from Bank as Principal Business Entity considers desirable; (3) receive bank statements, vouchers, notices, and similar documents from a financial institution and act with respect to them; and (4) designate a person(s) ("Designee(s)") to act with respect to the Services. This power of attorney is coupled with an interest.

The undersigned intend that Bank treat all Business Entities as one entity for purposes of the Services provided pursuant to this Agreement. Specifically and without any limitation intended, each Business Entity specifically authorizes all deposit [and other] accounts of each Business Entity to be linked together for Account Analysis purposes, linked in the Deposit Concentration Service, linked in the Zero Balance Accounting Service, linked in access via our Online Banking Service through any website owned, operated, controlled, or maintained by Bank or any of its affiliates, without restriction. The accounts so linked may include, without limitation, deposit accounts (for example and without limitation, savings, checking, money market, certificates of deposit), credit accounts (for example and without limitation, lines of credit, credit cards, loans, leases), investment and brokerage accounts (for example and without limitation, mutual funds, stocks, securities, annuities) and any and all other accounts that we may now or in the future hold for or on behalf of any named Business Entity.

Each Business Entity represents with respect to the individual who executes this Agreement on its behalf ("Designee") that the Designee is an authorized signer for the Business Entity. Each Business Entity agrees that:

- Any Designee is authorized to access any account of any Business Entity named in this Agreement when such access is accomplished electronically via any Service provided in accordance with this Agreement.
- Each Designee shall further be entitled to access and control all such accounts singly via the Service without regard to any multiple signer designations, requirements, or restrictions that might otherwise be applicable to a specific account but for this Agreement. Such access includes, without limitation, the ability to: (1) control such accounts electronically; (2) view or initiate transactions including, without limitation, withdrawals; (3) deposit and transfer money; (4) generally perform all types of electronic transactions to and from each account of each Business Entity; and (5) further authorize other users to access the accounts to perform similar functions (under the control of such persons authorized hereunder).

Each Business Entity acknowledges and agrees that the linking of its business account(s) through the designated Services as contemplated in this Agreement could subject each of the Business Entities (individually or collectively) to claims involving or arising out of the commingling of funds, and each

Business Entity hereby assumes all of the risks involved. Each Business Entity further acknowledges and agrees that, for purposes of Online Banking, the granting of access to the deposit accounts of each Business Entity by way of a single identification number and password is provided by Bank only at the request and for the convenience of each Business Entity. Each Business Entity, individually and collectively, agrees to indemnify, protect, hold harmless and defend Bank from and against any and all claims, demands, damages, expenses, liabilities or costs (including attorneys' fees, professional fees and court costs), of whatever kind or nature whatsoever, in connection with or arising from allowing any of the accounts belonging to each Business Entity to be linked to one another for access via the Services or from the provision of the Services.

There are 0 additional pages attached to this Agreement, which contain additional Business Entities whose accounts and services may also be linked to the accounts of the Business Entities reflected on this page.

Cash Management Service(s) Requested

- ☐ Account Analysis Service
- ☐ Account Reconcilement Services
- ☒ ACH Blocked Service
- ☐ Assured Access Card ™ Services
- ☐ Cash Vault Services
- ☐ Controlled Disbursement
- ☐ Deposit Concentration Service
- ☐ Direct Delivery of Checks Service
- ☐ DirectPay Manager
- ☐ Electronic Commerce Service
- ☐ Electronic Deposit Service
- ☐ Image Clearing Service
- ☒ ImageExpress Services
- ☐ Online Banking Services
- ☐ Payment Orders ACH
- ☐ Payment Orders Wires
- ☐ Positive Pay Services
- ☐ Remittance Banking Services (LockBox)
- ☐ Remote Cashier's Check Service
- ☐ Sweep Services
- ☐ Tax Direct Services
- ☐ Third Party Depository Services
- ☐ Zero Balance Accounting Services

Each Business Entity understands that use of any Service is subject to: (1) Bank's receipt of any required information and documentation; (2) Bank's approval; and (3) each Business Entity's completion of any testing or training requirements.

The undersigned Designee, and each of them, is an officer, owner, principal or other authorized individual of the Business Entity on whose behalf the Designee is acting. The undersigned Business Entity and Designee represent and warrant that the Business Entity on whose behalf the Designee is acting has taken all action required by its organizational or constituent documents to authorize the undersigned Designee to execute and deliver this Agreement and any other documents Bank may require with respect to a Service, and to provide to Bank instructions, and to designate employees and agents to act in the name of and on behalf of the Business Entity regarding the Services and any and all accounts affected by any Service obtained on behalf of the Business Entity.

BUSINESS ENTITIES JOINING IN CASH MANAGEMENT SERVICES

PRINCIPAL BUSINESS ENTITY

Tax Identification Number 95-6000699	
Business Entity Name City of Covina	Printed Signer's Name
Authorized Signature	Title

Tax Identification Number: 52-1411731	
Business Entity Name City of Covina	Printed Signer's Name
Authorized Signature	Title

EXHIBIT A-2 OF 3

CORPORATE/ASSOCIATION RESOLUTION

RESOLVED: The _____ _____, _____ _____, or _____ _____
(Title) (Name) (Title) (Name) (Title) (Name)
of this Corporation is authorized to enter into any cash management services agreements with Bank of the West, to designate from time to time persons, in such number as may be directed, to manage any cash management service and otherwise give instructions regarding this organization's cash management service(s).

RESOLVED further that the authority conferred is in addition to any other authorizations in effect and shall remain in force until Bank receives written notice of its revocation at the office where the account is maintained or at such other location as Bank may direct.

CERTIFICATION

I certify that this resolution was adopted by this organization in accordance with law and its charter documents at a meeting duly held by this organization's governing body, and is now in effect. I certify that all of the signatures on the reverse are genuine and are those of person(s) who are authorized to execute the form who has such title as is listed above. I further certify that I have full authority to execute this certification. Bank of the West is entitled to rely upon this certification until written notice of its revocation is delivered to Bank of the West.

DATED SIGNATURE

PRINT NAME/TITLE (Must be Secretary or Assistant Secretary)

For Bank Use Only

Bank of the West (Office/Unit)	Bank of the West (Cash Management Sales)
Name: Mimi Chan	Name: Pauleen Lopez
Title: Branch Manager	Title: Sales Consultant
Office/Unit: Covina Branch	
Date:	Date:
Signature	Signature

EXHIBIT A-3 OF 3

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 4

STAFF SOURCE: Dilu de Alwis, Finance Director

ITEM TITLE: Letter of Engagement – Audit Services FY 2009-10

STAFF RECOMMENDATION
Approve the Letter of Engagement for auditing services for fiscal year ended June 30, 2010 and authorize the City Manager to execute the agreement.

FISCAL IMPACT
Independent auditing services are budgeted for annually in the Finance Department budget (1010-0500-00-51100). The proposed costs of audit services for Fiscal Year 2009-10 are not to exceed $57,957. This amount includes the cost of the Redevelopment Agency audit, which will be paid for out of the agency budget and will not exceed $11,882. The impact to the General Fund will not exceed $46,057.

BACKGROUND
The Letter of Engagement with Macias Gini & O'Connell (MGO) is for auditing services. They will audit the financial statements of the governmental activities, business-type activities, and other funds, which will collectively comprise the City of Covina's basic financial statements for the year ending June 30, 2009.

Fees for these services will be at the hourly rates in the agreement plus out-of-pocket costs but will not exceed $57,957. Staff sought a price break from MGO and they have responded with a 3% reduction from prior year. The cost comparison table demonstrates savings;

2008/09 Audit	2009/10 Audit
City Audit $40,150	City Audit $38,945
Single Audit $ 4,600	Single Audit $ 7,130
CRA Audit $15,000	CRA Audit $11,882
Total General Fund - $44,750 Total CRA - $15,000	Total General Fund - $46,075 Total CRA - $11,882

Even though there is a total reduction of $1,793 for the 2009/10 audit, the General Fund portion of the audit shows a minimal increase of $1,325 due to the increase in grant related audits.

EXHIBITS

A. Letter of Engagement – Macias Gini & O'Connell

REVIEW TEAM ONLY

City Attorney: _____ **Finance Director:** _____

City Manager: _____ **Other:** _____

MACIAS GINI & O'CONNELL LLP
Certified Public Accountants & Management Consultants

LOS ANGELES
515 S. Figueroa Street, Suite 325
Los Angeles, CA 90071
213.286.6400

SACRAMENTO
OAKLAND
WALNUT CREEK
NEWPORT BEACH
SAN DIEGO

March 18, 2010

Mr.Dilu De Alwis
Finance Director
City of Covina
125 East College Street
Covina, CA 91723

Dear Mr. De Alwis:

We are pleased to confirm our understanding of the services we are to provide the City of Covina for the year ended June 30, 2010. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements, of the City of Covina (City) and the Community Redevelopment Agency of the City of Covina (Agency) as of and for the year ended June 30, 2010. Accounting Standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany basic financial statements. As part of our engagement, we will apply certain limited procedures to RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary comparison schedules for the general fund and major special revenue funds
3. GASB–required supplementary pension and OPEB information

Supplementary information other than RSI, such as combining and individual fund financial statements, also accompanies basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and we will provide an opinion in relation to the basic financial statements:

City

1. Schedule of expenditures of federal awards (normally in a separate report)
2. Individual and combining fund financial statements and schedules

The following information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion.

1. Introductory section
2. Statistical section

EXHIBIT A-1 OF 7

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on —

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

- Internal control and compliance related to the Redevelopment Agency financial statements in accordance with *Government Auditing Standards*, and including the *Guidelines for Compliance Audits of California Redevelopment Agencies* issued by the State Controller's Office, Division of Accounting and Reporting and as interpreted in the *Suggested Auditing Procedures for Accomplishing Compliance Audits of California Redevelopment Agencies*, issued by the Governmental Accounting and Auditing Committee of the California Society of Certified Public Accountants.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinion are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill,

knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Covina and the respective changes in the financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for federal award program compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for the basic financial statements and all accompanying information as well as all presentations contained therein.

Management is responsible for making all financial records and related information available to us, including identifying any significant vendor relationships in which the vendor has the responsibility for program compliance. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud, or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to the address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or

governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors are limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals funding sources, creditors, and financial institutions as we consider necessary. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining and understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will under professional standards established by the American Institute of Certified Public Accountants communicate to management and those charged with governance internal control related matters that are required to be communicated by *Government Auditing Standards* and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance*

Supplement for the types of compliance requirements that could have a direct and material effect on each of the City of Covina's major programs. The purpose of those procedures will be to express an opinion on the City of Covina's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Independence

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the City in the performance of our services. Any discussions that you have with personnel of our firm regarding employment could pose a threat to our independence. Therefore, we request that you inform us immediately prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Audit Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. We will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees.

In connection with the requirements of OMB Circular A-133, at the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide a print-ready master of our opinion for the Comprehensive Annual Financial Report and the Single Audit Report. We will provide bound copies of the Community Redevelopment Agency report to the City of Covina and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, management letter, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted electronically within the nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of Macias Gini & O'Connell LLP. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to Federal Oversight Agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Macias Gini & O'Connell, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Granting Agency or required by law or

regulation. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately September 13, 2010. Our fees for these services will be at the hourly rates in our agreement plus out-of-pocket costs except that we agree that our gross fee, including expenses, will not exceed $57,957. The allocation of the fee is as follows:

Annual Audit	$ 38,945
Single Audit	7,130
Redevelopment Agency	11,882
Total fee	$ 57,957

Our hourly rates are as follows:

Level	Rate
Partner	$ 145
Manager	110
Experienced Associate	90
Associate	78
Clerical	35

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Covina and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign one copy and return it to us.

Very truly yours,

MACIAS GINI & O'CONNELL LLP

James V. Godsey, Partner

Accepted by City of Covina.

Signature: _____

Title: _____

Date: _____

DAVIS
MONK
&
Company

Certified Public Accountants
& Business Consultants

A Partnership Consisting of Professional Associations

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Fax: (386) 328-1014

St. Augustine
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Suite 205A
St. Augustine, Florida 32080
Phone: (904) 471-3445
Fax: (904) 471-3825

Website:
www.davismonk.com

Members:
CPAmerica International
Florida Institute of Certified Public Accountants
American Institute of Certified Public Accountants
Horwath International

SYSTEM REVIEW REPORT

May 14, 2009

To the Partners of
Macias, Gini & O'Connell, LLP
and the Peer Review Committee of the American Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Macias, Gini & O'Connell, LLP (the "firm") applicable to non-SEC issuers in effect for the year ended March 31, 2009. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Macias, Gini & O'Connell, LLP applicable to non-SEC issuers in effect for the year ended March 31, 2009, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Macias, Gini & O'Connell, LLP has received a peer review rating of *pass*.

Davis, Monk & Company

DAVIS, MONK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 5

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

ITEM TITLE: Approval of request by Power Environmental & Energy Research Institute for exemption from the City's business license tax, Calendar year 2010. The organization is located at 738 Arrow Grand Circle, Covina, CA 91722.

STAFF RECOMMENDATION
Approve Power Environmental & Energy Research Institute business license tax exemption request since the organization appears to have complied with the Covina Municipal Code exemption requirements.

FISCAL IMPACT
Forfeit business license tax of $52 (account: 1010-0000-00-40500) and processing fee of $30 (account: 1010-0500-00-43022).

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

Power Environmental & Energy Research Institute is a nonprofit public benefit corporation which integrates the latest developments in chemistry, chemical engineering, and environmental chemistry to develop affordable fossil energy production technologies. The corporation also develops and uses computer simulation and modeling to provide new design principles in the fundamental science and engineering underlying fossil fuel and environmental technology.

Power Environmental & Energy Research Institute is seeking exemption from the City's business license tax in order to conduct the charitable business of the organization. The organization appears to have met the City's business license tax exemption requirements.

EXHIBITS

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

REVIEW TEAM ONLY

City Attorney: _____ **Finance Director:** _____

City Manager: _____ **Other:** _____

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 6

STAFF SOURCE: Steve Henley, Director of Public Works
Kalieh Honish, Public Works Manager
Paul Hertz, Public Works Superintendent

ITEM TITLE: Receive and File the Public Works Department's Calendar Year 2009 Annual Report

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STAFF RECOMMENDATION
Receive and file the Public Works Department's Calendar Year 2009 Annual Report.

FISCAL IMPACT
The recommended action has no fiscal impact.

BACKGROUND
In late 2006, the Public Works Department implemented a renewed focus on the implementation of Key Performance Indexing (KPI) within the Department, with the intention of utilizing KPI to develop a measurement system of organizational effectiveness by tracking work output over time. At the completion of the 2007 calendar year, staff developed the Department's first comprehensive Annual Report which detailed the accomplishments, activities and budget performance of each of the Department's divisions.

The Public Works Department's Calendar Year 2009 Annual Report, which is attached for Council's review and consideration, is the Department's third such Report. The Report provides a snapshot of each of the Department's operating Divisions as well as details on the Department's on-going efforts to maintain the City's various forms of infrastructure in the face of declining traditional revenues. The successes experienced over the course of the past year have been entirely due to the hard work, determination, team work, and resourcefulness of the Department's employees. The pride shown in their work and their dedication to their jobs and to the Covina community over the past year have been exemplary.

EXHIBITS
A. Calendar Year 2009 Annual Report

REVIEW TEAM ONLY

City Attorney: _____ **Finance Director:** _____

City Manager: _____ **Other:** _____

Calendar Year 2009

Annual Report

PRIDE THROUGH PROGRESS

Department of Public Works

A Service Department of the City of Covina

CITY OF COVINA

PUBLIC WORKS DEPARTMENT ADMINISTRATORS

Steve Henley, Director
534 North Barranca Avenue
Phone: (626) 384-5215

Admin. & Development Services
Kalieh Honish, Manager
534 North Barranca Avenue
Phone: (626) 384-5217

Field Operations
Paul Hertz, Superintendent
534 North Barranca Avenue
Phone: (626) 384-5219

Environmental Services
Vivian Castro, Manager
125 East College Street
Phone: (626) 858-7252

Building & Safety
Kyle Randall, Building Official
125 East College Street
Phone: (626) 384-5464

Streets & Sewers
Earl Karch, Acting Supervisor
534 North Barranca Avenue
Phone: (626) 384-5222

Central Equipment
Bob Hogan, Supervisor
534 North Barranca Avenue
Phone: (626) 384-5241

Transportation
Alex Gonzalez, Sr. Mgmt. Analyst
125 East College Street
Phone: (626) 384-5519

Engineering
Leo Tolentino, City Engineer
125 East College Street
Phone: (626) 384-5487

Water Utility
Dean Dospital, Supervisor
534 North Barranca Avenue
Phone: (626) 384-5232

Director's Message

On behalf of the dedicated professionals of the City of Covina's Public Works Department, it is an honor to present the Department's third Annual Report, covering the period ending December 31, 2009. As in prior years, this Report memorializes the Department's many accomplishments by highlighting the individual activities and performances of each of the Department's six (6) operating divisions. It is my sincere belief that after reviewing this Report, you will share the enthusiasm and pride I have for the valuable contributions the Department's staff have made to the well-being of the citizens of Covina.

Over the past three years the singular constant within the Public Works Department has been, oxymoronically, change. Personnel changes, organizational changes, policy and procedural changes, even attitude changes, always with one goal in mind ... to better serve the needs of the community. And while change may oft times be a cause for concern or trepidation in an organization, especially a governmental one, the talented men and women of Covina's Public Works Department embraced the challenges presented by each change presented to them with an open mind and a willingness to make them work for the betterment of the city. For this they are to be commended.

In addition to the Department's planned internal changes, 2009 presented various external changes, as well. Increased uncertainty surrounding traditional state revenues due to the State's fiscal crisis presented challenges, as did additional declines in local property and sales taxes. The influx of Proposition 1B funds from the state and Recovery Act funds from the federal government were exciting events allowing for, and requiring, on-the-fly programming, design, and construction of vitally needed improvements; even if only on a one-time basis. The transfer of Building & Safety to Public Works provided an opportunity to organize all of the City's engineering and construction inspection activities into a fully-integrated Development Services Division. Likewise, the transfer of Transportation's operational responsibilities to Public Works allowed for enhanced coordination between transportation planning and field support activities, as well as consolidating all city parking operations under one roof.

In my 2008 Annual Report message, I affirmed that 2009 would bring increased demands on the Department and that we were preparing to meet those needs in an efficient and cost-effective manner. As you review this year's Report, I am proud to say the Department not only met, but exceeded expectations in meeting those challenges. However, rather than being tempted to rest on our laurels, I am reminded of something that ex-University of Notre Dame football coach Lou Holtz once said, "If what you did yesterday seems big, you haven't done anything today."

With that in mind, we are proud to have effectively served the needs of the residents and businesses of Covina in the past, and have already begun the process to surpass our current accomplishments in the year to come.

Steve A. Henley
Director of Public Works

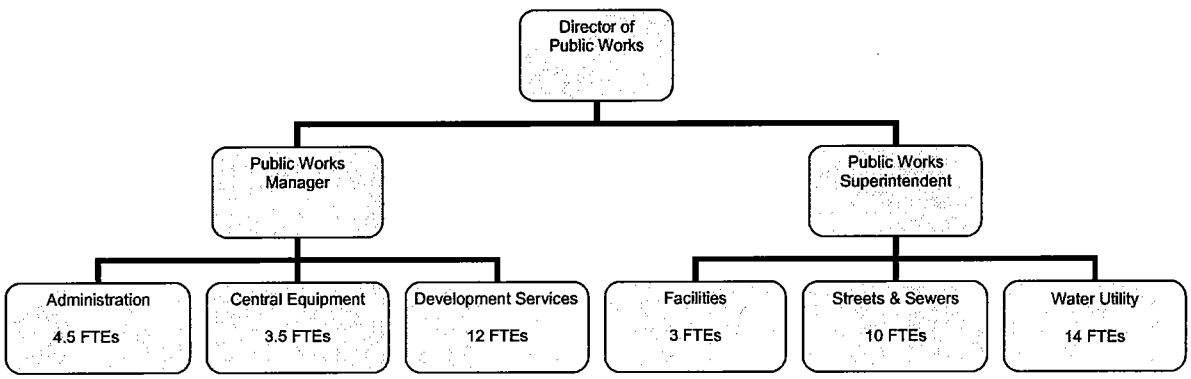
2009 PUBLIC WORKS ORGANIZATION

MISSION STATEMENT

To promote the economic vitality and protect the health, safety and welfare of the people of Covina by developing and operating safe, efficient, and high-quality infrastructure systems and public services.

The Public Works Department has modified its organizational structure over the past year in an on-going effort to deliver services as efficiently and cost-effectively as possible while assimilating responsibility for the recently transferred Building & Safety and Transportation activity areas. In 2009, with the addition of Building & Safety and Transportation, the Department consisted of fifty (50) full-time equivalent positions organized into six divisions.

PUBLIC WORKS ORGANIZATIONAL CHART

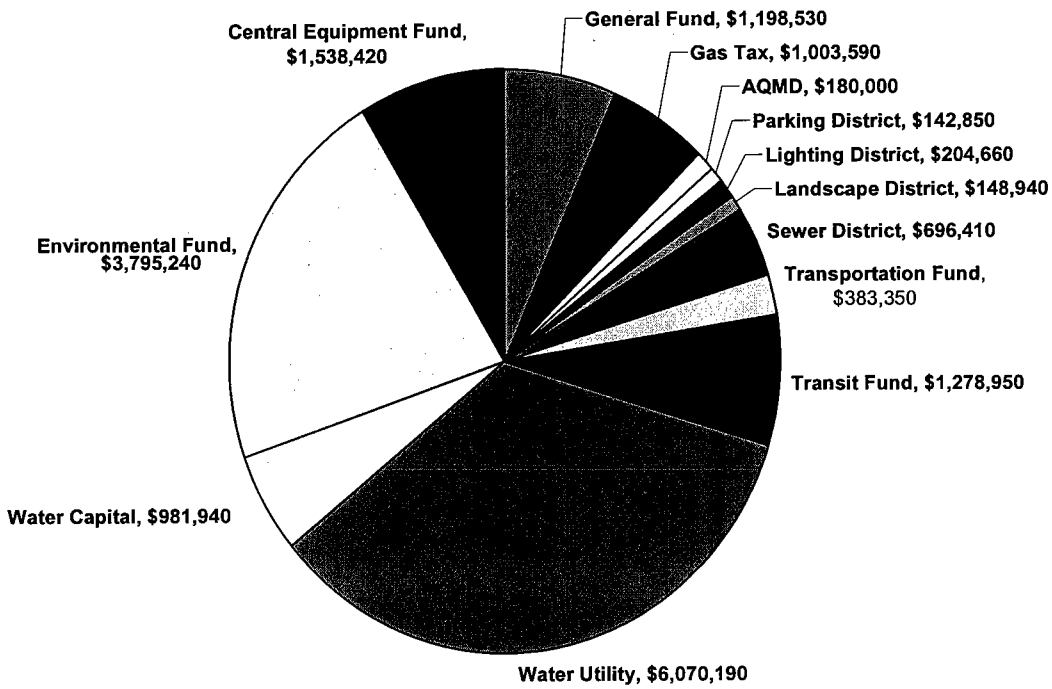


PUBLIC WORKS HISTORICAL STAFFING – 1990 to 2009		
1990	2008	2009
52	38.5	43.5 (50)

FINANCIAL REVIEW

Operating revenues for FY 2009-2010 total $17,265,600; consisting of nine major sources: Central Equipment Fund, Environmental Fund, Gas Tax Fund, General Fund, Sewer District Fund, Transit Fund, Transportation Fund, Water Capital Fund, and Water Utility Fund. As depicted below, approximately 93% of the Department's funding currently comes from restricted and/or Enterprise funds while only 7% originates from within the City's General Fund. The slight increase in General Fund allocations to the Department over the previous fiscal year is primarily due to the transfer of Building & Safety's operations to the Public Works Department near the end of the calendar year.

2009 – 2010 MAJOR FUND SOURCES



Considering the unreliable nature of federal and state funding for local infrastructure renovation, maintenance and operation, stable funding sources for the City's utility and roadway systems and facilities continue to be needed. In addition, in light of the persistently weak economy and its resultant pressure on the City's General Fund, the Department's on-going strategy of transferring Public Works' operational costs from the General Fund to Special Districts and Enterprise Funds to the maximum extent practicable continues. To this end, the Department has been able to reduce its draw against the General Fund from approximately seven percent (7%) of the City's General Fund allocation during Fiscal Year 2007-2008 to less than four percent (4%) in Fiscal Year 2009-2010; even with the transfer of Building & Safety activities to the Department. Accordingly, Public Works continues to be one of the largest departments of the city but one of the smallest receivers of General Fund appropriations.

We anticipate the Department's General Fund allocation will either remain flat or continue to be reduced as on-going economic pressures require available General Funds to be diverted to mandatory public safety activities and/or other Departments. As this funds shift continues, it will be essential that Public Works carefully balance its operational activities with available Enterprise and Special District funds and fees for service to continue the Department's progress towards improvement of the city's infrastructure with an eye toward operational sustainability.

CENTRAL EQUIPMENT

Mission Statement: The Central Equipment Division is committed to the protection and preservation of the City's investment in vehicles and rolling equipment. The Division strives to maximize vehicle and equipment life cycles through a comprehensive team approach to management and operations that sustain consistent and high-quality maintenance and repair. The Division utilizes an aggressive and proactive customer service program to ensure safe vehicles and equipment.

Central Equipment has three (3) full-time employees and one (1) part-time employee. Operating funds are derived from the Central Equipment Fund, which totaled $1,538,420 in FY 2010.

Fleet Management – Central Equipment procures, maintains, repairs and disposes of all of the City's 125 vehicles and fuel-powered heavy equipment such as backhoes, including the City's 61 police vehicles. This also includes purchasing and operational responsibilities for the Yard's gasoline and diesel fueling station, as well as on-site public assistance for the CNG fueling station.

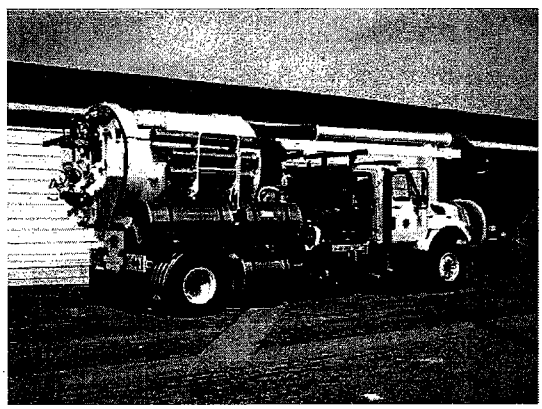
Equipment Maintenance – Central Equipment procures, maintains, repairs and disposes of all of the City's portable equipment including such items as directional arrow boards, portable generators and lighting, jackhammers, etc. Additionally, Division personnel operate and maintain the City's two emergency generators located at City Hall and at the Police Department, as well as administering their related licensing and tax compliance issues.

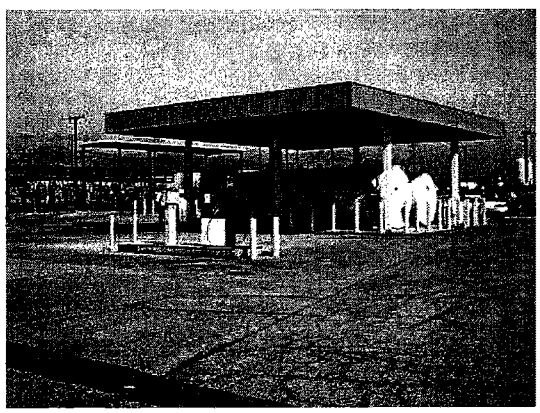
Advances in 2009 – Personnel restructuring and specialized equipment acquisitions highlighted Central Equipment's calendar year. On the personnel side, the under-filled, full-time Administrative Technician position assigned to the Division was reduced to a part-time position, allowing for the hiring of a part-time mechanic to assist with routine maintenance activities. This, in turn, relieved the Equipment Supervisor of the need to assist with repairs, allowing him to focus more time on long-range fleet planning, equipment research, and the development of standardized protocols to improve operational efficiency.

Specialized equipment acquired over the year included the sewer truck, a customized Water Utility field-repair truck, and water isolation valve-turning trailer.

Performance Measures and Results
Central Equipment

Measure	2009 Results
Total number of preventative maintenance service repairs completed	359
Total number of safety inspections completed	372
Total number of daily demand service repairs completed	993
Total number of tire repairs completed	327
Total number of emergency calls responded to	112
Total amount of fuel purchased (gallons)	115,134
Total amount of fuel sold to others (gallons)	46,226
Total number of miles traveled – all vehicles	674,970
Total number of miles traveled – around the world	28.6
Total number of parts replaced	1,582
Total number of tires replaced	163





Researching, developing the specifications for, and acquiring new equipment like the City's Vactor sewer cleaning truck; operating the gasoline and diesel fueling station used by City, School District, and L.A. County Fire Department apparatus; and assisting the public with the use of the Compressed Natural Gas (CNG) fueling station at the Yard are a few of the less commonly-known aspects of Central Equipment's many responsibilities.

Development Services

Building & Safety Section

Mission Statement: Building & Safety provides plan review, inspection, and investigative services to advance public safety in the built environment through collaborative and community partnerships which result in safe, accessible, and sustainable structures.

Building & Safety has five (5) employees. Funding is provided by the General Fund through permit fees collected for plan checking and inspection services, totaling $357,420 in FY 2010.

Plan Checking Services – Ensures that all projects' structural, mechanical, electrical and plumbing systems meet the applicable code requirements. This includes the review of all on-site grading plans and drainage facilities.

Inspection Services – Provides post-design construction on-site inspection services to ensure that all projects are constructed not only in accordance with the applicable codes, but also in accordance with all approved engineered drawings and documents.

Emergency Response – Building & Safety personnel routinely respond to localized emergencies such as structure fires or vehicle/structure accidents to determine the safety of the structure and if it has become uninhabitable. These responses are closely coordinated with the Los Angeles County Fire Department and Covina Police Department, as well as the local utility providers, and now entail an integrated response by City Street and Water personnel and equipment, if needed.

Advances in 2009 – 2009 saw the adoption of the 2008 California Green Building Standards Code which formalized the City's environmental awareness and commitment to public health and safety. The year also witnessed the initial implementation of the Un-reinforced Masonry (URM) Ordinance through a focused effort in the acquisition of structural analysis reports for the buildings covered by the Ordinance. Organizational restructuring late in the year moved Building & Safety to Public Works where its activities could be fully integrated with the City's other development services sections.

Performance Measures and Results
Building & Safety

Measure	2009 Results
Total number of permits issued	725
Total number of Building permit inspections conducted	1,779
Total number of Electrical permit inspections conducted	453
Total number of Mechanical permit inspections conducted	258
Total number of Plumbing permit inspections conducted	518
Total number of inspections conducted	3,008
Total number of inspections approved	1,442
Total number of corrections issued	594
Total number of permits granted final approval	968
Total number of plan checks performed	180
Total valuation of all permits	$11,498,631

Building's Plan Check and Inspection services ensure that all construction meets the highest standards for the protection of public health and safety.

Engineering Section

Mission Statement: The mission of Engineering is to ensure quality design, oversight, construction, and renovation of the City's infrastructure to secure a high quality of life for Covina's residents, businesses and visitors.

Engineering has three and one-half (3.5) employees. Funding is provided by the General Fund and transfers from the Water Capital and Sewer District funds for Engineering services rendered to those Enterprise Funds. FY 2010 funding totaled $435,400.

Engineering Services – Manage the use of public rights-of-way through the issuance of permits and impose conditional requirements on individuals and parties wishing to utilize the public rights-of-way for personal or construction purposes.

Construction Engineering – Provide post-design engineering work, project inspection, and contract administrative functions for capital improvements to ensure compliance with applicable laws and contract documents.

Multi-Discipline – Design sanitary sewers, storm drains, domestic water storage and transmission systems and public street improvements.

Civil Design – Provide design review and oversight of subdivisions, tract maps and parcel maps.

Special Districts – Manage the operation of the City's street lighting special district and coordinate the cadastral engineering for all special district assessment proceedings.

Advances in 2009 – Designing street improvement projects with minimal advance notice to meet tight and bureaucratically burdensome deadlines highlighted the majority of 2009 for Engineering; successfully designing and bidding projects to capture approximately $2.2 million of state and federal economic stimulus funds. In addition to this design and construction management work, Engineering also finalized the City's state-mandated Sewer Management Plan and initiated the implementation of the City's Industrial Waste permitting program in coordination with the Building & Safety and Environmental Services Sections and the Streets & Sewers Division.

Performance Measures and Results
Engineering

Measure	2009 Results
Square feet of residential streets slurried	244,400
Square feet of streets resurfaced	2.5 million
Tons of paving material utilized	39,364
Tract/parcel maps/site plans reviewed	146
Permits issued for construction in the public right-of-way	162
Projects designed (signed plans, specifications and estimates)	9
Traffic signal system repair orders processed	61
Traffic signal system repair orders completed	58
Inspections made in public right-of-way	1,152
Parking District permits issued	1,580
Total value of projects designed	$5.6 million

New sewer and water lines along with resurfaced streets in the Adams Park area highlighted Engineering's design and inspection work for 2009

Environmental Services Section

Mission Statement: Environmental Services is committed to ensuring a safe and healthy city by providing efficient street sweeping, trash and recycling collection; encouraging the use of alternative energies; and managing programs responsible for the removal of pollutants from our air and waterways.

The Environmental Services section has two (2) employees. Funding is provided by the Environmental Fund and various state and local grants. Total funding in FY 2010 was $3,795,240.

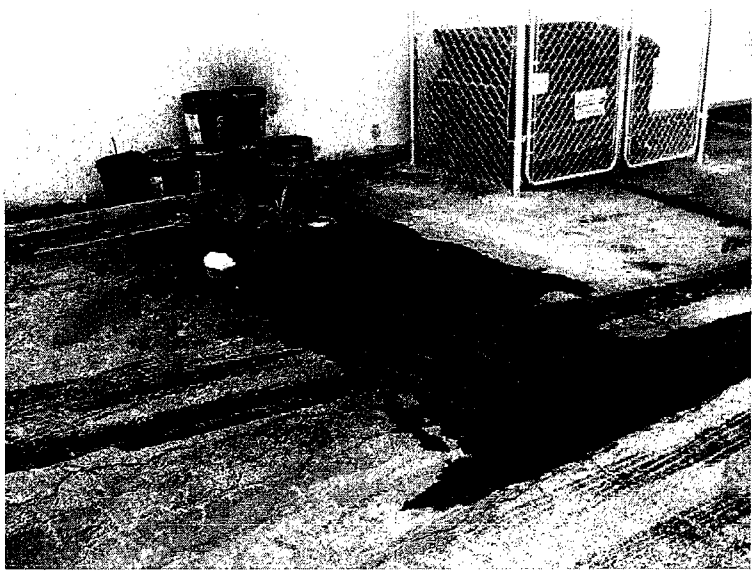
Integrated Waste Management – Environmental Services administers the City's Integrated Waste Management program; consisting of solid waste collection, curbside recycling, solid waste and construction material diversion, and household hazardous waste programs. The majority of these services are provided under contract by Covina Disposal, under the oversight of Environmental Services.

Environmental Protection – Programs that help to protect the local and regional environment are also administered by Environmental Services. These include street sweeping and storm drain catch basin cleaning (as required by the Federal Clean Water Act); administration of the public sale of compressed natural gas (CNG) for alternative fuel vehicles at the Public Works Yard; and investigation of illicit discharges of material to the public street and drainage systems.

Advances in 2009 – Increased enforcement of state and federal National Pollutant Discharge Elimination System (NPDES) requirements highlighted 2009 for the Environmental Services Section. Existing enforcement efforts were enhanced by the implementation of routine field patrols to proactively search for NPDES discharge violations and seek their correction in the City's on-going efforts to protect water quality in the region. Additionally, the Section has initiated the resumption of annual compliance inspections for various businesses that fall within the City's NPDES permit criteria in an effort to preventatively eliminate potential illegal discharges at their source. At the same time, the City, in conjunction with its partner agencies of the Coalition for Practical Regulation (CPR), was successful in challenging the Regional Water Quality Control Board's ability to indiscriminately require costly and non-scientifically founded clean water as unfunded State mandates; establishing the grounds for State reimbursement of costs for such mandates.

Performance Measures and Results
Environmental Services

Measure	2009 Results
Total miles of street swept	9,072
Total tons of waste collected	39,442
Total tons of curbside recycling collected	2,614
Total tons of waste diverted from landfills	10,637
Total percentage of waste diverted from landfills	44%
Total number of used oil containers distributed	394
Total number of composting bins distributed	48
National Pollutant Discharge Elimination System (NPDES) violations investigated	52
Total number of waste management consumer complaints investigated	254
Total number of Christmas trees recycled	3,473
Total tons of Christmas trees recycled	34.73
Total tons of green waste diverted	6,768
Total gallons of CNG sold	21,273
Gallons of used oil recycled	3,055
Tons of emissions reduced by employee rideshare program	234
Tons of emissions reduced by public commuter programs	133



Administering and monitoring the disposal of waste materials, both legal and illegal as noted in the photo to the left, are just a few of the many essential services provided by Environmental Services.

Transportation Section

Mission Statement: To promote and provide safe, courteous, and efficient multi-modal public transportation and parking facilities and services which support a livable community and economic opportunity for the people of Covina.

The Transportation Section consists of one (1) full-time and one (1) part-time employee. Funding is provided through two one-half-cent sales tax initiatives (Proposition A and Proposition C) which deliver revenues to the City's Transit and Transportation funds. Funding for the Section totaled $1,637,410 in FY 2010.

Transit Operations – Develop and manage the City's Metrolink Shuttle transporting local business employees to and from the station, fund and operate the bus pass subsidy program, and finance a variety of special event trips attended by seniors, students and the general public.

Paratransit Operations – Develop and manage the Covina Transit Dial-A-Ride program and supporting Taxi Voucher program for seniors and the disabled.

Transportation Operations – Oversee the maintenance, security and operation of the Metrolink station, parking structure, municipal parking district, and all city bus stops; liaison with other cities' paratransit programs and operators; liaison with regional fixed-route transit providers, including Foothill Transit and the Los Angeles County Metropolitan Transportation Authority (MTA); and represent the City's interests with respect to funding and grant opportunities at the MTA.

Advances in 2009 – Transportation experienced a marked expansion of program activities during the year, including the development and implementation of the Metrolink Commuter Shuttle program, as well as the installation of the nation's first modular Bikestation facility. At the same time, the Section expended considerable time and effort enhancing the City's existing programs and facilities through the completion of a variety of security upgrades to the Metrolink station complex, which included the installation of 26 digital video cameras. In addition, 40 graffiti-resistant bus benches were installed at locations citywide that without seating accommodations to facilitate the use of public transportation by the general public.

Performance Measures and Results
Transportation

Measure	2009 Results
Bus passes sold	986
Covina Transit unlinked passenger trips	15,182
Covina Transit total vehicle miles	70,058
Covina Transit vehicle revenue hours	5,118
Metrolink shuttle passenger trips	1,506
Metrolink shuttle total vehicle miles	8,389
Metrolink shuttle revenue hours	1,044
Metrolink average daily boardings	8,052
Metrolink average daily alightings	416
Metrolink East monthly permits sold	3,156
Metrolink West monthly permits sold	4,483
Metrolink West average daily permits sold	1,328

Well known for its Dial-A-Ride operations, Transportation is also responsible for operating the Metrolink Station and all municipal parking facilities.

FACILITY MAINTENANCE

Mission Statement: The Facility Maintenance Division is committed to the protection and preservation of the City's investment in buildings and facilities. The Division strives to maximize cost-effective maintenance and repair activities through a coordinated team approach to operations that include both in-house and contractor maintenance and repair services. The Division utilizes an aggressive and proactive customer service approach to ensure rapid responses to all critical needs.

Facility Maintenance has one (1) full-time employee and four (4) part-time employees; with two of the four part-time employees dedicated to the Police Department headquarters. Operational funding for this Division comes from the General Fund, which totaled $559,770 in FY 2010.

Facility Maintenance – Performs general and preventative maintenance and repair services for all City buildings and requested services for various other facilities including water reservoir sites and park facilities. These activities include both in-house and contract electrical, plumbing, HVAC, carpentry and painting repairs; as well as oversight of contract capital repairs and daily custodial services. A keynote project completed during the past year was the re-activation of the City Hall fountain. With the majority of the fountain's piping leaking and in need of replacement, preliminary repair estimates from various companies were in the range of $15,000 to $45,000 and would have required extensive demolition work to take place. Using their ingenuity and creativity, staff was able to re-activate the fountain in less than two weeks for under $500.

Advances in 2009 – Facility Maintenance expanded its reach in 2009 to take on the daily, in-house routine maintenance of the parking structure on College Street. The Division also initiated the process of reviewing all existing maintenance contracts with a goal of, whenever possible or practical, consolidating various separate contracts into one contract to provide economies of scale and reduce contract oversight costs. Additionally, the Division was extensively involved in supporting the Environmental Services Section's efforts in obtaining over $200,000 in federal energy efficiency grant funds; as well identifying and initiating energy reduction efforts at City Hall.

Performance Measures and Results
Facility Maintenance

Measure	2009 Results
Total service requests completed	404
Total facility heating/air conditioning repairs completed	18
Total facility lighting/electrical repairs completed	58
Total number of emergency calls responded to	0
Total number of fluorescent tubes replaced	653
Total number of lights converted to compact fluorescent lamps (CFLs)	84
Manhours allocated to the inspection of city buildings	1,040

In addition to maintenance activities at city offices and facilities, Facility Maintenance staff also provides daily janitorial maintenance services and routine repairs for the Downtown Parking and Metrolink Parking Structures.

STREETS AND SEWERS

Mission Statement: The Streets and Sewers Division is committed to ensuring a safe and healthy city by providing accessible streets; quality maintenance of the city's roadway infrastructure; efficient sanitary sewer maintenance; along with right-of-way litter and abandoned item removal.

The Streets and Sewers Division has ten (10) employees, including the Street Maintenance Supervisor. Funding is provided by State Gas Tax, Landscape District, Sewer District, and Water Utility funds and the General Fund, totaling $1,767,070 in FY 2010.

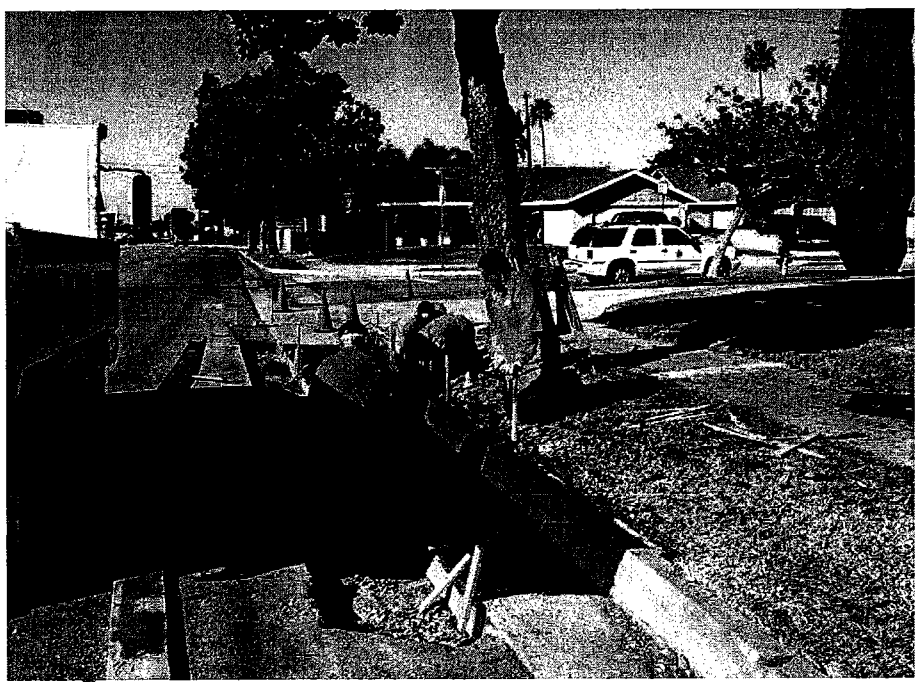
Street Maintenance Program – The Street Maintenance Section is responsible for maintaining 34 miles of arterial roadways, 82 miles of residential roadways, 240 miles of curb and gutter, over 9,000 street trees, nearly 4,000 traffic signs (800 of which are classified as critical), and over 1 million square feet of sidewalk. This Section is also responsible for operation of the City's Zone Maintenance program which handles the cleaning of "orphaned" right-of-way areas, repainting of curb and street markings, cleaning of slot gutters and drainage channels, and weed abatement and general litter control.

Sewer Maintenance Program – The Sewer Maintenance Section is responsible for the maintenance and operation of 121 miles of public sanitary sewer and one sewer lift station. The majority of these activities have traditionally been performed under contract. However, the transition is underway to bring these activities in-house to improve the efficiency and effectiveness of the program and to improve emergency response times for potential system overflows. Additionally, while routine cleaning work is currently performed by personnel assigned to sewer maintenance, street maintenance personnel are called upon to supplement the sewer crew as first responders for all system overflows.

Advances in 2009 – The Division experienced growth for the first time in over 20 years with the addition of 3 new positions for the implementation of an in-house sanitary sewer maintenance program. The majority of the year was dedicated to developing a detailed maintenance plan and corresponding procedures and protocols, recruiting and training the new personnel, and acquiring the necessary equipment. Additionally, the Zone Maintenance program came into its own in 2009 with staff utilizing it effectively to increase all levels of maintenance citywide.

Performance Measures and Results
Street & Sewer Maintenance

Measure	2009 Results
Total traffic signs removed/replaced/installed	787
Total number of potholes repaired	1782
Total square feet of sidewalk removed/replaced	1092
Total linear feet of curb markings repainted	42446
Total number of utility cuts repaired	104
Total number of trees trimmed by in-house forces	375
Total number of trees removed by in-house forces	105
Total number of trees trimmed by contract forces	1,488
Total number of trees removed by contract forces	92
Total number of emergency calls responded to	40
Total linear feet of sanitary sewer pipe cleaned/flushed	246,960
Total number of sanitary sewer overflows (SSOs) responded to	3
Total number of shopping carts removed from rights-of-way	67
Total weight of discarded items removed from rights-of-way (tons)	29
Total number of storm drain catch basins cleaned	163
Total tons of material used to fill potholes	23
Total tons of asphalt used in skin patching and utility cuts	394
Total tons of trees recycled	384.45
Estimated value of urban forest	$26,391,600



In a cost-effective blend of public and private resources, City Street crew removes tree roots and makes repairs to damaged curb and gutter preceding a roadway's resurfacing by private contract forces.

WATER UTILITY

Mission Statement: The Water Utility Division is committed to planning, protecting, operating, and maintaining the potable water system of the city in a manner that ensures the cost-effective delivery of adequate, high-quality water resources to its customers.

The Water Utility Division has fourteen (14) employees assigned to three (3) operational areas: Production and Storage, Transmission and Distribution, and Customer Service. Operating funds are provided by the Water Utility and Water Capital Funds and totaled $7,052,130 in FY 2010.

Production and Storage – This Section is responsible for the maintenance and operation of the City's 8 reservoirs and 6 pump stations with a system capacity of 18.25 million gallons. The two pump operators assigned to this Section are responsible for monitoring and adjusting the system **24 hours a day** to ensure adequate water supply availability every day of the year for both routine daily use and fire protection needs at all times. They also conduct daily testing of the water for quality assurance, as well as other monthly and annual testing for state regulatory compliance with the Department of Public Health.

Transmission and Distribution – This Section is responsible for the maintenance and operation of 102 miles of water main lines; 8,470 service lines and meters; and 991 fire hydrants. The most visible of the Sections, Transmission and Distribution employees completed 48 main line repairs, 99 service line repairs, and responded to 123 emergency call-outs over the course of the 2009 calendar year.

Customer Service – The Customer Service Section is responsible for service turn-ons and offs, meter reading, meter replacements, system flushing and blow-off's, backflow prevention and testing, water conservation programs, and responses to customer usage inquiries. In 2009, Customer Service personnel handled 2,593 consumer inquiries.

Advances in 2009 – Aside from the multitude of system improvements completed during the year, the research and acquisition of modern and fully-integrated utility billing and automated meter reading systems were the highlighted advances of 2009. Implementation of the billing system is underway and the new year will bring its promise to fruition; along with that of an automated meter reading system.

Performance Measures and Results
Water Utility

Measure	2009 Results
Total number of meters read	51926
Total number of meter replacements completed	849
Total number of consumer responses completed	2593
Total number of backflow tests completed	150
Total number of flushed/blow-offs completed	32
Total number of service lines repaired/replaced	99
Total number of main lines repaired/replaced	48
Total number of fire hydrants repaired/replaced	13
Total gallons of water supplied	2.01 billion
Total gallons of water supplied on a daily basis	5.5 million
Total number of emergency calls responded to	123
Average GPM, 24-hours per day, 7-days per week	3,827
Total number of water quality tests done annually	2,137

Water crews routinely repair water main breaks while they remain in service or are "hot" to avoid loss of service by our customers.

ADMINISTRATIVE SERVICES

Mission Statement: The Administrative Services Division provides timely, high-quality financial and management reports, information, and support services. In addition, it provides invaluable support to the Department's other Divisions to meet their primary goal of serving the citizens of Covina.

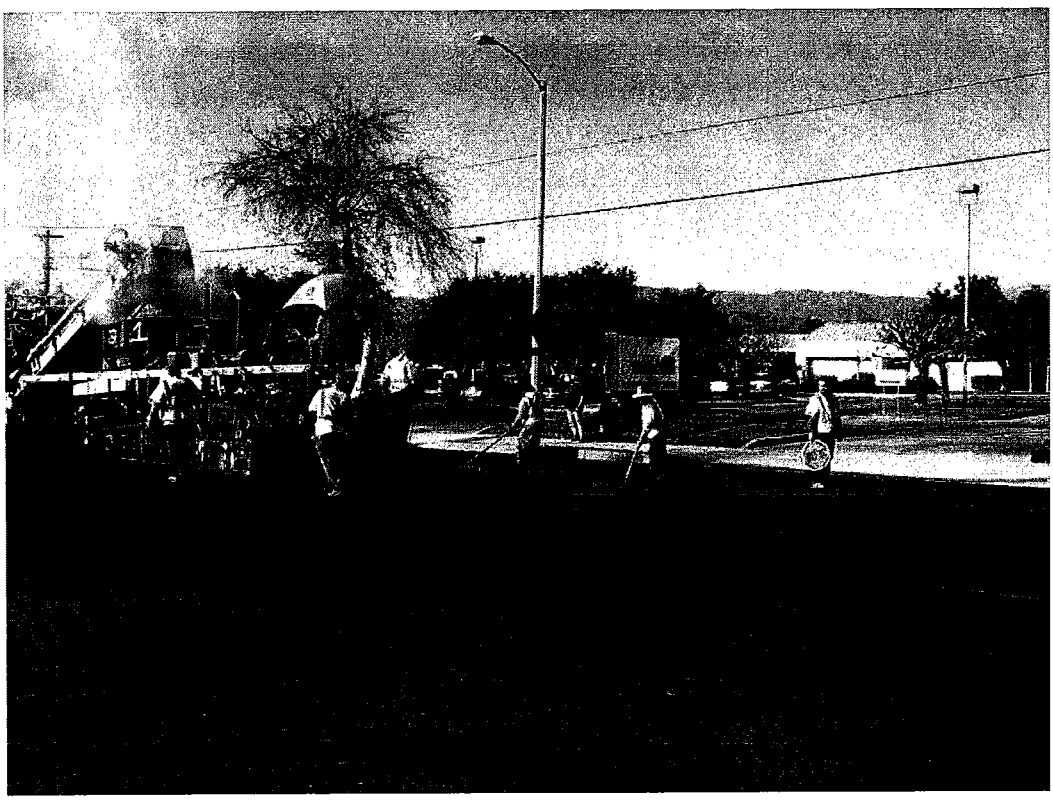
The Administrative Services Division has a total of four and one-half (4.5) full-time equivalent employees, consisting of four Senior Administrative Technicians and one part-time Administrative Technician. Funding is provided by the Water Utility Fund, Environmental Fund, Central Equipment Fund, and the General Fund. Total budget for the Administrative Services Division in FY 2010 was $745,630, the majority of which is included within the aforementioned Division budgets.

Administrative Services – The Administrative Services Division provides administrative oversight to the Department as a whole, as well as administrative support and customer service for each of the Department's divisions. These activities include such indispensable efforts as the preparation of the Department's operating budget; monthly revenue and expenditure reports; production and management of the Department's Capital Improvement Program budget; projection and monitoring of departmental revenues; maintenance and administration of employee personnel files, reports and information; personnel recruitment, evaluation and training; processing of all purchasing-related documents and monitoring of purchase order status; monitoring of state and federal legislation that may impact the Public Works Department; development and oversight of the Department's safety program including all Cal-OSHA compliance; centralized word-processing for all divisions; and preparation of miscellaneous reports, studies, and analysis, as needed.

Advances in 2009 – In 2009 Administrative Services was instrumental in navigating the bureaucratic mazes of Caltrans and the federal government to acquire $1.4 million in federal highway stimulus funds for the resurfacing of local roadways and $200,000 in Department of Energy grant funds for the design and implementation of energy reduction projects in various city facilities. Administrative Services also authored and implemented a comprehensive Construction Management Manual to guide Development Services and field staff through the various intricacies of successful capital project management.

Performance Measures and Results
Administrative Services

Measure	2009 Results
Total Departmental positions recruited, examined and filled	9
Total number of budgetary activity cost centers prepared and monitored	66
Total number of Dig Alert service tickets processed and tracked	597
Total number of purchase orders processed	2,102
Total number of work orders processed	4,891
Total number of training internal training sessions conducted	158
Total number of days lost Department-wide by job related injuries	38
Total number of At-Risk youth employed and monitored through L.A. Works	25
Total number of public notices processed and mailed	36,591
Total pieces of surplus equipment auctioned	77
Total number of new resident welcome packages mailed	54
Total number of printed publications developed	10
Total number of public educational events conducted on weekends	6
Total Department budget administered	$19.8 million



Development and implementation of the Department's Construction Management Manual will ensure the consistent quality of all capital projects.

Capital Improvement Program

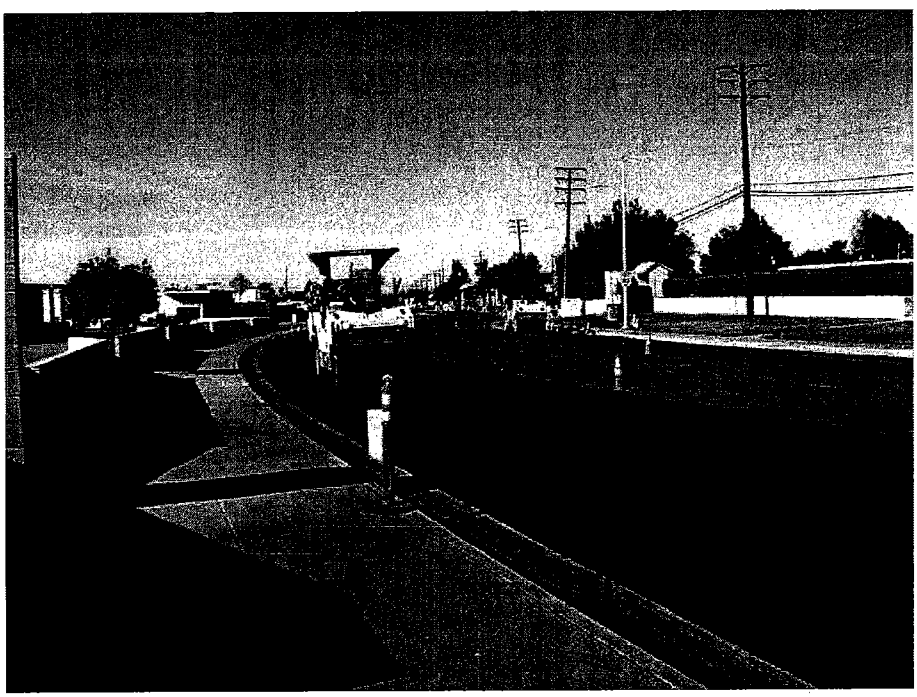
The Capital Improvement Program (CIP) is a Citywide budgetary expenditure prepared by City Administration and the Finance Department and managed by the City's various departments; with the goal of enhancing and/or improving the City's public infrastructure. The Public Works Department manages the CIP projects pertaining to improvements in the areas of streets, equipment, traffic signals, non-park public buildings, sewers, storm drains, water systems, and any specific projects that may be requested by other departments.

The development of the CIP is a collaborative process. Every year ideas for new projects are solicited from each of the Department's divisions and from City employees. The project ideas are then evaluated and prioritized for possible inclusion in that fiscal year's CIP which is funded with a combination of available revenue sources including grants, restricted state and federal funds, local restricted funds such as water capital and assessment district funds, and General Funds.

The status of the Department's CIP program includes:

- Appropriations totaling $8,797,123
- Completed projects totaling $4,236,563
- Active projects totaling $17,343,027

The amount of street paving performed in 2009 was accentuated by the acquisition of $1.4 million in federal stimulus funds.



CAPITAL IMPROVEMENT PROGRAM

Recently Completed Projects

FACILITY/LOCATION	PROJECT SCOPE
Cedar – San Bernardino to Badillo	Water and sewer main replacements and street resurfacing
Kenoak – Cedar to Valencia	Water main replacement, sewer repair and street resurfacing
Grovecenter – Lark Ellen to Azusa	Water main replacement and street resurfacing
Iris – Grovecenter to northerly end	Water main replacement and street resurfacing
Hyacinth – Grovecenter to northerly end	Water main replacement and street resurfacing
Waterbury – Grovecenter to northerly end	Water main replacement and street resurfacing
Leaf – Grovecenter to Badillo	Water main replacement and street resurfacing
Homerest – Grovecenter to southerly end	Water main replacement and street resurfacing
Eileen – Grovecenter to northerly end	Water main replacement and street resurfacing
Eileen – Grovecenter to southerly end	Water main replacement and street resurfacing
Adams Park – Hollenbeck to Valencia	Water main replacement and street resurfacing
Palm – Cedar to Valencia	Water main replacement and street resurfacing
Valencia – San Bernardino to Badillo	Water main replacement and street resurfacing
Fifth – San Bernardino to northerly end	Water main replacement and street resurfacing
Valencia – San Bernardino to northerly end	Water main replacement and street resurfacing
SPRR Service Road – Fifth to easterly end	Water main replacement and street resurfacing
Park – San Bernardino to Front	Water main replacement and street resurfacing
Howard – San Bernardino to Front	Water main replacement and street resurfacing
First – San Bernardino to Front	Water main replacement and street resurfacing
Curtis – San Bernardino to Front	Water main replacement and street resurfacing
Fourth – San Bernardino to northerly end	Water main replacement and slurry seal
Pershing – Fourth to Pollard	Water main replacement and slurry seal
Pollard – Pershing to Hampton	Water main replacement and slurry seal
Hampton – Fourth to Pollard	Water main replacement and slurry seal
Alley east of Park – San Bernardino to Front	Water main replacement
Cedar – Puente to Dexter	Street resurfacing
Hepner – Puente to Dexter	Street resurfacing
Albertson – Puente to Dexter	Street resurfacing
Rimsdale – San Bernardino to Badillo	Street resurfacing
Aldenville – Puente to Dexter	Street resurfacing
Fifth – Dexter to Badillo	Street resurfacing
Fourth – Puente to Badillo	Street resurfacing
Third – Puente to Badillo	Street resurfacing
Dexter – Cedar to Citrus	Street resurfacing
Barranca – Thelborn to Cypress	Street resurfacing
Dexter – Barranca to Kendall	Street resurfacing
Kendall – Dexter to Badillo	Street resurfacing

Grandview – Badillo to southerly end	Street resurfacing
Wingate – Grand to Glendora	Street resurfacing
Dodsworth – Wingate to northerly end	Street resurfacing
Danehurst – Wingate to northerly end	Street resurfacing
Virginia – Cypress to Covina	Street resurfacing
Benbow – Virginia to easterly end	Street resurfacing
Marilyn – Virginia to easterly end	Street resurfacing
Bickley – Virginia to easterly end	Street resurfacing
Kemp – Virginia to easterly end	Street resurfacing
Rue Royale – Barranca to easterly end	Street resurfacing
Edna – Citrus to Curtis	Street resurfacing
Kelby – First to Curtis	Street resurfacing
Hurst – Park to easterly end	Street resurfacing
Reed – Park to easterly end	Street resurfacing
First – Edna to Cypress	Street resurfacing
Park – Edna to Cypress	Street resurfacing
Curtis – Edna to Kelby	Street resurfacing
Cedar – Edna to Cypress	Street resurfacing
Fifth – Edna to Cypress	Street resurfacing
Fourth – Edna to Cypress	Street resurfacing
Edenfield – Edna to Cypress	Street resurfacing
Viceroy – Edna to Cypress	Street resurfacing
Reeder – Badillo to Cypress	Street reconstruction
Kelby – Park to First	Slurry seal
Edna – Citrus to west of Cedar	Slurry seal
Fenimore – Edna to Cypress	Slurry seal
Calvados – Edna to Cypress	Slurry seal
Citywide	Annual sidewalk repair
Central Equipment	Aquire/outfit (7) police patrol vehicles
Central Equipment	Aquire/outfit sewer truck
City Hall	Window replacement
Rowland/Covina Hills Road and Grand	Traffic signal system modification

Projects In Progress

FACILITY/LOCATION	PROJECT SCOPE
Covina – Barranca to Sunflower	Street resurfacing
Cypress – Grand to Badillo	Street resurfacing
Citrus – San Dimas Wash to Arrow	Street resurfacing
Rowland – Citrus to Barranca	Water main replacement
Rowland Way – Rowland to northerly end	Water main replacement
Vincent – Badillo to San Bernardino	Sanitary sewer upgrade
Homerest – Benwood to Cypress	Sanitary sewer upgrade
Devanah – Citrus to Edenfield	Sanitary sewer upgrade

Edenfield – Devanah to Grondahl	Sanitary sewer upgrade
Grondahl – Albertson to Hollenbeck	Sanitary sewer upgrade
Grondahl – Armel to O'Malley	Sanitary sewer upgrade
Azusa – Badillo to Puente	Sanitary sewer upgrade
Park – Benwood to Cypress	Sanitary sewer upgrade
Cypress – Fourth to Azusa	Sanitary sewer upgrade
Cypress – Homerest to Lark Ellen	Sanitary sewer upgrade
Third – Geneva to San Bernardino	Sanitary sewer upgrade
San Bernardino – Third to Cedar	Sanitary sewer upgrade
Various areas in the Downtown	Sanitary sewer upgrade
Rowland – Second to Citrus	Sanitary sewer upgrade
Citrus – Rowland to Workman	Sanitary sewer upgrade
Cummings – Cypress to Edna Place	Sanitary sewer upgrade
Edna – Cummings to Barranca	Sanitary sewer upgrade
Covina – Darfield to Barranca	Sanitary sewer upgrade
Ivescrest – Edgecomb to Ruddock	Sanitary sewer upgrade
Ruddock – Glendora to Jenifer	Sanitary sewer upgrade
Grand – Ruddock to Badillo	Sanitary sewer upgrade
Puente – Barranca to Armel	Sanitary sewer upgrade, water main replacement and street reconstruction
Downtown Municipal Parking Lots	Slurry seal and restripe
City Hall	Roof design and repair
Joslyn Center	Roof and building envelope design and repair
Rancho La Merced	Tank replacement
Covina and Sunflower	Traffic signal system
Cienega and Glendora	Traffic signal system
City Hall	Fountain redesign and construction
Citywide	Safe Routes to School speed awareness program
Various city facilities	Energy savings improvements
Water Utility	Updated utility billing system
Water Utility	Automated meter reading system
Public Works Yard	Replacement of vehicle lifts
Public Works Yard	Upgrade of CNG fueling system
Public Works Yard	Replace exterior doors

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 7

STAFF SOURCE: Steve Henley, Director of Public Works

ITEM TITLE: Public Works Department Monthly Activity Report

STAFF RECOMMENDATION
Receive and file the Public Works Department Monthly Activity Report.

FISCAL IMPACT
This report is informational only and has no budgetary impact.

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

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

During March, the following trends were noted:

- Service levels for the Water Division are slightly down across the Board as assignments are being juggled to cover for a Meter Reader out for an industrial accident
- Service levels for Central Equipment, Engineering Inspection, Environmental Services, and Building Maintenance are generally on par with their historical operational levels
- Street Maintenance activities trended down slightly as the Division focused on pothole repairs throughout the majority of the month
- Metrolink Shuttle passengers and Metrolink parking permit activity have both been trending upwardly over the past three months

EXHIBITS
A. Public Works Department Monthly Activity Report – March 2010

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

CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
MARCH 2010

DIVISION	ACTIVITY	QUANTITY
Water Utility	Meter reads	4,220
	Meter replacements	52
	Consumer responses	253
	Backflow tests	9
	Flushed blow-offs	5
	Service line repair/replace	3
	Main line repair/replace	8
	Fire hydrant repair/replace	3
	Isolation valves exercised	0
	Emergency call outs	4
Equipment Maintenance	Preventative Maintenance service	49
	Safety inspections	49
	Daily demand repairs	96
	Tire repairs	44
	Emergency call outs	19
Street Maintenance	Traffic sign remove/replace/install	33
	Potholes repaired	225
	Curb and gutter remove/replace (LF)	20
	Sidewalk remove/replace (SF)	64
	Curb painted (LF)	3
	Stop and Bars repainted	0
	Utility cuts repaired	0
	Trees trimmed	10
	Trees removed	11
	Emergency call outs	6
Environmental Services	Used oil containers distributed	15
	Compost bins distributed	0
	NPDES violations investigated	7
	Waste Management consumer responses	12
	Plans checked for environmental compliance	9
	Environmental legislation & regulations reviewed	17
	Special Waste collection events promoted	3
Engineering Inspection	Utility cuts inspections	8
	Sidewalk remove/replace/install inspections	3
	Driveway approach inspections	2
	Sanitary Sewer repair/install	2
	Traffic signal system install/modifications	0
	Job site meetings	5
	Construction site NPDES BMP compliance	5
	Street Paving / Patches	7
Building Maintenance	Service requests completed	34
	Facility heat/air conditioning repairs	3
	Facility lighting/electrical repairs	0
	Emergency call outs	0
Special Activities of Note	Areas sprayed for weed abatement	24
	Oil spill cleanup	15
	Illegal dumping debris pick-up	21

CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
MARCH 2010

Transportation	Bus passes sold	82
	Covina Transit passengers	1,384
	Metrolink Shuttle passengers	217
	Metrolink parking permits sold	782
	Municipal lots blue zone permits sold	108
	Municipal lots monthly machine revenues	$982
Building & Safety	Permits issued	69
	Inspections conducted	269
	Plan checks conducted	13
	Permit valuation	$621,900
Sewer Maintenance	Manholes inspected	91
	Linear feet of main cleaned	53,620
	Hot-spot locations cleaned	32
	Sewer overflow responses	3
	Manholes treated for vermin infestation	19
	Manholes treated for rodent infestation	0
	Routine pump station checks	27

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 8

STAFF SOURCE: Steve Henley, Director of Public Works
Kalieh Honish, Public Works Manager
Kyle Randall, Building Official

ITEM TITLE: Adoption of **Ordinance No. 10-1982** Amending Title 13 Pertaining to Sanitary Sewers, Industrial Wastes and the Control of Fats, Oils and Greases in the Sanitary Sewer System

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STAFF RECOMMENDATION

Adopt **Ordinance No. 10-1982**, amending Title 13 of the Covina Municipal Code pertaining to sanitary sewers, industrial wastes and the control of fats, oils and greases in the sanitary sewer system.

FISCAL IMPACT

Industrial waste programs are fee-based services that do not rely upon General Fund subsidy. The proposed ordinance neither establishes additional service requirements nor creates additional fee-based permitting processes. The regulations contained within the proposed ordinance are to clarify and strengthen existing regulations with respect to the control of fats, oils and greases as industrial wastes.

BACKGROUND

This ordinance was introduced at the April 6, 2010 meeting and is now being brought back to Council for passage and adoption. The information previously presented is as follows:

On May 2, 2006, the State Water Resource Control Board (SWRCB) adopted Order No. 2006-0003-DWQ (the Order) entitled, "Statewide General Waste Discharge Requirements (WDR's) for Sanitary Sewer Systems." The specific emphasis of the Order is the elimination of sanitary sewer overflows (SSO's). To facilitate compliance with the Order, every agency responsible for the operation and maintenance of a sanitary sewer system was required to develop and implement a Sewer System Management Plan (SSMP), in compliance with the direction of the SWRCB. At a minimum, the SSMP was required to address the following issues:

- Goal and Organizational Structure
- Overflow Emergency Response Program
- Legal Authority
- Operation and Maintenance Program

- Fats, Oils and Grease (FOG) Control Program
- System Design and Performance
- System Evaluation and Capacity Assurance Plan
- System Financial Plan

The City completed this state-mandated planning process with the City Council's adoption of the City's SSMP in July 2009.

The City's industrial waste program, which is the front-line defense against fats, oils, and grease (FOG) related blockages and main line degradation, was virtually non-existent prior to the City Council's adoption of Ordinance No. 08-1953 in May 2008. The proposed ordinance would expand upon the existing requirement that all commercial, industrial and manufacturing uses are to obtain an industrial waste permit and have, at minimum, annual inspections of their facilities to ensure that deleterious effluents were not being discharged to the City's sanitary sewer system by clarifying the existing regulations as they pertain to FOG. Businesses able to show they generate only standard domestic sewage (i.e. offices with only restroom facilities and/or no floor drains) would continue to be exempt. However all other businesses that generate other than standard domestic sewage, either by floor drains or by industrial process, would continue to be required to obtain a permit and avail themselves of annual inspections; the frequency of which would be determined on a case-by-case basis according to the business' operations. Additionally, the ordinance also makes various technical updates to address new forms of FOG treatment and control, as well as recognizing new industry terminology and business classifications.

EXHIBITS

A. Ordinance No. 10-1982

REVIEW TEAM ONLY

City Attorney: _____ **Finance Director:** _____

City Manager: _____ **Other:** _____

ORDINANCE NO. 10-1982

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA AMENDING TITLE 13 OF THE COVINA MUNICIPAL CODE PERTAINING TO SANITARY SEWERS, INDUSTRIAL WASTES AND THE CONTROL OF FATS, OILS AND GREASES IN THE SANITARY SEWER SYSTEM

THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by amending Section 13.50.020 to read as follows:

"13.50.020 Deletions. The sanitary sewer and industrial waste code adopted by this chapter is amended by deleting Los Angeles County Code Sections 20.32.200, 20.36.365, 20.40.045, 20.40.046, 20.40.047, 20.40.050, 20.40.060, 20.40.070, 20.40.080, 20.40.081 and Chapter 20.44 in their entirety."

Section 2: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by Section 13.50.030 to read as follows:

"13.50.030 Amendments. The sanitary sewer code adopted by this chapter is amended and changed as set forth in CMC 13.50.035 through 13.50.270."

Section 3: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.035 to read as follows"

"13.50.035 Chapter 20.20 amended – Definitions. Chapter 20.20 of the Sanitary Sewer and Industrial Waste Code of the county of Los Angeles is hereby amended by adding the following Sections to 'Definitions:'

20.20.017 Best management practices (BMPs). 'Best management practices (BMPs)' means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce pollutants in discharges, to implement the prohibitions listed in National Pretreatment Standards pursuant to 40 CFR 403.5(a)(1) and (b), and prevent the discharge of substance that may contribute to sanitary sewer overflows. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

20.20.025 Categorical industrial user (CIU). 'Categorical industrial user (CIU)' means an industrial user that is subject to National Categorical Pretreatment Standards.

20.20.055 Code of federal regulations (CFR). 'Code of federal regulations (CFR)' means the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government of the United States.

20.20.118 Fats, Oils and Greases (FOG). 'Fats, Oils, and Greases (FOG)' means non-petroleum organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical procedures established in the Unites States Code of Federal Regulations 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as 'grease' or 'greases'.

20.20.119 FOG disposal system. 'FOG disposal system' means a grease interceptor that reduces fats, oils, and grease (FOG) in effluent by separation, and mass and volume reduction.

20.20.121 Food service establishment. 'Food service establishment" means a facility engaged in preparing food for consumption by the public such as a restaurant, bakery, commercial kitchen, caterer, hotel, school, religious institution, hospital, prison, correctional facility, or care institution.

20.20.122 Gravity grease interceptor. 'Gravity grease interceptor' means a plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept FOG from a wastewater discharge and is identified by volume, 30-minute retention time, baffle(s), a minimum of two compartments, a minimum total volume of 750 gallons, and gravity separation.

20.20.123 Grease interceptor. 'Grease interceptor' means a plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept FOG from a wastewater discharge.

20.20.124 Grease removal device (GRD). 'Grease removal device (GRD)' means any hydromechanical grease interceptor that automatically, mechanically removes FOG from the interceptor, the control of which are either automatic or manually initiated.

20.20.126 Grease trap. 'Grease trap' means a multi-baffle, single compartment, 10 to 50 gallon capacity device, serving one (1) to a maximum of four (4) fixtures designed for the removal of FOG from food service establishment discharges and installed prior to the effective date of this ordinance.

20.20.131 Hydromechanical grease interceptor. 'Hydromechanical grease interceptor' means a plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept FOG from a wastewater discharge and is identified by flow rate, separation and retention efficiency. The design incorporates air entrainment, hydromechanical separation, interior baffling, and/or barriers in combination or separately, and one of the following:

A. External flow control with air intake (vent); directly connected.
B. External flow control without air intake (vent); directly connected.
C. Without external flow control; directly connected.
D. Without external flow control; indirectly connected.

20.20.133 Illicit discharge. 'Illicit discharge' means any discharge to the sanitary sewer system that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. Illicit discharges include all non-domestic sewage discharges not permitted under the provisions of this division and discharges through connections to the sanitary sewer system, either directly of through satellite collection systems, not authorized pursuant to Chapter 20.32 of this division.

20.20.195 Interference. 'Interference' means a discharge which, alone or in conjunction with a discharge or discharges from other sources:

A. Inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use or disposal; and

B. Is therefore a cause of a violation of any requirement of the POTW's NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal in compliance with the following statutory provisions and regulations or permits issued thereunder (or more stringent state or local regulations): Section 405 of the Clean Water Act, the Solid Waste Disposal Act (SWDA) [including Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including the state regulations contained in any sludge management plan prepared pursuant to Subtitle D of the SWDA], the Clean Air Act, and the Marine Protection, Research and Sanctuaries Act.

C. Inhibits operation, disrupts or causes a condition within the sanitary sewer system that may cause excessive maintenance or a sanitary sewer overflow.

20.20.221 North American Industry Classification System (NAICS). 'North American Industry Classification System' means a classification of business establishments developed and updated periodically by the Executive Office of the President, Office of Management and Budget.

20.20.305 Sanitary sewer overflows (SSO). 'Sanitary sewer overflows (SSO)' means any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSO include:

A. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States.

B. Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States.

C. Wastewater backups into buildings and onto private properties that are caused by blockages or flow conditions within the publicly owned portions of a sanitary sewer system.

20.20.362 Significant industrial user (SIU). 'Significant industrial user (SIU)' means that except where the control authority of a POTW has found an industrial user to be exempt pursuant to 40 CFR 403.3(v)(2) and (v)(3):

A. All industrial users subject to categorical pretreatment standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; and

B. Any other industrial user that discharges an average of 25,000 gallons or more of process wastewater to a POTW (excluding sanitary, non-contact cooling and boiler blowdown wastewater); contributes a process wastestream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or is designated as such

by the POTW control authority on the basis that the industrial user has a reasonable potential for adversely affecting the POTW operation or for violating any pretreatment standard or requirement.

20.20.363 Slug discharge. 'Slug discharge' means any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions. Discharge of any prohibited material in any concentration shall be considered a slug discharge.

20.20.367 State Board. 'State Board' means the State Water Resources Control Board."

Section 4: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.044 to read as follows:

"13.50.044 Los Angeles County Code Section 20.24.165 added – Administrative fines. Los Angeles County Code Section 20.24.165 is hereby added to read as follows:

Violations of this division are subject to administrative fines pursuant to Chapter 1.25 of this code. The amount of an administrative fine shall not exceed $100.00 for the first violation, $200.00 for the second violation of the same provision of this division within one year after the first violation, and $500.00 for each additional violation of the same provision of this division within one year after the first violation."

Section 5: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.048 to read as follows:

"13.50.048 Los Angeles County Code Section 20.24.200 amended – Notification of uncontrolled or slug discharges required. Los Angeles County Code Section 20.24.200 is hereby amended to read as follows:

A. In the event of an uncontrolled or slug discharge, the discharger or permittee shall immediately notify the director by telephone. The notification shall include location of the discharge, type of material, duration, concentration and volume, and corrective actions taken.

B. Within 5 calendar days after the uncontrolled or slug discharge, the discharger or permittee shall submit to the director a detailed, written report describing the cause of the discharge, corrective action taken and measures to be taken to prevent further occurrences. Such notification shall not relieve the discharger or permittee of liability or fines incurred as a result of the uncontrolled or slug discharge."

Section 6: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.165 to read as follows:

"13.50.165 Los Angeles County Code Section 20.36.135 amended – Monitoring and sampling – pre-notification – procedures – reporting. Los Angeles County Code Section 20.36.135 is hereby amended to read as follows: Any permittee or discharger required by the director, by permit or otherwise, to engage in periodic, stand-alone, backup, follow-up,

compliance or confirmation monitoring or sampling of a discharge shall notify the director by telephone, or other authorized means, at least 48 hours in advance of any monitoring or sampling to be done. Prior to the commencement of any sampling or monitoring, the director may request that the permittee furnish the director a split sample and all supporting data. Notification is not required for internal monitoring and sampling by a discharger for the purpose of process and pretreatment controls unless so requested by the director. However, such procedures, results and records shall be made available to the director upon request. Sample acquisition and monitoring shall be performed at a location of sampling point as designated in any permit or as specified by the director. The director may require the installation of a secured sampling facility to be designated as the sampling point. Sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR 136 and amendments thereto. Dischargers to a public sewer system subject to an approved pretreatment program administered by the director shall submit to the director, at minimum, all parameters required by 40 CFR 403.12 as may be amended unless otherwise directed. Each permittee, regardless of industrial waste disposal method, shall submit to the director, certified under penalty of perjury by the permittee, all required monitoring and sampling reports or other requested data within the times specified in the permit."

Section 7: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by amending Section 13.50.190 to read as follows:

"13.50.190 Los Angeles County Code Section 20.36.250 amended – Annual fee – purpose, scheduling and billing. Los Angeles County Code Section 20.36.250 is amended to read as follows:

A. All permitted facilities shall pay an annual fee as established by resolution of the city council. The annual fees are a part of the city's industrial waste control program revenue and pay for the basic level of services which include but are not limited to the following: permitting, inspections, sampling, laboratory analytical services, monitoring facilities and self-monitoring programs, record maintenance, systems development and data management.

B. For each industrial waste disposal permit issued by the director, an annual fee as established by resolution of the city council and determined by Section 20.36.260, Table 1, shall be due and payable to the director annually, in advance, on a billing date to be determined by the director.

C. Immediately upon issuance of a new permit, the permittee shall be billed the above fee for the first annual billing period.

D. The annual fee shall be increased by an additional amount as established by resolution of the city council for each approved rainwater diversion system."

Section 8: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by amending Section 13.50.200 to read as follows:

"13.50.200 Los Angeles County Code Section 20.36.265 amended – Wastewater sampling and analysis fee. Los Angeles County Code Section 20.36.265 is amended to read as follows: The director may charge the discharger a fee as established by resolution of the city council for each analytical determination performed by or on behalf of the director on wastewater samples taken from the discharger's effluent."

Section 9: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by amending Section 13.50.240 to read as follows:

"13.50.240 Los Angeles County Code Section 20.36.310 amended – Permit – required when.

A. A person shall obtain a permit from the director prior to discharge of industrial waste to a public sewer.

B. The director shall not grant such a permit unless he or she finds that sufficient capacity exists in the public sewer to allow for such industrial waste, as determined by the requirements of Section 20.32.080.

C. A separate permit shall be required for each connection discharging industrial wastes to the public sewer.

D. For the purposes of this section, discharges resulting from garbage grinders powered by motors less than one and one-half horsepower installed in food establishments in accordance with the provisions of the plumbing code and where such facilities are not required by other provisions of this division, are not considered to be industrial waste discharges.

E. A person shall obtain a permit form the director to maintain an existing but nonused industrial waste connection to the public sewer. The annual fee for such permit shall be the same as that for Inspection Class A. The connection shall be removed upon the expiration or revocation of such permit pursuant to the criteria established by Section 20.36.220."

Section 10: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.243 to read as follows:

"13.50.243 Los Angeles County Code Section 20.36.320 amended – Permit – application forms – information required.

A. The director shall provide printed application forms for the permit required by this Part 3, indicating thereon the information to be furnished by the applicant. In conjunction therewith, the applicant may be required to furnish the following:

1. The name and address of the applicant;
2. The name and address of the discharger;
3. The address and location of the premises where the discharge will take place;
4. The Standard Industrial Classification (SIC) and/or North American Industry Classification System (NAICS) or the discharger for each operation generating wastewater;
5. Information with respect to constituents and characteristics of wastewater proposed to be discharged, including but not limited to those referred to in this Part 3. Sampling and analysis shall be performed in accordance with procedures established by the EPA pursuant to Section 304(g) of the Act and contained in 40 CFR 136, as amended, and by laboratories certified by the state of California. In the absence of a state certification process, the director may certify a laboratory to perform necessary sampling and analysis;
6. Time and duration of the proposed discharge or discharges;
7. Average daily and five-minute peak wastewater flow rates;
8. Each byproduct waste of the discharges by type, amount and rate of production;
9. Site plans, floor plans, mechanical and plumbing plans and details to show all sewers, storm drains, connections and appurtenances by their size, location and elevation;

10. Description of activities, facilities and plant processes on the applicant's premises, including all pollutants which could be discharged;

11. Detailed plans showing pretreatment facilities, sampling facilities, uncontrolled discharge containment facilities, and operating procedures;

12. Identification of the nature and concentration of any pollutant located at the premises of the discharger (and/or applicant if different) if that pollutant is prohibited from discharge under this Part 3, or any proposed discharge which is regulated by an applicable local permit, plus a statement specifying whether the specific limitations set forth in said local limits are being met, and, if not, what operation and maintenance (O&M) or pretreatment is proposed by the discharger to cause compliance;

13. The shortest time scheduled by which the discharger shall provide the necessary additional pretreatment or O&M, if additional pretreatment or O&M will be required to meet the regulations in this Division 2. Any completion date in such a proposed schedule shall not be later than the compliance date established by the applicable regulations. The schedule shall provide for reporting increments in progress in the form of dates for commencement and completion of major events leading to the construction and operation of additional pretreatment necessary for the discharger to meet the applicable regulation (e.g., hiring an engineer, completing preliminary and final plans, executing contract for major components, commencing construction, completing construction);

14. Each product of the discharger by type, amount, and rate of production;

15. Type and amount of raw materials processed by the discharger (average and maximum per day);

16. Number of employees, hours of operation of plant, and hours of operation of the proposed pretreatment system:

17. Copies of any current NPDES permit, Air Quality Management District permit, Regional Water Quality Control Board permit, fire department business plan, public health department license and State Department of Public Health permit for subject premises;

18. The name, business address and motor vehicle driver's license number of the authorized representative;

19. Any other information deemed by the director to be necessary to evaluate the permit application. The application shall be signed under penalty of perjury by the authorized representative of the discharger.

B. For the purpose of this section, the director may utilize joint permit application forms under agreements established with other public agencies as provided in Section 20.28.090."

Section 11: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.244 to read as follows:

"13.50.244 Los Angeles County Code Section 20.36.385 amended – FOG disposal systems – installation required. Wastewater discharge originating at food service establishments from fixtures and equipment which may contain FOG, including but not limited to, scullery sinks, pot and pan sinks, soup kettles, automatic vent cleaning devices, and floor drains located in the areas where FOG-containing materials may exist, shall be drained into the sanitary waste system through a FOG disposal system approved by the director. Multiple FOG disposal systems may be required to satisfy the requirements of this section. The director may waive this requirement to specific fixtures upon determination that compliance may create a

health hazard and/or impeded by a physical constraint that is impractical to overcome when retrofitting an existing facility."

Section 12: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.245 to read as follows:

"13.50.245 Los Angeles County Code Section 20.36.400 amended – Deposit of certain substances prohibited. No person shall place, throw or deposit, or cause or permit to be placed, thrown, discharged or deposited in any public sewer or main line sewer:

A. Any dead animal, offal or garbage, fish, fruit or vegetable waste, or other solid matters, or materials or obstructions of any kind whatever of such nature as shall clog, obstruct or fill such sewer, or which shall interfere with or prevent the effective use or operation thereof;

B. Any water or sewage, or liquid waste of any kind containing chemicals, fats, greases, oils, tars or other matters in solution or suspension, which may clog, obstruct or fill the same, or which may in any way damage or interfere with or prevent the effective use thereof, or which may in any way damage or interfere with or prevent the effective use thereof, or which may necessitate or require frequent repair, cleaning out or flushing of such sewer to render the same operative;

C. Any discharge or effluent which may obstruct or cause an unwarranted increase in the cost of treatment of the sewage, or which may introduce into a POTW any pollutant(s) which creates a fire or explosive hazard in the sewer or POTW, pollutants which will cause corrosive structural damage to the POTW, but in no case discharges with a pH lower than specified in Section 2.36.420, pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW, or which may introduce into a POTW any pollutant(s) which may cause pass through or interference;

D. Stormwater runoff, unless authorized pursuant to 20.36.390.

Section 13: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.246 to read as follows:

"13.50.246 Los Angeles County Code Section 20.36.406 amended – Slug discharge control plan – when required. A slug discharge control plan shall be prepared, implemented and maintained by SIUs discharging to the sanitary sewer system unless determined to be unnecessary by the director. Such plan shall be submitted in conjunction with an application to discharge industrial waste to a public sewer or within one year of being designated a SIU, which ever comes first. SIUs shall immediately notify the director of any changes at its facility affecting potential for a slug discharge. At a minimum the plan shall contain the following elements:

A. Description of discharge practices, including non-routine batch discharges;

B. Description of stored chemicals;

C. Procedures for immediately notifying the director of slug discharges, including any discharges that would violate a prohibition under Section 20.36.400 with procedures for follow-up written notification within five days;

D. When appropriate, procedures to prevent adverse impact from accidental spills, including maintenance and inspection of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of

containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

Section 14: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.247 to read as follows:

"13.50.247 Los Angeles County Code Section 20.36.450 amended – Ground garbage – condition. Garbage resulting from the preparation of food may be discharged into the public sewer (but not into a STEP sewer system unless as septic tank effluent) if ground to a fineness sufficient to pass through a three-eighths-inch screen. Ground garbage, dishwasher effluent or other ground food wastes shall not be discharged into any FOG disposal system. Excessive or unnecessarily large quantities of water shall not be used to flush ground garbage in the sewer."

Section 15: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.248 to read as follows:

"13.50.248 Los Angeles County Code Section 20.36.475 amended – Maintenance of existing, nonused facility for industrial waste deposit, discharge or storage. A person shall obtain a permit from the director to maintain an existing but nonused facility designed or formerly used for the deposit, discharge or storage of industrial waste. The annual fee for such permit shall be the same as that for Inspection Class A.

Exception: Such permit is not required when, to the satisfaction of the director, compliance with the permit cancellation criteria of Section 20.36.220 has been provided.

Section 16: Chapter 13.50 of Title 13 of the Covina Municipal Code is hereby amended by adding Section 13.50.249 to read as follows:

"13.50.249 Los Angeles County Code Section 20.36.595 amended – FOG disposal systems – installation requirements. Each FOG disposal system shall be installed at a location shown on plans approved by the director and the health officer an in full compliance with the plumbing code. Such systems shall be located in an area that is at all times easily accessible for inspection, cleaning, maintenance, and removal of the recovered FOG in a manner that does not require entry into a food or utensil handling area as follows:

A. Hydromechanical grease interceptors shall not be installed in a food or utensil handling area unless specifically approved by the health officer. Plumbing fixtures and equipment connected to such devices shall be provided with an approved type of flow control so that the total flow through the device or devices shall not be greater than the rated flow of the grease interceptor.

B. Grease removal devices (GRDs) shall be installed as provided for hydromechanical grease interceptors in subsection A with the additional provision that the storage of removed FOG also be outside food and utensil handling areas in a secure location that protects against the accidental spill of grease into floor drains, parking lots, catch basins, storm drains, sidewalks, streets, or gutters and is protected from inundation by stormwater flows.

C. Gravity grease interceptors shall be installed outside of the structure containing the kitchen, food or utensil handling area(s) in a location affording ease of inspection, maintenance

and servicing without entry to the structure unless otherwise approved by the director and the health officer. Such devices shall be designed and sized to retain FOG until accumulations can be removed by pumping the interceptor. When so required by the director, gravity grease interceptors shall be equipped with an approved sample box."

Section 17: Title 13 of the Covina Municipal Code is hereby amended by adding thereto a new Chapter 13.54 to read as follows:

"Chapter 13.54

OVERFLOW PREVENTION

Sections:

13.54.010 Purpose.
13.54.020 Duty of the discharger.
13.54.030 Duty of tributary jurisdictions.
13.54.040 House lateral maintenance.
13.54.050 Illicit discharges prohibited.
13.54.060 Limitations – director may establish.
13.54.070 Existing FOG disposal systems.
13.54.080 Investigation of SSO incidents.
13.54.090 Use of unauthorized substances prohibited.
13.54.100 FOG control programs.
13.54.110 Minimum standards – director may develop.
13.54.120 Food service establishments – operating permit required.
13.54.130 Food waste disposal units and dishwashers.

13.54.010 Purpose. The purpose of this Chapter is to implement additional specific requirements for the use of the sanitary sewer system to ensure compliance with Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, State Board Order No. 2006-0003-DWQ (State Board Order) and as may be hereinafter amended or superseded.

13.54.020 Duty of the discharger. All dischargers to the sanitary sewer system shall implement BMPs to ensure that their discharge, either singularly or in combination with other dischargers, does not create a condition in the system that might cause damage to the system or a SSO. Commercial and industrial discharges shall be made only in full compliance of the provisions of Title 13 of the Covina Municipal Code.

13.54.030 Duty of tributary jurisdictions. Jurisdictions owning sanitary sewer systems greater than one mile in length that are tributary to or within the city's sewer maintenance district shall enroll in the State Board Order and shall develop a Sewer System Management Plan (SSMP) including adopting legal authority for the control of SSO equivalent to the provisions of Title 13 of the Covina Municipal Code. Jurisdictions that do not contract with the city for Industrial Waste Control Program services shall provide the director with

evidence of FOG control program elements to effectively control FOG discharges from industrial and commercial sources. If a tributary enrollee determines that a FOG program is not needed, the enrollee shall provide justification to the director for why it is not needed.

Tributary jurisdictions shall furnish evidence to the director of compliance with the State Board Order within 60 calendar days from the effective date of this section, or any submittal date specified in the State Board Order, whichever occurs later. Failure to submit the required information may cause the director to initiate procedures to exclude the jurisdiction from a sewer maintenance district.

13.54.040 House lateral maintenance. Dischargers to the sanitary sewer system shall use house lateral maintenance procedures that maximize the recovery of delirious materials and minimize the passage of FOG, debris, cut roots and similar materials to the main line sewers. No person shall interfere with the director's access to house laterals extending from the main line sewer and the right-of-way boundary or property line.

13.54.050 Illicit discharge prohibited. No person shall cause any discharge to the sanitary sewer system unless such discharge:

A. consists entirely of domestic sewage; or

B. consists of industrial waste that is authorized pursuant to the provisions of this Title.

13.54.060 Limitations – director may establish. The director may establish numerical limitations on the amount of fats, oils, and grease, and other debris that may cause blockages or contribute to SSOs on discharges to all or portions of the sanitary sewer system where the director finds that such limitation is necessary to protect the system from damage or potential SSOs. Industrial waste disposal permits issued pursuant to this Title shall include such limitations where imposed.

13.54.070 Existing FOG disposal system. Existing grease interceptors, grease traps or other FOG disposal systems, previously approved by the director, may remain in service provided such systems are properly maintained to effectively reduce FOG discharges, are operating within original design parameters, have not been altered in a manner not approved by the director, and where required are operated under a valid industrial waste disposal permit pursuant to this Title. Such authorization does not preclude the director from establishing discharge limitations which may require the modification, enlargement, addition, or replacement of FOG disposal system to protect the sanitary sewer system from blockages or overflows.

13.54.080 Investigation of SSO incidents. The director shall investigate and determine the probable cause of an actual or potential SSO incident. In the course of any such investigation, the director may enter the premise of any discharger to the sanitary sewer system to determine the presence of potential sources of FOG, inspection of FOG disposal systems, review wastewater disposal procedures, ascertain if BMPs are in place and adequate, review records, photograph disposal systems, and take samples and other measurements in order to determine the cause or sources of an SSO. Section 13.54.060 notwithstanding, where the director determines that additional, improved, upgraded, repaired or more frequently maintained FOG removal systems are required to prevent the contribution to actual or potential SSOs, the

director may serve notice on the discharger to implement such improvements. Such notices may include prohibitions against unauthorized discharges, timetables and/or deadlines.

13.54.090 Use of unauthorized substances prohibited. No person shall introduce or use any chemical, biological, enzyme or bacterial agent or substance into a FOG disposal system with the intent to enhance performance and/or reduce maintenance of such system without the specific authorization of the director. Such prohibition is not intended to preclude the use of commercial drain cleaning substances within plumbing fixtures not tributary to a FOG disposal system unless the director has found that such substances present a general hazard to the sanitary sewer system.

13.54.100 FOG control programs. Where a discharger is required to install and maintain a FOG disposal system pursuant to the provisions of this Title and/or is found to be a potential uncontrolled source of FOG, the director may require that the discharger develop and implement a FOG control program. Where required, such a program is subject to the approval of the director and may be included as a part of the conditions and limitations of any permit issued pursuant to this Title. Such a program may be required to include but is not limited to the following provisions:

A. A plan and schedule for the education and training of personnel or employees that may dispose of FOG containing effluent to the sanitary sewer system.

B. The development of source control measures to minimize the discharge of FOG to the sanitary sewer system and to maximize the efficiency of any required FOG disposal system and/or GRD.

C. A plan and schedule for the removal and legal disposal of FOG removed from effluent by a FOG disposal system and/or GRD. When so required by the director, such a plan and schedule may include the maintenance of a log record detailing cleaning, repair, inspection, accidental spill and disposal events in connection with the system or device. The director shall have access to any required log during all reasonable business hours and may specify a time period during which such a log is maintained.

D. A description of facilities used to store removed FOG prior to disposal and measures taken to prevent accidental and/or uncontrolled discharge of FOG to the sanitary sewer system, sidewalks, parking lots, streets, gutters, storm drains, or other private or public property.

E. A description of equipment and supplies, including the location of such materials, available for the cleanup of accidental and/or uncontrolled spills of FOG or similar materials.

F. The posting in a conspicuous place of notification requirements to the director or other specified entity in the event of any accidental and/or uncontrolled spill of FOG or similar materials that leave or may be carried off the discharger's premise.

15.34.110 Minimum standards – director may develop. The director may develop minimum standards for the performance, construction, installation and maintenance of FOG disposal systems, gravity grease interceptors, GRDs, hydromechanical grease interceptors, and/or components associated with such devices.

15.34.120 Food service establishments – operating permit required. Where the director has determined that installation of a FOG disposal system at a food service establishment is necessary to protect the sanitary sewer system, such installation shall be subject

to plan review and operating industrial waste disposal permit requirements pursuant to this Title. Each separate system connected to the public sewer system shall require a separate permit. The director may authorize multiple food service establishments to discharge through a single FOG disposal system provided that each establishment enters into an agreement with a single entity that maintains the device including continuous maintenance of any permits required for operation of the facility.

15.34.130 Food waste disposal units and dishwashers. Unless specifically required or permitted by the director, no food waste disposal unit, garbage grinder or dishwasher shall be connected to or discharge into any FOG disposal system. Commercial food waste disposers shall discharge directly into the building's sewage drainage system."

Section 18: Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, is for any reason held to be unconstitutional or void, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional or void.

Section 19: Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passes and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local weekly newspaper of general circulation and which is designated for that purpose.

ORDINANCE PASSED AND APPROVED on this ____ day of _____, 2010.

_____
Peggy Delach
Mayor

ATTEST:

_____
Toni Taber
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 9

STAFF SOURCE: Steve Henley, Director of Public Works
Vivian Castro, Environmental Services Manager

ITEM TITLE: Adopt Resolution Proclaiming April 22, 2010 as Earth Day in the City of Covina.

STAFF RECOMMENDATION
Adopt Resolution **No. 10-6829**, proclaiming April 22, 2010 as Earth Day in the City of Covina.

FISCAL IMPACT
The recommended action has no fiscal impact. The reusable shopping bags were included in the 2008-09 budget in account 6200-5580-00-54150.

BACKGROUND
April 22, 2010 marks the 40th anniversary of Earth Day, an event designed to inspire awareness of and appreciation for the Earth's environment and the impact of human activities on the planet. Earth Day was founded by U.S. Senator Gaylord Nelson (D-Wisconsin) as an environmental teach-in in 1970 and is celebrated annually in the United States and abroad. Approximately 20 million Americans participated in the first Earth Day event.

Forty years later, Earth Day events continue to educate the public about environmental issues such as water quality and conservation, air quality, energy, natural resources and pollution. Proclaiming April 22, 2010 as Earth Day in the City of Covina reminds residents, businesses and staff of the importance of a sound environment and highlights measures that can be taken to protect the earth's resources. In honor of Earth Day, Environmental Services will be providing reusable Covina shopping bags to residents April 19-22, 2010.

EXHIBITS
A. Resolution No. 10-6829.

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

RESOLUTION NO. 10-6829

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, PROCLAIMING APRIL 22, 2010 AS EARTH DAY IN THE CITY OF COVINA

WHEREAS, Earth Day began in 1970 as an annual event to be held on April 22 in order to focus public attention on pollution and environmental concerns; and

WHEREAS, April 22, 2010 marks the 40th anniversary of Earth Day; and

WHEREAS, Earth Day is an example of community partnership which focuses on activities and events promoting environmental awareness and education that are held to communicate with a wide audience in the greater Los Angeles area; and

WHEREAS, cities and counties have many critical environmental responsibilities, which include management of water, stormwater, air quality, solid waste and liquid waste for present and future generations; and

WHEREAS, the City of Covina considers every day Earth Day and has long promoted environmental awareness and natural resource management, and continues to support activities that protect the environment as demonstrated by its City-Wide Recycling Program; Used Oil Recycling Program; Reusable Covina Shopping Bag Giveaway; Co-Sponsorship of Smart Gardening Workshops and giveaway of backyard composting bins and kitchen scrap compost containers to workshop participants; programs to promote ridesharing, public transportation and alternative transportation, such as biking; and operation of a Compressed Natural Gas fueling station; and

WHEREAS, in its municipal operations, the City of Covina recycles items such as tree and grass clippings and demolition materials; employs appropriate and safe pest management practices; minimizes the use of scarce resources; reuses and repurposes items such as its decommissioned pothole patching truck; and, thereby, attempts to lead by example; and

WHEREAS, the City of Covina applauds and encourages the efforts of its employees, businesses and residents to take individual actions that in the aggregate contribute to an improved environment for the benefit of all.

NOW, THEREFORE, THE CITY COUNCIL of the City of Covina, California, does hereby resolve as follows:

That April 22nd, 2010 is proclaimed to be "Earth Day" in the City of Covina.

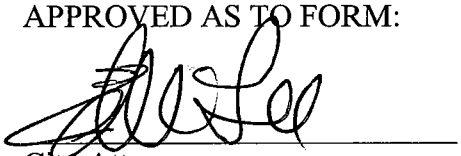
Passed, approved and adopted this ____ day of _____, 2010.

Peggy Delach, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:



City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 10

STAFF SOURCE: Steve Henley, Director of Public Works
Kalieh Honish, Public Works Manager

ITEM TITLE: Report on the 2010 League of California Cities, Public Works Officers Institute Training Conference Attended by the Public Works Manager

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STAFF RECOMMENDATION
Receive and file the report on the 2010 League of California Cities, Public Works Officers Institute Training Conference attended by the Public Works Manager.

FISCAL IMPACT
A total of $1,468.00 (conference registration fees, lodging, transportation and meals) was spent for the participant to attend the conference. These funds are budgeted in the Public Works Department's budget under Account No. 1010-2000-00-53200.

BACKGROUND
The Public Works Manager attended the League of California Cities' 2010 Public Works Officers Institute Training Conference (Conference) held March 24 to March 26, 2010, in Monterey, California. The Conference brings together professionals from the League's Public Works Department Officers' section to listen, interact and learn from experts in the field and each other on a variety of challenges and opportunities within the Public Works field. To this end, in addition to the general sessions, the Public Works Manager also attended the following break-out workshops:

- Financing Public Works: Using Assessment Districts and Other Fees to Fund Projects and Operations
- Cut Costs and Maintain Services
- How Not to Get Burned in a Sizzling Bid Environment
- Traffic Calming
- To LEED or Not to LEED

Staff will utilize the information gathered at this conference to continue the effective administration of the Department's various responsibilities and to ensure that the Department is operating within all applicable regulatory requirements.

EXHIBITS
None

REVIEW TEAM ONLY
City Attorney: _____ **Finance Director:** _____

City Manager: _____ **Other:** _____

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 11

STAFF SOURCE: Rosalia A. Conde, CMC, Deputy City Clerk

ITEM TITLE: Consider letter of resignation from Cultural Arts Advisory Commission member, Richard Dean

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STAFF RECOMMENDATION
Accept the letter of resignation of Richard Dean of the Cultural Arts Advisory Commission.

FISCAL IMPACT
None.

BACKGROUND
A letter of resignation has been received from Richard Dean from the Cultural Arts Advisory Commission, effective October 2009. Mr. Dean's current appointment is for a three-year term of service scheduled to expire on June 30, 2012.

The annual recruitment for Boards, Commissions and Committees will begin in May 2010. At this time applications of qualified candidates will be accepted to fill the vacancy.

EXHIBITS
A. Resignation letter of Richard Dean

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

March 12. 2010

City of Covina
City Clerk

Re: Richard Dean

Please remove Richard Dean's name from the Cultural Arts Advisory Commission as of Oct 2009.

Thank you

Christine Oh
626- 859-1124

EXHIBIT A

COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 12

STAFF SOURCE: Dilu De Alwis, Finance Director

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:
Approve Payment of Demands in the amount of $ **$238,743.54**

BACKGROUND:
Attached list of warrants, demands, which are being presented for approval, for February 2010 are summarized as follows:

DATE OF DEMANDS		DEMAND NUMBERS	AMOUNT
ACCOUNTS PAYABLE WARRANTS			
February 1, 2010		5780	$2,612.49
February 11, 2010		5781-5795	$174,514.29
February 22, 2010		5796	$1,845.40
February 25, 2010		5797-5816	$38,249.11
February 4, 2010	(Reimburse PR Insurance)		$2,843.52
February 18, 2010	(Reimburse PR Insurance)		$2,828.97
PAYROLL			
February 4, 2010			$8,100.92
February 18, 2010			$7,948.84
VOIDS			
February 25, 2010		5634	($200.00)
		GRAND TOTAL:	**$238,743.54**

EXHIBITS:
A. ACCOUNTS PAYABLE REGISTER

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

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
RA00005780	CRA00288	LA CNTY AUDITOR CONTROLLER	02/01/10	2,612.49	MW	OH		Payee Name different in Check DB

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	2,612.49	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	2,612.49		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
RA00005781	CRA00008	ACE PELIZON PLUMBING INC	02/11/10	600.00	MW	OH		
RA00005782	CRA00545	AL-SAL OIL COMPANY INC	02/11/10	7,333.33	MW	OH		
RA00005783	CRA00652	ALLIANT INSURANCE SERVICES	02/11/10	122.46	MW	OH		
RA00005784	CRA00549	BEST BEST & KRIEGER LLP	02/11/10	10,330.29	MW	OH		
RA00005785	CRA00035	COVINA DISPOSAL CO	02/11/10	111.79	MW	OH		
RA00005786	CRA00128	COVINA, CITY OF	02/11/10	140,866.92	MW	OH		Payee Name different in Check DB
RA00005787	CRA00128	COVINA, CITY OF	02/11/10	197.80	MW	OH		Payee Name different in Check DB
RA00005788	CRA00128	COVINA, CITY OF	02/11/10	1,800.00	MW	OH		Payee Name different in Check DB
RA00005789	CRA00058	ICSC	02/11/10	50.00	MW	OH		
RA00005790	CRA00097	RJS FINANCIAL	02/11/10	8,333.00	MW	OH		Payee Name different in Check DB
RA00005791	CRA00099	ROSENOW SPEVACEK GROUP INC	02/11/10	2,100.00	MW	OH		Payee Name different in Check DB
RA00005792	CRA00570	SGV EXAMINER	02/11/10	390.00	MW	OH		
RA00005793	CRA00437	SO CALIF GAS COMPANY	02/11/10	161.72	MW	OH		
RA00005794	CRA00273	UNITED SITE SERVICES OF CA IN	02/11/10	366.98	MW	OH		Payee Name different in Check DB
RA00005795	CRA00122	WILLDAN	02/11/10	1,750.00	MW	OH		Payee Name different in Check DB

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	174,514.29	Number of Checks Processed:	15
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	174,514.29		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
RA00005796	CRA00543	BANK OF THE WEST	02/22/10	1,845.40	MW	OH		

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	1,845.40	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	1,845.40		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
RA00005797	CRA00626	ANDY GUMP INC	02/25/10	19.86	MW	OH		
RA00005798	CRA00465	AZUSA LIGHT & WATER	02/25/10	110.11	MW	OH		
RA00005799	CRA00130	CA DOWNTOWN ASSOC	02/25/10	300.00	MW	OH		Payee Name different in Check DB
RA00005800	CRA00335	COUNTY SANITATION DISTRICTS O	02/25/10	1,125.03	MW	OH		
RA00005801	CRA00037	COVINA GARDENS APTS	02/25/10	993.00	MW	OH		
RA00005802	CRA00034	DH MAINTENANCE SERVICES	02/25/10	345.00	MW	OH		
RA00005803	CRA00027	EDISON CO	02/25/10	19.55	MW	OH		
RA00005804	CRA00049	GEOGRAPHICS	02/25/10	2,307.97	MW	OH		Payee Name different in Check DB
RA00005805	CRA00051	GRAND PRINTING	02/25/10	90.00	MW	OH		
RA00005806	CRA00057	HDL COREN & CONE	02/25/10	3,150.00	MW	OH		Payee Name different in Check DB
RA00005807	CRA00070	LEWIS OPERATING CORP	02/25/10	13,188.00	MW	OH		
RA00005808	CRA00650	OLIVE TREE APARTMENTS	02/25/10	350.00	MW	OH		
RA00005809	CRA00096	POWELL CAMERA SHOP	02/25/10	26.23	MW	OH		
RA00005810	CRA00100	SGV NEWSPAPER GROUP	02/25/10	900.00	MW	OH		
RA00005811	CRA00005	STAPLES INC	02/25/10	98.76	MW	OH		
RA00005812	CRA00115	TOMPKINS AND PARRINGTON	02/25/10	2,457.90	MW	OH		
RA00005813	CRA00273	UNITED SITE SERVICES OF CA IN	02/25/10	255.04	MW	OH		Payee Name different in Check DB
RA00005814	CRA00116	US BANK	02/25/10	12,039.79	MW	OH		
RA00005815	CRA00212	VERIZON CALIFORNIA	02/25/10	73.80	MW	OH		
RA00005816	CRA00642	XO COMMUNICATIONS	02/25/10	399.07	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
		G R A N D T O T A L S:						

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	38,249.11	Number of Checks Processed:	20
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	38,249.11		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
RA00005634	V07182	PACIFIC DRIVING SCHOOL	10/29/09	200.00	RV	TR		Reversed

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	200.00	Number of Checks Processed:	1
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	200.00		

COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 13

STAFF SOURCE: Robert Neiuber, Deputy Executive Director

ITEM TITLE: Report on the Redevelopment Agency Conferences and Training Seminars

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STAFF RECOMMENDATION
Receive and file report on the Redevelopment Agency Conferences and Training Seminars

FISCAL IMPACT
$14,866.83 in budgeted Redevelopment Agency Marketing and Training funds were used to cover the cost of the seventeen staff members who attended eight training seminars and conferences over the last calendar year as listed in this Agenda Item.

BACKGROUND
Over the past year Redevelopment Agency staff has attended several conferences and training seminars to maintain and improve their knowledge of redevelopment, housing, and economic development, improve their ability to attract and retain businesses, and actively recruit and lobby businesses and developers.

On March 9 through 10, 2009, the Deputy Executive Director and Redevelopment Manager attended the Business Retention and Expansion Course in Los Angeles, sponsored by the International Economic Development Council (IEDC). On April 1 through 3, 2009, the Deputy Executive Director participated in the California Redevelopment Association (CRA) annual conference and Expo in Monterey. On May 4 through 8, 2009, the Deputy Executive Director, Redevelopment Manager, Senior Management Analyst, and Management Analyst participated in the CRA Redevelopment Institute in Anaheim. On May 16 through May 20, 2009, the Deputy Executive Director, Senior Redevelopment Manager, Redevelopment Manager, and Chamber of Commerce CEO (at the Chamber's expense) participated in the International Conference of Shopping Centers (ICSC) annual Retail Convention in Las Vegas. On August 5 through 6, 2009, Deputy Executive Director attended the CRA Legal Symposium in Sacramento. On September 3, through 4, 2009, the Deputy Executive Director attended the ICSC Western Conference in San Diego. On March 3 through 5, 2010, the Director of Finance, Deputy Executive Director, and Senior Redevelopment Manager attended the Economic Development Credit Analysis workshop in Los Angeles, sponsored by the IEDC. The course was offered in partnership with the National Development Council. On March 10 through 12, 2010, the Executive Director and Deputy Executive Director participated in the CRA annual conference and Expo in Pasadena.

These conferences and trainings have led directly to the creation of our Business Retention and Expansion Program, our www.CovinaOpportunity.com marketing campaign geared towards businesses and developers, our www.ShopCovina.org shop local campaign, contacts and improved relationships with several potential new businesses, developers, and Covina shopping

Center owners. They have also provided staff with the opportunity to network with staff from other agencies, to learn what is working and not working in other jurisdictions and to improve our ability to serve our customers.

The expenses associated with these conferences and training seminars are included in the current year's budgets.

EXHIBITS
None.

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

COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** CC 14

STAFF SOURCE: Robert Neiuber, Deputy Executive Director
Amy Hall-McGrade, Director of Parks & Recreation

ITEM TITLE: Appropriation of Funds for Civic Center Park Public Improvements

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STAFF RECOMMENDATION
Adopt **Resolution No. 10-621** amending the Fiscal Year 2009-2010 Covina Redevelopment Agency operating budget to reflect an appropriation of $1,057,000 from Project Area Two, Public Purpose Bond, Undesignated, to complete capital improvements at Civic Center Park.

FISCAL IMPACT
The recommended action will appropriate $57,000 from Project Area Two, Public Purpose Bond, Undesignated funds (5022-0000-00-33000) to consultants (5022-4650-00-51005) for the completion of necessary studies, documents and processes to facilitate the capital improvements at Civic Center Park and $1,000,000 from Project Area Two, Public Purpose Bond, Undesignated funds (5022-0000-00-33000) to Project P-1011 Civic Center Park Improvement (5022-4650-00-55200) for design, engineering, construction management, and construction of public improvements. There will be no fiscal impact to the General Fund for design or construction of public improvements. However, if public improvements are successful in reducing maintenance costs for the Civic Center Park, General Fund costs may be reduced.

BACKGROUND
The Civic Center Park site was purchased by the Covina Redevelopment Agency (Agency) in 1988, and was the proposed site of a new Civic Center Complex. The current City Hall was remodeled and retrofitted and the Civic Center Complex did not move forward. Since that time the area has remained a passive green space with little use other than the Agency sponsored Farmer's Market.

Staff is proposing that the new park be designated as "Heritage Plaza," as a historic walk and historical information are proposed to be incorporated into the design. Staff will hold a public charrette and invite stakeholders to provide input into the design process. The designs and the bids will come back before the Agency Board for consideration.

The capital improvements to the site will change it from a passive green space into a usable plaza that incorporates sustainable strategies and is designed to provide for the continuation of the Farmers Market, provide for an entertainment and gathering area in the Downtown, incorporate a small children's play area, and provide for permanent restroom facilities. This project was

incorporated into the Agency's Five-Year Implementation Plan adopted by the Agency Board at the end of last year and addresses two of the Council's current three-year strategic goals: enhance Parks and Recreation and Library services and become an environmentally sustainable community.

Parks & Recreation was awarded a $63,000 State of California Department of Parks and Recreation Land and Water Conservation fund grant for the project. These funds will be used to help cover the construction and administration costs of the project.

EXHIBITS
A. Resolution No. 10-621

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

EXHIBIT A

RESOLUTION NO. 10-621

A RESOLUTION OF THE COVINA REDEVELOPMENT AGENCY, TO AMEND THE FISCAL YEAR 2009-2010 COVINA REDEVELOPMENT AGENCY BUDGET TO REFLECT AN APPROPRIATON OF $1,057,00.00 FROM PROJECT AREA TWO, PUBLIC PURPOSE BOND, UNDESIGNATED FUNDS TO COMPLETE CAPITAL IMPROVEMENTS AT CIVIC CENTER PARK

WHEREAS, the Covina Redevelopment Agency (Agency) is engaged in activities necessary to execute and implement the Redevelopment Plan for Redevelopment Project Area Number Two; and

WHEREAS, the budget for the Covina Redevelopment Agency for fiscal year commencing July 1, 2009 and ending June 30, 2010 was approved on June 16, 2009; 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 Agency; and

WHEREAS, the Covina Redevelopment Agency wishes to improve the infrastructure of Civic Center Park incorporate sustainable strategies in the park and help to achieve Agency goals and City of Covina Strategic Plan goals.

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

SECTION 1. Amend the fiscal year 2009-2010 Covina Redevelopment Agency operating budget as follows: $57,000 from Project Area Two, Public Purpose Bond, Undesignated Fund Balance (5022-0000-00-33000) to consultants (5022-4650-00-51005) for the completion of necessary studies, documents and processes to facilitate the capital improvements at Civic Center Park and $1,000,000 from Project Area Two, Public Purpose Bond, Undesignated funds (5022-0000-00-33000) to Project P-1011 Civic Center Park Improvement (5022-4650-00-55200) for design, engineering, construction management, and construction of public improvements.

SECTION 2. The Agency Secretary shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this day of 2010.

Peggy Delach, Chairman

ATTEST:

Toni Taber, Agency Secretary

APPROVED AS TO FORM;

Agency Council

EXHIBIT A-2 OF 2

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** NB 1

STAFF SOURCE: Dilu de Alwis, Finance Director
Steven Smith, Management Analyst

ITEM TITLE: Update on General Fund Revenues and Expenditures as of 3/31/10

STAFF RECOMMENDATION
Receive and file the Update on General Fund Revenues and Expenditures as of 3/31/10.

FISCAL IMPACT
None.

BACKGROUND
The current City of Covina Budget Policy requires staff to provide quarterly reports to the City Council on the status of budgeted revenues and expenditures. While staff will continue to prepare more comprehensive quarterly reports, due to ongoing internal and external changes, staff has prepared a preliminary quarterly report on revenues and expenditures as of 3/31/10 to provide the Council with as much timely information as possible.

Unlike the comprehensive quarterly updates, this report contains only revenues received and expenses paid as of 3/31/10. Previous and future quarterly reports utilize an accrual method to capture revenues and expenditures that are earned or expended during the quarter, but not actually received or paid until the following month.

Recent staffing reductions initiated by the City Manager's office will realize savings in FY 2009/10 for the General Fund. However those savings are not quantifiable at this time. This is primarily due to the employees who were notified of their separation from service, remaining on payroll through the end of April 2010. A full year's savings will be recognized when the 2010/11 budget is presented to Council during the May/June time frame.

In addition to the lay-offs the City adopted an enhanced retirement plan with California Public Employees Retirement System (Cal PERS). As a result of this action approximately ten employees (including three in the Executive Group) will be retiring resulting in the recognition of savings of just over million dollars for FY 2010/11. This action too will realize savings in FY 2009/10 however these savings are not quantifiable at this time due to the varying retirement dates (between April 13th and June 30th).

Additionally it should be noted that unlike expenditures, our major revenues are cyclical and does not track expenditures which are linier in nature. As an example, Property Tax revenues are

received in December and April, In-Lieu Taxes are received in January and May. It is staff's projection that with the exception of Sales Tax (anticipated to be $1.2 million below budget), the majority of our revenues will come in as projected by June 30, 2010. On the expenditure side of the ledger, it is staff's projection that we will realize savings of approximately one million dollars by June 30th 2010.

EXHIBITS

A. Report of General Fund Revenues and Expenditures as of 3/31/10

REVIEW TEAM ONLY

City Attorney: _____ **Finance Director:** _____

City Manager: _____ **Other:** _____

City of Covina
General Fund Revenues and Expenditures
July 1 2009 - March 31, 2010

	2010 Revenue Summary					
	Adopted Budget	Budget Changes	Revised Budget	Actual 3/31/10	Balance	% Received
Total Taxes	$ 23,664,780	$ -	$ 23,664,780	$ 12,900,515	$ 10,764,265	55%
Total Licenses and Permits	$ 376,990	$ -	$ 376,990	$ 246,262	$ 130,728	65%
Total Intergovernmental	$ 863,352	$ 3,380	$ 866,732	$ 472,261	$ 394,471	54%
Total Charges for Services	$ 1,665,480	$ -	$ 1,665,480	$ 1,164,497	$ 433,133	70%
Total Fines and Forfeits	$ 684,500	$ -	$ 684,500	$ 564,129	$ 120,371	82%
Total Investment Earnings	$ 343,390	$ -	$ 343,390	$ 196,161	$ 147,229	57%
Total Miscellaneous	$ 120,690	$ -	$ 120,690	$ 46,930	$ 73,760	39%
Total Other Financing Sources	$ 2,714,270	$ -	$ 2,714,270	$ 2,519,855	$ 194,415	93%
Total General Fund Revenue	**$ 30,433,452**	**$ 3,380**	**$ 30,436,832**	**$ 18,110,610**	**$ 12,258,372**	**60%**

Exhibit A1

City of Covina
General Fund Revenues and Expenditures
July 1 2009 - March 31, 2010

	2010 Expenditure Summary					
	Adopted Budget	Budget Changes	Revised Budget	Actual 3/31/10	Balance	% Expended
Total Personal Services	$ 19,051,190	$ (161,430)	$ 18,889,760	$ 13,367,855	$ 5,521,905	71%
Total Professional and Technical	$ 11,272,600	$ 306,653	$ 11,579,253	$ 8,246,794	$ 2,614,702	71%
Total Property Services	$ 2,079,460	$ 17,121	$ 2,096,581	$ 1,295,818	$ 800,763	62%
Total Other Services and Charges	$ 2,400,930	$ (7,243)	$ 2,393,687	$ 1,516,350	$ 877,337	63%
Total Supplies	$ 661,110	$ 18,171	$ 679,281	$ 320,339	$ 358,942	47%
Total Capital Outlay	$ 370,900	$ 123,462	$ 494,362	$ 79,570	$ 414,792	16%
Total Debt Service	$ 152,270	$ -	$ 152,270	$ 98,168	$ 54,102	64%
Total Contingency	$ 50,000	$ (30,000)	$ 20,000	$ -	$ 20,000	0%
Total Interdepartmental	$ (5,205,410)	$ -	$ (5,205,410)	$ (3,295,370)	$ (1,910,040)	63%
Total Other Financing Uses	$ 6,438,950	$ 100,832	$ 6,539,782	$ 5,488,000	$ 1,051,782	84%
Total General Fund Expenditures	**$ 37,272,000**	**$ 367,566**	**$ 37,639,566**	**$ 27,117,524**	**$ 9,804,285**	**72%**

Exhibit A2

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** NB 2

STAFF SOURCE: Steve Henley, Director of Public Works
Kalieh Honish, Public Works Manager

ITEM TITLE: Scheduling of a Public Hearing on Tuesday, June 15, 2010 to Consider the Adoption of New Tiered Water Service Rates

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STAFF RECOMMENDATION
Schedule a public hearing on Tuesday, June 15, 2010 to consider the adoption of new tiered water service rates.

FISCAL IMPACT
Water service rates are established to cover the costs of providing daily water service and appurtenant capital infrastructure improvements. New tiered water service rates are being proposed due to the increasing costs associated with the purchase of wholesale water, electrical energy, an aging infrastructure, and recent state mandates that urban water consumption must be reduced by twenty percent (20%) by 2020. Adopting rates that provide the necessary revenues to meet these financial challenges benefit all users of the system and will have no negative fiscal impact on the system or the City. The failure to adopt rates that provide the necessary financial resources to secure adequate water supplies and/or maintain the storage and delivery systems may have a catastrophic fiscal impact on the City and the community as a whole.

BACKGROUND
In December 2008, the City Council adopted Resolution No. 08-6704, establishing a five-year schedule of water rates within the areas serviced by the City's water division, attached as Exhibit A. The fees as established became effective on January 1, 2009 the first fiscal year and on July 1st of each subsequent fiscal year, as prescribed within the Resolution; with the final year's rates scheduled to become effective in July 2013. However, the affects of an on-going drought and rapidly increasing supply and operational costs have created a volatile water market which has overwhelmed the ability for the current rate structure to provide adequate financial resources to effectively and prudently operate the system. The chart depicted within Exhibit B shows the severe downward trend of the system's finances; forecasting continual deficit spending and, ultimately, the need for General Fund assistance to remain solvent in the very near future if the current rate structure remains in place.

In response to this economic pressure, City staff, in cooperation with Willdan Financial Services, completed an intensive analysis of the Water Utility's operational and capital needs in relation to its current rate structure to develop proposed tiered service rates for a five-year period covering Fiscal Year 2010-11 through and including Fiscal Year 2014-15.

The backdrop against which the analysis for the rate structure was performed included the following factors:

- The City has an aging water system with significant capital improvement needs
- Water availability has been reduced
- Wholesale water prices have significantly increased; including the potential of penalties for overuse as high as $3,000 per acre foot
- Operational costs, especially energy costs, have significantly increased
- The state legislature has enacted legislation requiring all urban water systems to reduce their system consumption by 20% by 2020.

Willdan's analysis considered two service rate alternatives: 1) a "Pay As You Go" alternative that established rates to provide revenues for needed capital improvements to be funded on a year-to-year basis, and 2) a debt-financed alternative that proposed rates to provide for the repayment of bonds which would be issued to finance the cost of constructing many of the system's capital improvement needs in an accelerated timeframe. After detailed review and consideration, staff determined that the debt service rate schedule (DebtServ) most effectively addressed the varying factors under consideration, including:

- Providing adequate revenues to acquire sufficient water supplies to operate the system
- Providing adequate financial resources to improve the system's aging infrastructure
- Establishing a tiered-rate structure and rates that encourage water conservation
- Establishing a rate structure that will adequately sustain the system's operations while reducing system sales

City Council Study Session

On March 23, 2010 staff conducted a public study session with the City Council to review the preliminary findings of the Draft Report, discuss the methodology utilized to develop the proposed rates, and obtain input from the Council by way of questions and dialogue. A copy of the materials presented at that study session is attached as Exhibit C. As the study session concluded, staff developed a list of questions/concerns raised by the Council that required additional information. Those questions/concerns and their corresponding responses are as follows:

1. What debt service rate was used to develop the proposed water rates under the DebtServ rate model? The debt service rate utilized to develop the proposed water rates was 6.5% over a 30-year time period.

2. Are we able to offer a subsidy for low income assistance? Yes, however per the advice of the City Attorney the subsidy funds must be from the General Fund and may not be calculated as part of the water rate structure due to the provisions of Proposition 218.

3. Is it possible not to reduce meter standby charges for larger meter users even though the financial model calls for those charges to be reduced? Yes; reducing the standby rates for larger meters would be counterproductive to the city's need to reduce water consumption by 20% as reduced pricing would encourage rather than discourage use. Rate components are not required to strictly conform to the cost of providing service if the deviation is for the purpose of encouraging water conservation.

4. Can we spread the increase out evenly over time? No; spreading the increase over time does not provide sufficient revenue to adequately fund the required debt service coverage ratio of 125%.

5. How are costs attributed through the rates? Costs were attributed to various facets of the operation following the principles and guidelines established by the American Water Works Association (AWWA) in their M1 Manual – *Principles of Water Rates, Fees and Charges.* The specific methodology is explained in further detail within the attached Exhibit D. Essentially, 41.16% of system costs were attributed to "Base" activities, 26.20% of system costs were attributed to "Max Day" or peaking requirements for capacity, 16.23% of system costs were attributed to "Customer Account" activities, and 16.41% of system costs were attributed to "Meters and Services".

6. Is it possible to add the cost of installing solar photovoltaic collection systems at reservoir sites to the CIP bond amount to reduce future electrical demands? Yes; the installation of solar photovoltaic collection systems is feasible at three sites: Forestdale, Charter Oak, and the Yard. The remaining sites have topographic or other physical characteristics making them impractical for solar photovoltaic installations at this time. The estimated cost of constructing solar installations at the three acceptable sites is $1.4 million. Adding this cost to the CIP bond amount minimally altered the rates, as shown on the attached Exhibit E.

Proposed Rate Structure

After carefully reviewing all available information and data, and taking the input gained from the study session with the City Council into consideration, Exhibit F represents staff's final proposed rate schedule. As depicted within Exhibit G, the proposed rates meet the major objectives of the study and operational needs of the system as they:

- Generate sufficient revenues to meet operating costs, capital program requirements, and debt service obligations while maintaining adequate reserves consistent with sound financial management practices.
- Have been set proportionate to the cost of providing service to each customer class to promote fairness and equity in compliance with the provisions of Proposition 218.
- Incorporate a financial plan that shifts the majority of future capital funding to debt financing to mitigate its impact on rates that the customers pay.
- Minimize the need to continually update the water rate structure.
- Meet the City's Strategic Plan goal of sustainability by discouraging waste and encouraging the efficient use of water.

Water Cost Pass-through Provision

In addition to the new rate schedule, staff is also proposing that the City Council approve a rate provision that would authorize the automatic pass-through of any additional costs that may be incurred related to the purchasing of wholesale water supplies for the system. As was explained at the study session and alluded to previously in this report, the current state of water availability and over-allotment penalty pricing has created the potential for the City to incur exorbitant costs for the purchasing of water supplies that cannot reasonably be expected to be supported by the proposed rate schedule. Should that occur the City would have only two options: 1) mandatory rationing, including extended periods of no domestic water availability, or 2) passing the additional cost through to consumers. Given the draconian nature of mandatory rationing and the

devastating affect it would have on the local economy, staff believes the only prudent option is to authorize the immediate pass-through of any such increased costs.

In conclusion, staff recognizes and understands that the proposed rates represent a substantial increase during very difficult economic times. However, the proposed rates are presented within the context of the state of water availability and pricing today, as well as the need to invest in a safe and reliable water supply for the present and the future. Additionally, as evidenced within attached Exhibit H, while the proposed rates do represent a significant increase, they are commensurate with rates currently being charged within the area.

EXHIBITS

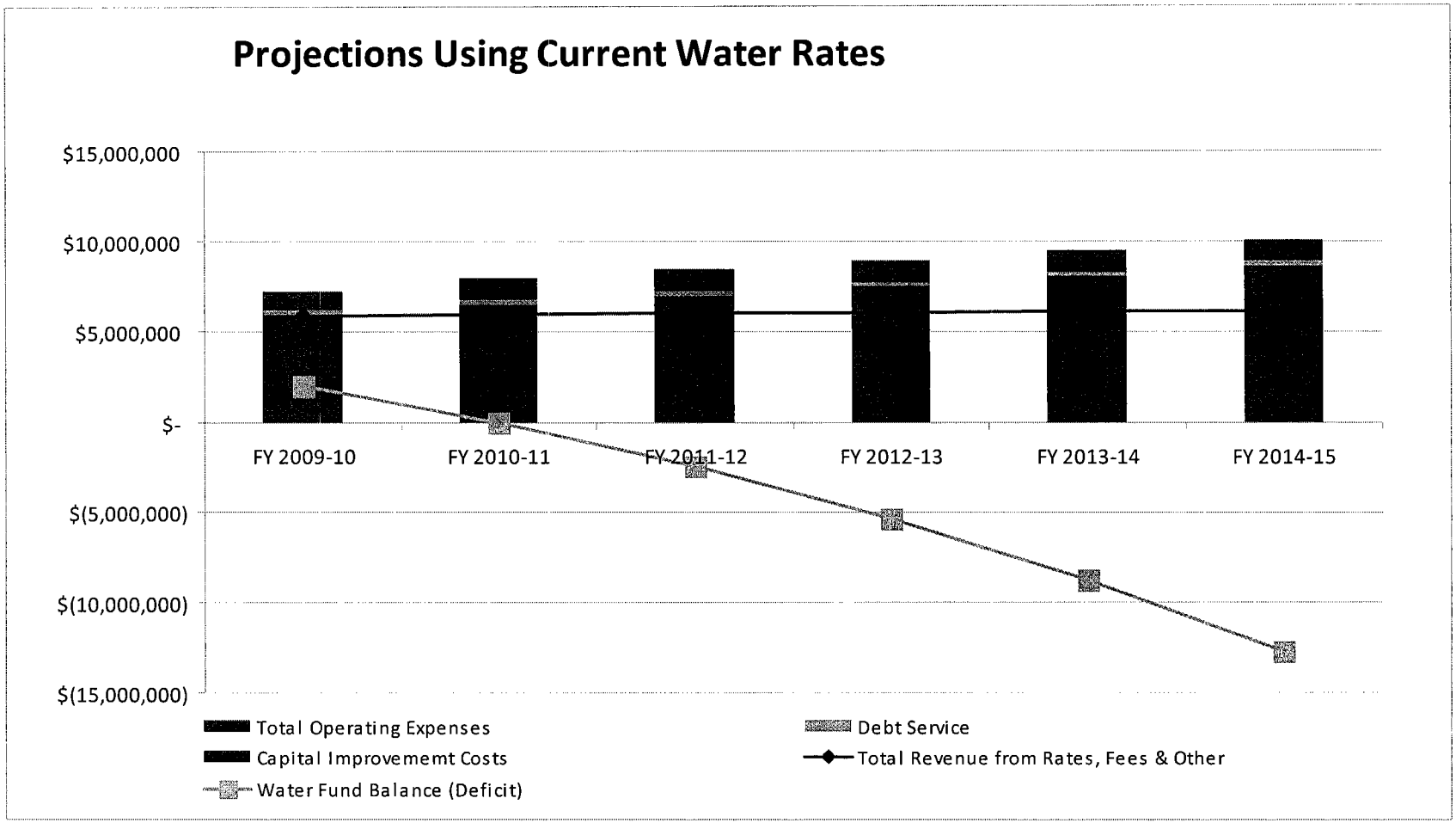
A. Exhibit A of Resolution No. 08-6704
B. System Revenue Chart – Current Rates
C. Study Session Presentation – on file with City Clerk
D. Final Report – Tiered Water Rate Study – on file with City Clerk
E. Overall Rate Comparison – Current CIP vs. CIP Including Solar Projects
F. Proposed Rates
G. System Revenue Chart – Proposed Rates
H. Rate Comparison – Area Purveyors
I. Rate Comparison – Current Rates vs. Proposed Rates

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

EXHIBIT "A"

Schedule of Proposed Water Utility Service Rates and Charges
(effective January 1, 2009)

Meter Size	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
	District-wide				
5/8" & 3/4"	$12.42	$12.79	$13.18	$13.57	$13.98
1"	$31.04	$31.97	$32.93	$33.92	$34.94
1-1/2"	$62.08	$63.94	$65.86	$67.84	$69.87
2"	$99.33	$102.31	$105.38	$108.54	$111.80
3"	$186.25	$191.84	$197.59	$203.52	$209.63
4"	$310.40	$319.71	$329.30	$339.18	$349.36
6"	$620.82	$639.44	$658.44	$678.39	$698.74
8"	$993.30	$1,023.10	$1,053.79	$1,085.41	$1,117.97
Tiers					
Non-drought year (per hcf)	$1.28	$1.34	$1.41	$1.48	$1.56
Moderate drought (per hcf)	$1.70	$1.79	$1.88	$1.97	$2.07
Severe drought (per hcf)	$2.26	$2.38	$2.50	$2.62	$2.75
Meter Size					
5/8" & 3/4"	$5.08	$5.08	$5.08	$5.08	$5.08
1"	$12.72	$12.72	$12.72	$12.72	$12.72
1-1/2"	$25.43	$25.43	$25.43	$25.43	$25.43
2"	$40.69	$40.69	$40.69	$40.69	$40.69
3"	$76.29	$76.29	$76.29	$76.29	$76.29
4"	$127.14	$127.14	$127.14	$127.14	$127.14
6"	$254.29	$254.29	$254.29	$254.29	$254.29
8"	$406.86	$406.86	$406.86	$406.86	$406.86
Fire Service Meter Size					
4"	$17.77	$17.77	$17.77	$17.77	$17.77
6"	$51.61	$51.61	$51.61	$51.61	$51.61
8"	$109.99	$109.99	$109.99	$109.99	$109.99
10"	$197.79	$197.79	$197.79	$197.79	$197.79


Projections Using Current Water Rates
$15,000,000
$10,000,000
$5,000,000
$-
$(5,000,000)
$(10,000,000)
$(15,000,000)
FY 2009-10
FY 2010-11
FY 2011-12
FY 2012-13
FY 2013-14
FY 2014-15
Total Operating Expenses
Capital Improvememt Costs
Water Fund Balance (Deficit)
Debt Service
Total Revenue from Rates, Fees & Other

Overall Rate Comparison
Current CIP vs. CIP Including Solar Projects

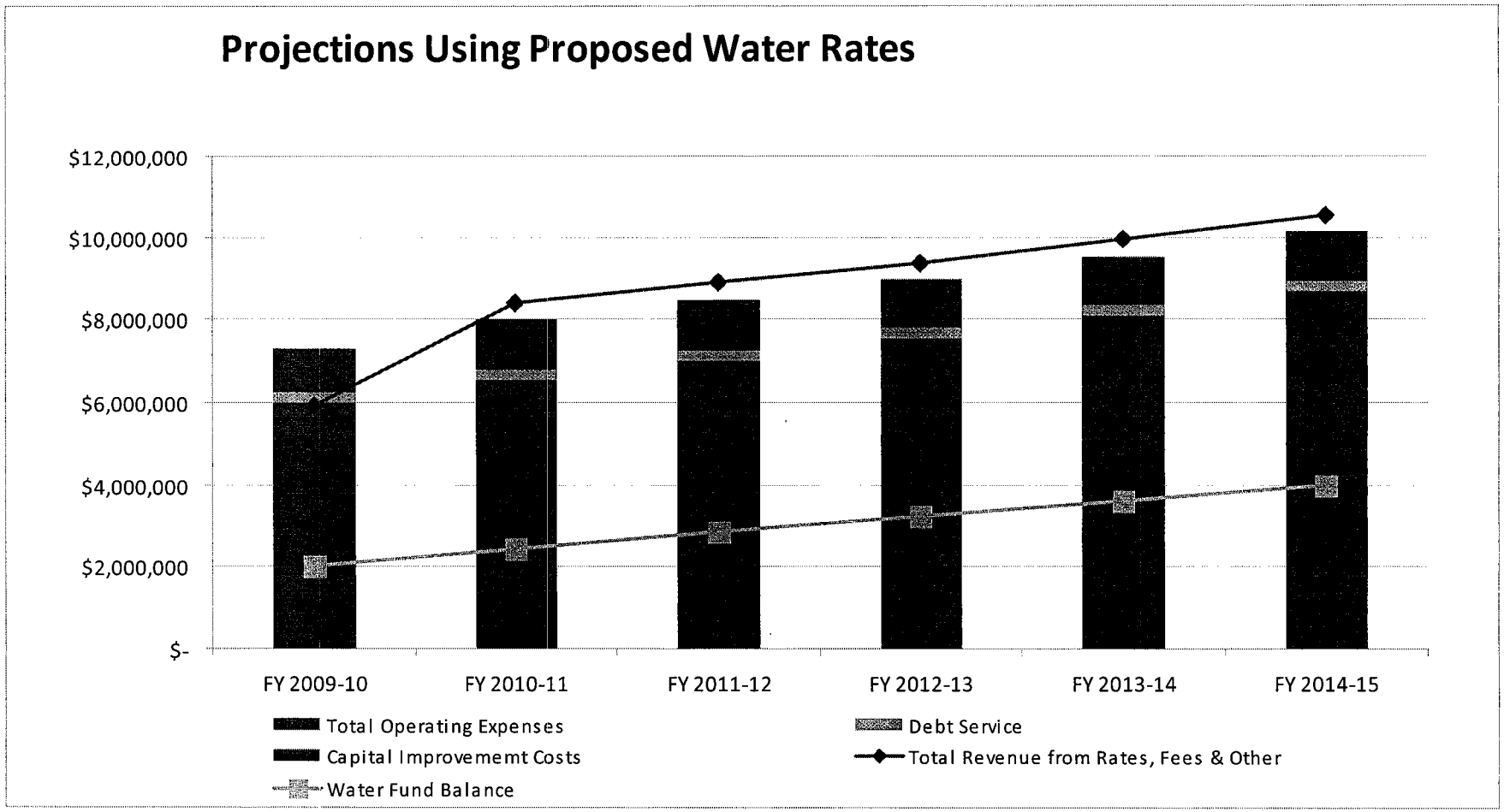
	Proposed Without Solar Costs					Proposed With Solar Costs				
Monthly Meter Charge	FY11	FY12	FY13	FY14	FY15	FY11	FY12	FY13	FY14	FY15
5/8" & 3 /4"	$27.99	$29.14	$30.10	$31.34	$32.65	$28.48	$29.65	$30.87	$31.90	$33.24
1"	$41.17	$42.97	$44.48	$46.45	$48.51	$41.94	$43.78	$45.71	$47.33	$49.44
1-1/2"	$63.94	$66.18	$69.09	$72.13	$75.09	$64.36	$67.32	$70.43	$73.04	$76.43
2"	$102.31	$105.38	$108.54	$111.80	$115.15	$102.31	$105.38	$108.54	$111.80	$115.15
3"	$191.84	$197.59	$203.52	$209.63	$215.92	$191.84	$197.59	$203.52	$209.63	$215.92
4"	$319.71	$329.30	$339.18	$349.36	$359.84	$319.71	$329.30	$339.18	$349.36	$359.84
6"	$639.44	$658.44	$678.39	$698.74	$719.70	$639.44	$658.44	$678.39	$698.74	$719.70
Consumption Rate Per CCF										
Single Family Tier 1 (0-16)	$2.23	$2.35	$2.44	$2.56	$2.69	$2.25	$2.37	$2.49	$2.58	$2.71
Single Family Tier 2 (17+)	$2.48	$2.60	$2.70	$2.84	$2.98	$2.51	$2.64	$2.77	$2.88	$3.02
Multi-family Tier 1 (0-12)	$2.23	$2.35	$2.44	$2.56	$2.69	$2.25	$2.37	$2.49	$2.58	$2.71
Multi-family Tier 2 (13+)	$2.43	$2.55	$2.65	$2.79	$2.92	$2.46	$2.59	$2.71	$2.82	$2.96
Commercial / Institutional	$2.60	$2.73	$2.83	$2.98	$3.12	$2.62	$2.76	$2.89	$3.01	$3.16
Industrial / Manufacturing	$2.26	$2.37	$2.46	$2.59	$2.72	$2.28	$2.39	$2.51	$2.61	$2.74
Irrigation / Landscaping	$2.60	$2.73	$2.83	$2.98	$3.12	$2.62	$2.76	$2.89	$3.01	$3.16
City / Miscellaneous	$2.26	$2.37	$2.47	$2.59	$2.72	$2.29	$2.40	$2.52	$2.62	$2.75

Exhibit E

PROPOSED WATER RATES

Monthly Meter Charge	FY11	FY12	FY13	FY14	FY15
5/8" & 3 /4"	$28.48	$29.65	$30.87	$31.90	$33.24
1"	$41.94	$43.78	$45.71	$47.33	$49.44
1-1/2"	$64.36	$67.32	$70.43	$73.04	$76.43
2"	$102.31	$105.38	$108.54	$111.80	$115.15
3"	$191.84	$197.59	$203.52	$209.63	$215.92
4"	$319.71	$329.30	$339.18	$349.36	$359.84
6"	$639.44	$658.44	$678.39	$698.74	$719.70
Consumption Rate Per CCF					
Single Family Tier 1 (0-16)	$2.25	$2.37	$2.49	$2.58	$2.71
Single Family Tier 2 (17+)	$2.51	$2.64	$2.77	$2.88	$3.02
Multi-family Tier 1 (0-12)	$2.25	$2.37	$2.49	$2.58	$2.71
Multi-family Tier 2 (13+)	$2.46	$2.59	$2.71	$2.82	$2.96
Commercial / Institutional	$2.62	$2.76	$2.89	$3.01	$3.16
Industrial / Manufacturing	$2.28	$2.39	$2.51	$2.61	$2.74
Irrigation / Landscaping	$2.62	$2.76	$2.89	$3.01	$3.16
City / Miscellaneous	$2.29	$2.40	$2.52	$2.62	$2.75
CIP Charge Meter Size					
5/8" & 3 /4"	$2.54	$2.54	$2.54	$2.54	$2.54
1"	$6.36	$6.36	$6.36	$6.36	$6.36
1-1/2"	$12.72	$12.72	$12.72	$12.72	$12.72
2"	$32.55	$32.55	$32.55	$32.55	$32.55
3"	$61.03	$61.03	$61.03	$61.03	$61.03
4"	$101.71	$101.71	$101.71	$101.71	$101.71
6"	$203.43	$203.43	$203.43	$203.43	$203.43
Fire Service Meter Size					
2"	$18.57	$19.31	$20.08	$20.88	$21.71
3"	$53.93	$56.09	$58.33	$60.66	$63.09
4"	$114.94	$119.54	$124.32	$129.29	$134.46
6"	$206.69	$214.96	$223.56	$232.50	$241.80

Exhibit F


Projections Using Proposed Water Rates
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$-
FY 2009-10
FY 2010-11
FY 2011-12
FY 2012-13
FY 2013-14
FY 2014-15
Total Operating Expenses
Capital Improvememt Costs
Water Fund Balance
Debt Service
Total Revenue from Rates, Fees & Other

Rate Comparison
Local Area Purveyors

Covina Monthly Consumption	Proposed Monthly Meter Charge	Proposed Tier 1 Consumption Charges	Proposed Tier 2 Consumption Charges	Proposed CIP Charge	Total Proposed Charges
10	$28.48	$22.50	$0.00	$2.54	$53.52
16	$28.48	$36.00	$0.00	$2.54	$64.48
20	$28.48	$36.00	$10.04	$2.54	$74.52
25	$28.48	$36.00	$22.59	$2.54	$87.07
30	$28.48	$36.00	$35.14	$2.54	$99.62
35	$28.48	$36.00	$47.69	$2.54	$112.17
40	$28.48	$36.00	$60.24	$2.54	$124.72
Azusa					
10	$14.74	17.4	0	N/A	$32.14
16	$14.74	27.84	0	N/A	$42.58
20	$14.74	27.84	14.72	N/A	$57.30
25	$14.74	27.84	33.12	N/A	$75.70
30	$14.74	27.84	51.52	N/A	$94.10
35	$14.74	27.84	69.92	N/A	$112.50
40	$14.74	27.84	88.32	N/A	$130.90
Glendora					
10	$56.73	$15.00 - $23.90	0	N/A	$71.73 - $80.63
16	$56.73	$24.00 - $38.24	0	N/A	$80.73 - $94.97
20	$56.73	$24.00 - $38.24	$7.80 - $11.36	N/A	$88.53 - $106.33
25	$56.73	$24.00 - $38.24	$17.56 - $25.56	N/A	$98.29 - $120.53
30	$56.73	$24.00 - $38.24	$27.30 - $39.76	N/A	$108.03 - $134.73
35	$56.73	$24.00 - $38.24	$37.05 - $53.96	N/A	$117.78 - $148.93
40	$56.73	$24.00 - $38.24	$46.80 - $68.16	N/A	$127.53 - $163.13
Golden State					
10	$12.45	$24.67	$0.00	N/A	$37.12
16	$12.45	$39.47	$0.00	N/A	$51.92
20	$12.45	$39.47	$11.16	N/A	$63.08
25	$12.45	$39.47	$25.10	N/A	$77.02
30	$12.45	$39.47	$39.05	N/A	$90.97
35	$12.45	$39.47	$52.99	N/A	$104.91
40	$12.45	$39.47	$66.94	N/A	$118.86

Exhibit H

Rate Comparison
Current Rates vs. Proposed Rates

Single Family Monthly Consumption	Current Monthly Meter Rates	Current Consumption Charges	Current CIP Charge	Total Current Charge		Proposed Monthly Meter Charge	Proposed Tier 1 Consumption Charges	Proposed Tier 2 Consumption Charges	Proposed CIP Charge	Total Proposed Charges	Increase
10	$13.18	$18.80	$5.08	$37.06		$28.48	$22.50	$0.00	$2.54	$53.52	$16.46
16	$13.18	$30.08	$5.08	$48.34		$28.48	$36.00	$0.00	$2.54	$64.48	$16.14
20	$13.18	$37.60	$5.08	$55.86		$28.48	$36.00	$10.04	$2.54	$74.52	$18.66
25	$13.18	$47.00	$5.08	$65.26		$28.48	$36.00	$22.59	$2.54	$87.07	$21.81
30	$13.18	$56.40	$5.08	$74.66		$28.48	$36.00	$35.14	$2.54	$99.62	$24.96
35	$13.18	$65.80	$5.08	$84.06		$28.48	$36.00	$47.69	$2.54	$112.17	$28.11
40	$13.18	$75.20	$5.08	$93.46		$28.48	$36.00	$60.24	$2.54	$124.72	$31.26
Commercial											
20	$32.93	$37.60	$12.72	$83.25		$41.94	$52.40	N/A	$6.36	$100.70	$17.45
25	$32.93	$47.00	$12.72	$92.65		$41.94	$65.50	N/A	$6.36	$113.80	$21.15
30	$32.93	$56.40	$12.72	$102.05		$41.94	$78.60	N/A	$6.36	$126.90	$24.85
35	$32.93	$65.80	$12.72	$111.45		$41.94	$91.70	N/A	$6.36	$140.00	$28.55
40	$32.93	$75.20	$12.72	$120.85		$41.94	$104.80	N/A	$6.36	$153.10	$32.25
Industrial											
20	$105.38	$37.60	$40.69	$183.67		$105.38	$45.60	N/A	$32.55	$183.53	-$0.14
30	$105.38	$56.40	$40.69	$202.47		$105.38	$68.40	N/A	$32.55	$206.33	$3.86
40	$105.38	$75.20	$40.69	$221.27		$105.38	$91.20	N/A	$32.55	$229.13	$7.86
50	$105.38	$94.00	$40.69	$240.07		$105.38	$114.00	N/A	$32.55	$251.93	$11.86

Exhibit I

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 20, 2010 **ITEM NO.:** NB 3

STAFF SOURCE: Daryl Parrish, City Manager
Mary Lou Walczak, Executive Assistant to the City Manager

ITEM TITLE: Confirmation of Schedule of Mayor's Councilmanic Appointments and Adoption of Resolution of the City Council of the City of Covina appointing the City's Representative and Alternate on the City Selection Committee.

STAFF RECOMMENDATION

a. Approve the Mayor's designation of delegates and alternates to Regional and City Boards and Commissions; and

b. Approve **Resolution 10-6830** appointing the City's Representative and Alternate to act on behalf of the City at meetings of the City Selection Committee.

FISCAL IMPACT

None

BACKGROUND

With each election and/or reorganization of the City Council come appointments by the Mayor of City representatives (Council Members) to various organizations in which the City has membership or participates as a liaison.

Following is the list of organizations to which the Mayor has assigned participation by Council representatives.

County Sanitation Districts of Los Angeles County
L. A. Works
Foothill Transit Zone
Independent Cities Association
League of California Cities *
San Gabriel Valley Council of Governments (COG)
San Gabriel Valley Mosquito and Vector Control District
San Gabriel Valley Water Association
Southern California Association of Governments
City Selection Committee *
CCHOA/CCEAC(CA Cities Home Ownership Authority/CA Cities Economic Assistance Corporation)

- Historically the delegate and alternate of these organizations are the same as the meetings are held concurrently.

The City Selection Committee meets on as needed be basis with the meetings called in conjunction with the monthly League of California Cities meeting. Each city designates a Council delegate and a Council alternate to vote for local city-representation on County boards and commissions, such as the Local Agency Formation Commission (LFACO); the Metropolitan Transportation Authority (MTA); and the South Coast Air Quality Management District, Eastern Region (SCAQMD).

As these meetings are held concurrently with League meetings, the League has requested that the delegate and alternate appointed as the League voting delegate(s) also be approved by Council as the voting delegate(s) for the City Selection Committee. Historically, the Mayor and Mayor Pro Tem have served in this capacity.

Committee Liaisons:

- Planning Commission
- Housing and Community Development Advisory Committee
- Youth Accountability Board
- Library Board
- Cultural Arts Advisory Board
- Covina Concert Band
- City Auditors Committee
- Community Recognition Committee

Council Committee -- Policy Development Assignments

- Planning
- Code Enforcement
- Parks & Recreation
- Seniors
- Public Library

Attached for your information as Exhibit A are the Mayoral Councilmanic Appointments as of April 22, 2009.

EXHIBITS

A. 2009 Schedule of Appointments
B. Resolution No. 10-6830

REVIEW TEAM ONLY

City Attorney: _____ **Finance Director:** _____

City Manager: _____ **Other:** _____

CITY OF COVINA
SCHEDULE OF MAYOR'S COUNCILMANIC APPOINTMENTS
April 22, 2009

AGENCY	DELEGATE	ALTERNATE	MEETING DAYS AND TIMES
Sanitation Districts of Los Angeles County 1955 Workman Mill Road Whittier, CA 90607 (562) 699-7411	**Allen**	**King**	4th Wednesday each month at 1:30 p.m., District Offices M. Alma Horvath, Sec. to Brd
L. A. Works (formerly ESGV Consortium) 5200 Irwindale Ave. Irwindale, CA 91706 (626) 960-3964	**Stapleton**	**Allen**	3rd Thursday each month at 4:00 p.m., L.A. Works offices Sal Velasquez, Executive Director
Foothill Transit Zone 100 N. Barranca Ave., Ste. 480 West Covina, CA 91791 (626) 967-2274 X235	**Delach**	**Low**	1st Wednesday Annually in May at 5:30 p.m. Doran Barnes, Executive Director
Independent Cities Association P.O. Box 1750 Palmdale, CA 93590-1750 (877) 906-0941	**Stapleton**	**Delach**	Quarterly/when called at 6:30 p.m. Deborah J. Smith, Exec. Director
League of California Cities L. A. County Division P.O. Box 92137 Sylmar, CA 91392-1737 (818) 212-3238	**Allen**	**Delach**	1st Thursday each month at 6:30 p.m. (various locations) Eloisa Klimentich, So CA Director
San Gabriel Valley Council of Governments (COG) 3452 E. Foothill Blvd., #810 Pasadena, CA 91107-3142 (626) 564-9702	**Stapleton** *transportation committee Stapleton / Alex G* *I-10 210 Corridor - Stapleton* *Solid Waste - Stapleton*	**King**	3rd Thursday each month at 6:00 p.m. (Edison Center/Irwindale) (6080 Irwindale Ave.) Nicholas T. Conway, Exec. Dir.
San Gabriel Valley Mosquito and Vector Control District 1145 North Azusa Canyon Rd. West Covina, CA 91790 (626) 814-9466	**(Henry Morgan)** (Serves until 1/12 or resigns from district) (appointed Nov 8, 2008 for 4 years)	**Low**	2nd Friday each month at 7:00 a.m. Mr. Steve West, District Manager
SGV Water Assn. (Watermaster) 725 N. Azusa Ave. Azusa, CA 91702 (626) 815-1300	**Delach**	**Stapleton**	2nd Wednesday, quarterly at 6:30 pm Sylvia Chavis, Exec. Secretary
Southern California Association of Governments (SCAG) 818 West Seventh Street, 12th Fl. Los Angeles, CA 90017-3435 (213) 236-1800	**King**	**Low**	Annual/when called Mark Pisano, Exec. Director
City Selection Committee & LAFCO L.A. County Commission Services Hall of Admin., 500 W. Temple St. Los Angeles, CA 90012 (213) 974-1411	**Allen**	**Stapleton**	When Called (Held in conjunction w/ League meetings) Ms. Sa Chi Hamai,
CCHOA/CCEAC 2433 N. Euclid Avenue, Suite J Upland, CA 91784 (877) 949-9833 (CCHOA – California Cities Home Ownership Authority) (CCEAC – California Cities Economic Assistance Corporation)	**Low**	**Delach**	When Called -- Teleconference Ms. Sarah Haston, Office Manager

CITY OF COVINA
SCHEDULE OF MAYOR'S COUNCILMANIC APPOINTMENTS
April 22, 2009

COUNCIL LIAISON TO BOARDS, COMMISSIONS, COMMITTEES

Planning Commission ..... Delach/King
(Council Chambers @ 7:30 p.m. 2nd & 4th Tuesday each month)

H.C.D.A. ..... King/Low
(Library Community Room @ 7:00 p.m.—check agenda)
(CD Partnership – John King)
Youth Accountability Board ..... Low/Allen
(Quarterly —check agenda for time and location)

Library Board of Trustees ..... Stapleton/Delach
(Library Community Room—7:30 pm/2nd Tuesday each month)

Cultural Arts Advisory Commission ..... Low
(Hollenbeck Park Office 7:00 p.m./1st Wednesday after 2nd Tuesday each month)

Covina Concert Band ..... Allen
(Coldwell Banker Towne & Country on Citrus Avenue south of Workman St.,
@ 9:00 a.m. on the 3rd Saturday each month)

City Auditors Committee .....Allen/Delach
Meets twice a year with the City Auditors

Community Recognition Committee ..... King
Serve for 2 years – Meets annually

Council Committee -- Policy Development Assignments
(Additions/deletions to policy types and assignments may occur throughout the year)

Planning – Delach/King
Code Enforcement – Stapleton/Allen
Parks & Recreation – King/Stapleton
Seniors – Stapleton/Low
Public Library – Stapleton/Low

RESOLUTION NO. 10-6830

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPOINTING THE CITY'S REPRESENTATIVE AND ALTERNATE ON THE CITY SELECTION COMMITTEE.

WHEREAS, the City Council of the city of Covina does hereby resolve as follows.

SECTION 1. _____, shall be the City of Covina representative to the City Selection Committee and as such is entitled to participate in all meetings of that Committee on behalf of the City.

SECTION 2. _____, shall be the City of Covina alternate representative to the City Selection Committee and as such is entitled to participate in all meetings of that Committee in the absence of the City's representative.

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

Further the City Clerk shall transmit a copy thereof to the County of Los Angeles, Board Operations, Commission Services; and the League of California Cities, Los Angeles County Division.

PASSED, APPROVED AND ADOPTED this 20th day of April, 2010.

_____
Peggy Delach, Mayor

ATTEST:

_____
Toni Taber, City Clerk

APPROVED AS TO FORM;

_____
Edward W. Lee, City Attorney

Exhibit B