



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, June 1, 2010

6:00 p.m.

- **The City Council/Redevelopment Agency will meet in closed session from 6:00 p.m.-6:30 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 **June 1, 2010**, Regular City Council meeting was posted on May 27, 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**

6:00 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. 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
Executive Group (see attached)
Unaffiliated Employees (see attached)
- B. 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)
 - Jack In The Box – 602 S. Citrus Ave. (Northwest corner of APN 8451-001-911)
 - Covina Redevelopment Agency – 611 S. Citrus Ave. (APN 8453-001-001)
 - Enterprise Rent a Car – 635 S. Citrus Ave. (APN 8453-001-906)

RECESS

CITY COUNCIL/REDEVELOPMENT AGENCY

JOINT MEETING

BUDGET WORKSHOP – 6:30 p.m.

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 Mayor Pro Tem King.

INVOCATION

Led by the Covina Police Chaplain David Truax.

PRESENTATIONS

Recognition of Covina Church congregations for Community Work Day.

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, May 18, 2010 Regular City Council/Redevelopment Agency Meeting.
- CC 2. City Council to approve the Asian American Christian Counseling Service, Inc. business license tax exemption request since the organization appears to have complied with the Covina Municipal Code exemption requirements.

CONSENT CALENDAR CONT.

- CC 3. City Council to receive and file the Single Audit Report for Fiscal Year Ended June 30, 2009.
- CC 4. City Council to adopt **Resolution No. 10-6841**, delegating Disability Retirement or Industrial Disability Retirement Designations for Local Safety Members to the City Manager.
- CC 5. City Council to adopt **Resolution No. 10-6843**, declaring the City of Covina's participation in the San Gabriel Valley EnergyWise Partnership (Partnership) with Southern California Edison (SCE) and the San Gabriel Valley Council of Governments (COG).
- CC 6. City Council to approve the maintenance contract with Caliber Commercial Pool Service to maintain the Michael D. Antonovich Aquatic Center swimming pools and pool equipment in the amount of \$17,400 for fiscal year 2010-2011.
- CC 7. City Council to approve an amendment to extend the Contract with West Coast Arborists, Inc. for Tree Trimming Services of City's park and street trees at the proposed budgeted amount of \$16,470 for park trees and \$122,140 for street trees for FY 2010-2011.
- CC 8. City Council to adopt and issue the City Council Report to the public describing the City's Measures to alleviate the conditions which led to adoption of Interim Urgency Ordinance No. 10-1983 – a moratorium on the issuance of permits for new massage establishments and massage technicians in the City of Covina.

PUBLIC HEARING

- PH 1. Public Hearing introducing an ordinance amending the Covina Municipal Code (Title 7) with respect to Animals and to adopt by reference the Los Angeles County Code, Title 10, Animals, including the new fee schedule.

Staff Recommendation:

Introduce and waive further reading of **Ordinance No. 10-1984**, amending the Municipal Code of the City of Covina with respect to animals and adopting by reference the Los Angeles County Code, Title 10, Animals.

NEW BUSINESS

- NB 1. Appoint and/or schedule interviews for scheduled vacancies on City of Covina Boards, Committees and Commissions.

Staff Recommendation:

Appoint and/or schedule interviews of all applicants for City Boards, Committees and Commissions for Tuesday, June 15, 2010.

JOINT NEW BUSINESS

JNB 1. Submittal/Receipt of the 2010-2011 Preliminary City of Covina and Covina Redevelopment Agency Budget Document.

Staff and Agency Recommendation:

Receive and file the Preliminary City of Covina and Covina Redevelopment Agency Budget Documents for fiscal year 2010-2011.

ADJOURNMENT

The Covina City Council/Redevelopment Agency will adjourn to the Strategic Planning Meeting to be held on **Monday, June 7, 2010 at 8:30 a.m.** at the First Presbyterian Church located at 310 N. 2nd Ave., Covina, CA 91723.

UNAFFILIATED MANAGEMENT

Mid-Management

Supervisory, and Professional

Accountant
Accounting Supervisor
Administrative Services Supervisor
Assistant City Librarian
Benefits Coordinator
Building Official
City Planner
Community Relations Supervisor
Community Services Supervisor
Computer Systems Analyst
Environmental Services Manager
Equipment Supervisor
Finance Manager
Human Resources Manager
Information Technology Manager
Library Circulation Supervisor
Management Analyst
Management Analyst Trainee
Marketing Manager
Network Supervisor
Parks Maintenance Supervisor
Police Records Supervisor
Pool Manager
Principal Librarian
Public Safety Communications Supervisor
Public Works Manager
Public Works Superintendent
Recreation Services Supervisor
Redevelopment Manager
Risk Manager
Senior Accountant
Senior Management Analyst
Senior Planner
Senior Services Supervisor
Street Maintenance Supervisor
Supervising Civil Engineer
Water Services Supervisor

Confidential

Administrative Secretary
Administrative Technician
Business License Technician
Deputy City Clerk
Executive Assistant to the City Manager
Executive Assistant to the Police Chief
Finance Technician
Personal Computer Support Technician
Senior Administrative Technician
Senior Finance Technician

Executives

Assistant to the City Manager
Assistant City Manager
Chief Deputy City Clerk
Chief of Police
Director of Community
Development/Deputy Director CRA
Director of Finance
Director of Library Services
Director of Parks & Recreation
Director of Public Works
Director of Human Resources
Public Information Supervisor

PART-TIME UNAFFILIATED

Administrative Intern
Asst Pool Mgr
Background Investigator
Building Maintenance Assistant
Community Resources Aide
Community Resources Aide/Library Page
Shelver
Community Resources Assistant I
Community Resources Assistant II
Community Resources Specialist
Duplicating Assistant
Engineering Intern
Library Clerk
Lifeguard
Lifeguard/Instructor
Overnight Parking Enforcement Officer
Park Maintenance Assistant
Planning Aide
Police Aide Clerical
Police Cadet
Student Aid



**MINUTES OF THE MAY 18, 2010 REGULAR MEETING OF
THE COVINA CITY COUNCIL/REDEVELOPMENT AGENCY
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 7:33 p.m.

ROLL CALL

Council Members Present: Delach, King, Low, Stapleton
Council Members Absent: Allen (Excused)
Other Elected Officials Present: City Clerk

Staff Members Present: City Manager, City Attorney, Chief of Police, Police Captain, Fire Chief, Finance Director, Public Works Director, Community Development Director, Human Resources Director, Parks and Recreation Director, Deputy City Clerk/Agency Secretary, Public Communications Manager, Sr. Redevelopment Manager, Redevelopment Manager

**AGENDA
POSTING
DECLARATION**

The Deputy City Clerk of the Covina City Council hereby declares that the agenda for the May 18, 2010 Regular City Council/Redevelopment Agency meeting was posted on May 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.

**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)
 - Mercy Moreno – 147-151 E. College Street (APN 8445-001-918)
 - Covina Redevelopment Agency – 611 S. Citrus Ave. (APN 8453-001-001)
 - Enterprise Rent a Car – 635 S. Citrus Ave. (APN 8453-001-906)
 - Jack In The Box – 602 S. Citrus Ave. (Northwest corner of APN 8451-001-911)
 - Covina Redevelopment Agency – 135 E. Badillo St. (APN 8445-009-910)
- B. G.C. 54956.9(b) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: ONE (1)

PLEDGE OF ALLEGIANCE

Council Member Low led the Pledge of Allegiance.

INVOCATION

Covina Police Chaplain David Truax gave the invocation.

PRESENTATIONS

None.

PUBLIC COMMENTS

Covina Police Chaplain Dave Truax introduced Pastor Wayne Leamons, founder and director of Cory's Kitchen, Inc. Pastor Leamons invited the City Council to attend "The 1st Annual Heart of Grub Ride & Festival" Vintage Car Ride, Motorcycle Ride and Bike Ride to be held on August 28, 2010 and August 29, 2010 from 10 a.m. to 6 p.m. at Bert's Mega Mall. Pastor Leamons explained that this event would help raise funds to support the organization of Cory's Kitchen in providing for those in need of food, clothing, legal services, job training/placement and counseling services.

COUNCIL COMMENTS

Council Member Stapleton reminded citizens that Monday, May 31, 2010 is Memorial Day and Forest Lawn Cemetary will be holding a public event at 10:00 a.m. recognizing those individuals who served our country in times of war and have lost their lives in the process. Council Member Stapleton also spoke on his concern regarding the failure to complete the Vintage Walk development located on 3rd Street, near the railroad tracks. He stated that he has reservations on the upcoming development project on Citrus Ave. due to the fact that the Vintage Walk commitment has not been completed. Council Member Stapleton added that he would like to have feedback on this issue in the future.

Mayor Pro Tem King recognized the 346 volunteers who are members from the following churches located in the community:

Covina Assembly of God
First Presbyterian Church of Covina
Covina United Methodist Church
Christ First Baptist Church of Covina

Mayor Pro Tem King explained that these volunteers participated in Community Work Day by doing various volunteer work projects at Edna Park, Wingate Park, Kelby Park, Covina Park, McGill House, Shopper's Lane and other various locations located within the City. Mayor Pro Tem King also spoke on the City's multi-jurisdictional study with other neighboring cities surrounding the city of Covina regarding the redevelopment of the Arrow Highway Corridor and the award that the City received due to its participation in this study.

Council Member Allen called in from Santiago. The capital of the Dominican Republic, to give his council comment. He expressed that he was travelling to the Town of La Vallee de Jacmel, Haiti, Covina's Sister Township. He thanked Council for adopting this Haitian city

and shared that the purpose for this trip was to deliver tents and goods to families who were displaced by the recent earthquake which hit this area. Council Member Allen also expressed that this action by City Council will open doors for other cities to take the same action.

Mayor Delach requested that the churches who volunteered during Community Work Day be recognized at an upcoming City Council meeting.

Mayor Delach made the following community announcements: Annual Covina Police Department Safety Fair in conjunction with the annual Pancake Breakfast on Saturday, May 22, 2010 from 9:00 a.m. to 2:00 p.m. at Civic Center Park; Pancake Breakfast hosted by the Kiwanis Club of South Hills will be from 7:30 a.m. to noon; Teen Battle of the Bands will be held on Saturday, May 22, 2010 from 4:30 p.m. to 7:30 p.m. at the Covina Park bandshell; Free Smart Gardening Workshop on Saturday, June 12, 2010 at 9:30 a.m. conducted by the county at Charter Oak Park, 20261 Covina Blvd.

**CITY MANAGER
COMMENTS**

City Manager Daryl Parrish gave a reminder of the upcoming Strategic Planning Workshop to be held on Monday, June 7, 2010 at 8:30 a.m. He also stated that the budget would be presented to the Finance Committee on Wednesday, May 26, 2010 and presented to Council during a Budget Workshop to be held at the next City Council meeting on Tuesday, June 1, 2010 at 6:30 p.m.

**CONSENT
CALENDAR**

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council/Redevelopment Agency approved Consent Calendar items CC 1, CC 2, CC 3, CC 4, CC 5, CC 6, CC 7, CC 11, CC 14, and CC 16. Motion carried by a vote of 4-0.

**APRIL 20, 2010 AMENDED
REGULAR CITY COUNCIL/
CRA MEETING MINUTES
CC 1**

City Council approved the amended Minutes of the Tuesday, April 20, 2010 Regular City Council/Redevelopment Agency Meeting.

**MAY 4, 2010 REGULAR
CITY COUNCIL/PUBLIC
FINANCING
AUTHORITY/CRA
MEETING MINUTES
CC 2**

City Council approved the Minutes of the Tuesday, May 4, 2010 Regular City Council/Public Financing Authority/Redevelopment Agency Meeting.

**PAYMENT OF DEMANDS
CC 3**

City Council approved Payment of Demands in the amount of \$4,259,913.16.

**BUDGET UPDATE REPORT
CC 4**

City Council received and filed the budget update report for the quarter ended March 31, 2010.

**EDGESOFT, INC.
CC 5**

City Council:

- a.) Adopted **Resolution No. 10-6831**, amending the Fiscal Year 2009 – 2010 Information Technology Budget for permitting system software upgrade; and
- b.) Authorized the City Manager to negotiate a contract with Edgesoft, Inc. for an Enterprise Land Management System on a subscription model.

**MID-VALLEY
CORRIDOR MOBILITY
PLAN
CC 6**

City Council:

- a.) Adopted **Resolution No. 10-6832** of the City of Covina amending the Fiscal Year 2009 – 2010 Public Works Department, Transit Operations operating budget to reflect an appropriation of \$7,500 from Proposition A reserve funds to fund the City of Covina's contribution to the Mid-Valley Corridor mobility plan; and
- b.) Authorized the Director of Public Works to execute all necessary documents on the City's behalf.

**TAX-EXEMPT
FINANCING
CC 7**

City Council adopted **Resolution No. 10-6834**, declaring its intention to reimburse certain expenditures from the proceeds of a proposed tax-exempt financing.

**PUBLIC WORKS DEPT.
MONTHLY ACTIVITY
REPORT
CC 11**

City Council received and filed the Public Works Department Monthly Activity Report.

**CRA PAYMENT OF
DEMANDS
CC 14**

Redevelopment Agency approved Payment of Demands in the amount of \$355,048.43.

**DEVELOP 147-151 E.
COLLEGE ST. FOR LOW
& MODERATE INCOME
HOUSING
CC 16**

Redevelopment Agency adopted **Agency Resolution No. 10-624** pursuant to Health and Safety Code Section 33334.16, approving an extension of time to develop 147 – 151 East College Street for Low and Moderate Income Housing.

**LANDSCAPING
DISTRICT NO. 1
CC 8 &
LIGHTING
DISTRICT NO.
1978-1979
CC 10**

Council Member Low inquired about a ruling by the City Attorney regarding his participation on the discussion for Consent Calendar items CC 8 and CC 10, pertaining to Landscaping District No. 1 and Lighting District No. 1978 – 1979 because of his residence being located in both districts.

City Attorney Ed Lee explained to Council Member Low that based upon the size of the affected properties and the exception to the conflict rule that there is a significant segment of the population that is similiarly affected by the assessments, he advised Council Member Low to participate in the discussion on the districts.

Council Member Stapleton expressed that his comment would pertain to Consent Calendar items CC 8, CC9 and CC 10, pertaining to Landscaping District No. 1, Vehicle Parking District No. 1 and Lighting District No. 1978 – 1979. He stated that it was unfair to have the landscaping and lighting districts structured the way they currently

are as opposed to being city-wide districts. Council Member Stapleton explained that this is a matter that affects the entire city as opposed to particular home owners and businesses within the districts.

On a motion by Mayor Delach and seconded by Council Member Stapleton, the City Council/Redevelopment Agency adopted **Resolution No. 10-6835**, ordering the City's Licensed Engineer to prepare and file a report for levying assessments within the "Covina Landscaping District No. 1" for the 2010 – 2011 Fiscal Year and received the Engineer's Report and adopted **Resolution No. 10-6836** of the City Council of the City of Covina declaring its intention to levy and collect assessments on the "Covina Landscaping District No. 1" for the 2010 – 2011 Fiscal Year and appointing a time and place for hearing protests in relation thereto. Motion carried by a vote of 4-0.

On a motion by Mayor Delach and seconded by Council Member Stapleton, the City Council adopted **Resolution No. 10-6838**, ordering the City's Licensed Engineer to prepare and file a report for levying proposed assessments within the "Covina Lighting District No. 1978 – 1979" for the 2010 – 2011 Fiscal Year and received the Engineer's Report and adopted **Resolution No. 10-6839** of the City Council of the City of Covina declaring its intention to levy and collect assessments on the "Covina Lighting District No. 1978 – 1979" for the 2010 – 2011 Fiscal Year and appointing a time and place for hearing protests in relation thereto. Motion carried by a vote of 4-0.

**VEHICLE
PARKING
DISTRICT NO. 1
CC 9**

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council received the Engineer's Report and adopted **Resolution No. 10-6837** of the City Council of the City of Covina declaring its intention to levy and collect assessments on "Vehicle Parking District No. 1" for the 2010 – 2011 Fiscal Year and appointing a time and place for hearing protests in relation thereto. Motion carried by a vote of 4-0.

**CDBG GRANT FOR
HAMILTON MEN'S
SHOP LTD.
CC 12 &
CDBG GRANT FOR
THEMATIC ATTIC
CC 13**

Council Member Low stated that his comment pertained to consent calendar items CC 12 and CC 13. He expressed that the amount of the \$10,000 grant being requested by each business is excessive and that he would not object to loans. Council Member Low said he was against these grants.

Mayor Pro Tem King expressed that the businesses requesting grants have established themselves in Covina and are long time residents of the area. He also stated that these grants carry the thought that these businesses want to be in and grow with the community. Mayor Pro Tem King said he was in favor of these grants.

Mayor Delach informed the public that the Microenterprise program was established to provide a means to help disadvantaged persons to become more economically self sufficient and the program is available

to small businesses of five or fewer employees, one or more of whom owns the enterprise. Also, the owner of the business must meet national objective requirements under the limited clientele provision which requires income documentation demonstrating qualification as a low to moderate income household.

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council approved a CDBG Microenterprise grant of \$10,000 to Miguel A. Ayala, doing business as Hamilton Men's Shop Ltd. under Project 600289-09, and authorized the City Manager or his designee to execute the documents necessary to complete the grant transactions when all conditions are met. Motion carried by a vote of 3-1 with Council Member Low in opposition.

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council approved a CDBG Microenterprise grant of \$10,000 to Valerie Rajcic Vargas and Lorenzo Vargas, doing business as Thematic Attic under Project 600289-09, and authorized the City Manager or his designee to execute the documents necessary to complete the grant transactions when all conditions are met. Motion carried by a vote of 3-1 with Council Member Low in opposition.

**HOME DEPOT
SIGN AGREEMENT
CC 15**

Council Member Low stated his objection to the proposed grant of \$85,000 being asked by Home Depot to build a sign and said that they were capable of building their own sign since they are one of the biggest retailers in the United States. He expressed that the grant money to be used in the building of this sign will be deducted from other potential projects in the City which have higher priority.

On a motion by Mayor Pro Tem King and seconded by Mayor Delach, the Redevelopment Agency approved the agreement between Home Depot, U.S.A., Inc., a Delaware corporation, and the Covina Redevelopment Agency to design and construct a pylon sign at 963 W. Badillo Street and adopted **Agency Resolution No. 10-622**, amending the Fiscal Year 2009 – 2010 Redevelopment Budget. Motion carried by a vote of 3-1 with Council Member Low in opposition.

**DDA BETWEEN CRA &
OLSON LAND
PROJECT, LLC
JPH 1**

Mayor Delach declared the joint public hearing open at 8:04 p.m.

City Manager Parrish introduced the item and informed Council that staff was available if there were any questions.

Deputy Executive Director Robert Neiuber informed Council/Agency about changes made to the Disposition and Development Agreement (DDA) with Olson Land Projects, LLC. The changes were as follows:

- Section 1.1.49 – Clarification of Escrow Closing date

- Section 4.6 – Tightened timeline for Agency to respond to Olson Company’s formation of a Homeowners Association
- Section 5.3.2 – Further clarification of reimbursement to Agency or Homeowner’s Association for maintenance costs should the property fall into disrepair after the close of escrow
- Section 5.3.3 – Clarification of transfer of responsibility for graffiti maintenance from Developer to the Homeowner’s Association
- Section 5.6 – Clarification of language pertaining to notification of the Agency of third party interest to purchase all or a part of the retail portion of the project
- Section 8.19 – Inspection of Books and Records and the changing of notice from 2 days to 10 days

After no public comments, Mayor Delach closed the joint public hearing at 8:07 p.m.

~~Council Member Stapleton expressed his concern on parking issues regarding this project and spoke about an agreement with the Covina Valley Unified School District regarding the land it owns within the project area if this development was to move forward.~~

City Manager Parrish stated that an agreement was a requirement in order for the project to move forward.

Council Member Low inquired about tax increments with regard to this project and asked how the tax increment number was calculated.

Deputy Executive Director Neiuber explained that the estimated tax increment was calculated based on current land values and the expected land values after the completion of the project.

Elizabeth Hull, Agency Counsel, explained that the tax increment is based on the property value when the project area is created and then as projects are being done, the increase above the base property value to the new assessed property value is the new tax increment. Those funds are split between different taxing agencies and a portion is returned to the redevelopment agency. Ms. Hull also stated that once the improvements are in place, the Agency will receive about \$75,000 a year in anticipated tax increments.

Council Member Low stated that when the tax increment is factored and compared with the total investment, a loss of \$2.4 million can be seen.

Deputy Executive Director Neiuber explained that a break down of this information was located in an attachment to the agenda item report and it shows the total benefit to the Agency is negative \$2,335,000. He also explained that the money to fund the project is coming from land

proceeds funds and affordable housing assistance for the housing being built as part of the project.

Council Member Stapleton asked if the numbers presented take into consideration the contributions of the individuals who will live in the housing and the businesses and sales tax and to other revenue sources.

Deputy Executive Director Neiuber stated that these numbers do not reflect these contributions.

Council Member Stapleton spoke on the obligation to the community to enhance and improve the community through this project. He stated that a sacrifice will need to be made in order to redevelop the community and said he was for the project and it is worth the cost.

City Manager Parrish said that this project will eliminate blight and create low/moderate income housing. He also stated that it will benefit the general fund and the parking district.

Eric Everhart, Vice President of Development from the Olson Company, gave an overview of the Citrus Walk project.

Mayor Pro Tem King expressed his support for the project.

Mayor Delach commended city staff for their hard work on the project.

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council/Redevelopment Agency adopted **Resolution No. 10-6840** and **Agency Resolution No. 10-623**, approving the sale of real property by the Covina Redevelopment Agency pursuant to that certain Disposition and Development Agreement (DDA) with Olson Land Projects, LLC and approved the transfer of Low-Moderate Income Housing Project Area No. One Fund Balance funds for affordable housing assistance for the Developer. Motion passed on a vote of 3-1 with Council Member Low in opposition.

ADJOURNMENT

At 8:30 p.m., Mayor Delach adjourned the City Council/Redevelopment Agency meeting to the next Regular meeting to be held on Tuesday, June 1, 2010 at 6:30 p.m. at the City Hall Council Chambers.

Rosalia A. Conde, CMC
Deputy City Clerk/Agency Secretary

Approved this 1st day of June, 2010.

Peggy Delach, Mayor

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 1, 2010

ITEM NO.: CC 2

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

ITEM TITLE: Approval of request by Asian American Christian Counseling Service, Inc. for exemption from the City's business license tax, Calendar year 2010. The organization is located at 1175 E. Garvey St., Suite 102, Covina, CA 91724.

STAFF RECOMMENDATION

Approve Asian American Christian Counseling Service, Inc. 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).

Asian American Christian Counseling Service, Inc. is a nonprofit organization which provides affordable and accessible counseling and psychotherapy to individuals, couples, and families. The organization also provides consultation and support services to pastors, churches, and other community groups.

Asian American Christian Counseling Service, Inc. 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. Internal Revenue Tax Exempt Ruling- on file in the Finance Department.
- C. Franchise Tax Board 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: June 1, 2010

ITEM NO.: CC 3

STAFF SOURCE: Dilu de Alwis, Finance Director *DL*

ITEM TITLE: Single Audit Report for Fiscal Year Ended June 30, 2009

STAFF RECOMMENDATION

Receive and file the Single Audit Report for Fiscal Year Ended June 30, 2009.

FISCAL IMPACT

None

BACKGROUND

The City's independent auditor, Macias Gini & O'Connell LLP, is required to conduct a compliance audit of all City grants that are directly or indirectly received from the Federal Government. This is called the Single Audit and is in addition to the regular financial audit.

The grants subject to the audit are described in the Single Audit Report. The auditor's opinion indicates that the City of Covina has complied with all material respects of the provisions relating to grant laws, regulations, and contracts for the fiscal year.

EXHIBITS

A. City of Covina Single Audit Report June 30, 2009 (on file with City Clerk)

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 1, 2010

ITEM NO.: CC 4

STAFF SOURCE: Anthony Arroyo, Director of Human Resources *CAA*

ITEM TITLE: Approve Resolution 10-6841 Delegating Disability Retirement or Industrial Disability Retirement Designation for Local Safety Members to the City Manager

STAFF RECOMMENDATION

Adopt ~~Resolution 10-6841~~ delegating Disability Retirement or Industrial Disability Retirement designation for Local Safety Officers to the City Manager

FISCAL IMPACT

None.

BACKGROUND

Under the Public Employees' Retirement Law (PERL), the governing body of a California Public Employees' Retirement System (PERS) contracting agency is required to make a determination as to whether a local safety member is disabled for purposes of the PERL and to determine whether such disability is "industrial" within the meaning of PERL. Government Code Section 21173 permits the governing body of a PERS contracting agency to delegate this authority, upon advice of the City Council, to the incumbent in the position of its choice.

For the purposes of operational efficiency and to facilitate the judicious designation of local safety members as disabled and the classification of such disabilities as "industrial" or "non-industrial," the City Council delegate the authority for disability determinations to the City Manager.

The City Council will still approve settlement requests for any amount over \$25,000.

EXHIBITS

A. Resolution No. 10-6841

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

RESOLUTION NO. 10-6841

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DELEGATING DISABILITY RETIREMENT OR INDUSTRIAL DISABILITY RETIREMENT DESIGNATION FOR LOCAL SAFETY MEMBERS TO THE CITY MANAGER

WHEREAS, the City of Covina is a contracting agency of the Public Employees' Retirement System; and

WHEREAS, the Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as a local safety member; is disabled for purposes of Public Employees' Retirement Law; and, whether such disability is "industrial" within the meaning of such law; and

WHEREAS, the City Council of the City of Covina has determined upon legal advice that it may delegate authority under Section 21173 of the Government Code to make such determinations to the incumbent of the office of City Manager;

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

SECTION 1. That the City Council of the City of Covina may lawfully delegate and it does hereby delegate to the incumbent to the office/position of City Manager authority to make determinations under Government Code Section 21152(c), on behalf of the Agency, of disability and whether such disability is industrial and to certify such determinations and all other necessary information to the Public Employees' Retirement System.

SECTION 2. That such incumbent be and he/she is authorized to made applications on behalf of the Agency for disability retirement of all employees and to initiate requests for reinstatement of such employees who are retired for disability.

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

PASSED, APPROVED AND ADOPTED this 1st day of June, 2010.

Peggy Delach, Mayor

ATTEST:

Rosalia Conde, CMC
Deputy City Clerk

APPROVED AS TO FORM;

Edward W. Lee, City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 1, 2010

ITEM NO.: CC 5

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

ITEM TITLE: Resolution Declaring the City of Covina's Participation in the San Gabriel Valley EnergyWise Partnership with Southern California Edison and the San Gabriel Valley Council of Governments.

STAFF RECOMMENDATION

Adopt **Resolution 2010-6843** declaring the City of Covina's participation in the San Gabriel Valley EnergyWise Partnership (Partnership) with Southern California Edison (SCE) and the San Gabriel Valley Council of Governments (COG).

FISCAL IMPACT

Through the City's participation in the Partnership, it is estimated that the City will receive at minimum \$13,728 in rebates from SCE for installing energy efficiency retrofits in municipal facilities. Additional rebates and financial incentives may become available to the City as a result of its participation in the Partnership. The revenue from these rebates and incentives will be credited to account 6200-5500-00-48990 for future energy efficiency and conservation activities.

BACKGROUND

The Partnership is an alliance between the COG, SCE, and partner cities to bring energy savings to the San Gabriel Valley through innovative public education and energy efficiency projects. It provides residents and businesses in the San Gabriel Valley with energy efficiency information, training, and materials to help reduce energy use and expenses. The Partnership also offers a package of energy offerings to participating cities, including energy audits (conducted by Willdan Energy Solutions/Intergy, under contract to SCE), technical assistance, and specialized energy efficiency incentives. As a whole, the Partnership has achieved more than 1.5 kwh in energy savings through energy efficient upgrades.

While the City of Covina has been an active Partnership participant for several years, SCE is requesting a more formal commitment from cities in the form of a resolution. City staff have participated in Partnership meetings and met with Willdan/Intergy and SCE staff regularly. Through the Partnership, the City has benefited from an extensive energy audit of City facilities and the assistance of Willdan/Intergy and SCE staff in the development of a list of potential

projects, including information on estimated costs and energy savings and assistance with the preparation of rebate applications.

One component of the Partnership is the Energy Leader Model, a tiered system whereby cities can receive enhanced rebates from SCE for implementing eligible energy efficiency projects. By participating in the Partnership, Covina would automatically qualify as a "Valued Level Partner" whereby it can access SCE's core program incentive rebate for energy savings measures undertaken in city facilities. As a Partnership member, the City must, at a minimum, enroll in the Flex Alert program, which entails agreeing to send out notifications to City employees when the California Independent Systems Operation determines that energy conservation efforts need to be employed immediately to avert electrical emergencies. As the City demonstrates additional energy savings and commitments, it would qualify for enhanced rebates at silver, gold, and platinum levels.

Through the Partnership, the COG works closely with SCE to identify eligible activities appropriate to the needs and interests of the San Gabriel Valley. One such activity is the Home Energy Performance Workshop. These workshops focus on educating residents, contractors, and City staff on the importance of energy efficiency as a first step in reducing energy costs. The workshops will inform residents as to how they can maximize energy savings and utilize the most cost-effective approach for equipment upgrades. Additionally, these workshops will also offer SCE the opportunity to describe their "Whole House Retrofit" program, which will be launched this summer.

The timing of Partnership workshops is linked to the introduction of Los Angeles County's AB 811 program for financing of private energy efficiency projects in September 2010. Known as the Los Angeles County Energy Program (LACEP), the program is a comprehensive energy efficiency retrofit program that offers innovative financing in order to increase the number of energy retrofits and renewable power system installations for residential buildings in Los Angeles County. The City of Covina has already sent a letter of intent to participate in the County's program, has included the program as part of its Energy Efficiency and Conservation Strategy, and has set aside funds from the Energy Efficiency and Conservation Block Grant for City program implementation.

Partnership members will also be able to purchase, at a significantly reduced cost, the Energy Management System that was procured by the County of Los Angeles. The County purchased an unlimited license for an online system which, for a nominal fee, will allow cities to track and monitor energy usage in municipal facilities. This will allow cities to strategize cost-effective measures that significantly impact building efficiency.

By formally adopting the proposed Resolution, the City of Covina will be eligible for a higher level of incentives and rebates from SCE. The City is expected to receive at least \$13,728 in rebates for energy efficiency retrofits to be installed in City facilities with federal Energy Efficiency and Conservation Block Grant funds. Finally, the Partnership will further the City's

ability to comply with the requirements of AB 32, which call for a 15 percent reduction in greenhouse gas emissions for municipal activities by 2020.

EXHIBITS

A. Resolution 2010-6843.

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

RESOLUTION NO. 2010 – 6843

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, DECLARING THE CITY OF COVINA'S
PARTICIPATION IN THE SAN GABRIEL VALLEY ENERGYWISE
PARTNERSHIP (PARTNERSHIP) WITH SOUTHERN CALIFORNIA
EDISON (SCE) AND THE SAN GABRIEL VALLEY COUNCIL OF
GOVERNMENTS (COG)**

WHEREAS, the San Gabriel Valley Energy Wise Partnership is a collaboration between the San Gabriel Valley Council of Governments, participating San Gabriel Valley cities, and Southern California Edison to bring energy savings to the region through innovative public outreach and energy efficiency projects; and

WHEREAS, the City of Covina is eligible to receive technical assistance and enhanced incentives for direct installation of energy efficient equipment through participation in the Partnership; and

WHEREAS, the availability of reliable, economical electric power is critical to the quality of life of the residents of the City of Covina and the success of businesses in the City; and

WHEREAS, population growth and technological and environmental changes continue to increase the demand for electricity; and

WHEREAS, since most residents and businesses spend more on energy bills than they do on local taxes, it makes economic sense and good public policy to encourage energy efficiency conservation where possible in the City of Covina; and

WHEREAS, energy efficiency programs enhance the environment by improving air quality, reducing pollution, and conserving natural resources; and

WHEREAS, it is vital for the short and long-term well-being of a “sustainable” Covina community to keep dollars local, encourage innovation, and incorporate energy efficiency and resource conservation practices into daily municipal, residential, commercial, and industrial activities; and

WHEREAS, there is movement within California communities and businesses to improve everyday practices and to create more sustainable cities that meet the needs of present and future residents; and

WHEREAS, the City Council encourages projects and activities that reduce energy and natural resource consumption in order to achieve the economic and environmental goals of sustainability; and

WHEREAS, by partnering with the San Gabriel Valley Council of Governments and Southern California Edison the City of Covina will become more competitive when it comes to applying for grant programs, rebates, and incentives and will have access to additional support and resources for its efforts to promote conservation and improved energy efficiency;

NOW, THEREFORE, BE IT RESOLVED, that the Covina City Council is hereby a participant in the San Gabriel Valley Energy Wise Partnership.

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

SECTION 1. That the City of Covina supports a commitment to sustainable practices through energy efficiency and will provide leadership and guidance in promoting and facilitating such practices in the community.

SECTION 2. That the City of Covina supports and endorses the Partnership as an effective method to help meet long-term community economic and environmental goals.

SECTION 3. That the City of Covina will lead by example, by demonstrating the commitment to sustainability in its own operations, as well as, providing information and assistance to members of the community to grow, change, and develop in a sustainable manner.

SECTION 4. The City Clerk shall attest and certify to the passage and adoption of this Resolution and it shall become effective immediately upon its approval.

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: June 1, 2010

ITEM NO.: CC 6

STAFF SOURCE: Amy Hall-McGrade, Parks & Recreation Director *AH*

ITEM TITLE: .Approval of Fiscal Year 2010-2011 maintenance contract with Caliber Commercial Pool Service to maintain the Michael D. Antonovich Aquatic Center swimming pools and pool equipment for the Parks & Recreation Department in the amount of \$17,400.

STAFF RECOMMENDATION

Approve the maintenance contract with Caliber Commercial Pool Service to maintain the Michael D. Antonovich Aquatic Center swimming pools and pool equipment in the amount of \$17,400 for fiscal year 2010-2011.

FISCAL IMPACT

The cost for the maintenance service for fiscal year 2010-2011 is \$17,400 and is included in the proposed budget in account 1010-3700-06-52405. There will be no increase in the proposed contract.

BACKGROUND

This will be the thirteenth operational season for the Aquatics Center. Caliber Commercial Pool Service was the original maintenance contractor used by the builder after construction. The contractor has continued to perform the scope of the contract and provide excellent service and coordination of the necessary repairs for the past twelve years.

EXHIBITS

A. Proposed fiscal year 2010-2011 Caliber Commercial Pool Service Maintenance Contract

REVIEW TEAM ONLY

City Attorney: *[Signature]*

Finance Director: *[Signature]*

City Manager: *[Signature]*

Other: _____

**CITY OF COVINA
MAINTENANCE CONTRACT FOR SERVICE FOR THE SWIMMING POOLS
AND POOL EQUIPMENT AT THE MICHAEL D. ANTONOVICH AQUATIC
CENTER, COVINA PARK PLUNGE
301 N. FOURTH AVENUE, COVINA, CA**

THIS CONTRACT is entered into this 1st day of June 2010, by and between the City of Covina (hereinafter referred to as "CITY") and Caliber Commercial Pool Service (hereinafter referred to as "CONTRACTOR").

WITNESSETH:

The parties hereby agree as follows:

SECTION 1. RECITALS

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

- (a) The CITY is interested in engaging a CONTRACTOR to maintain and provide service to the swimming pools and pool equipment located at 301 North Fourth Avenue, Covina, CA:
- (b) The CITY desires to have a highly qualified CONTRACTOR perform tasks daily as noted;
 - Task 1: Manually test water for chlorine residual/pH/alkalinity to ensure digital read-outs are correct;
 - Task 2: Clean skimmers of all debris to ensure adequate flow and perform backwash as necessary;
 - Task 3: Manually test auto-fill lines to be sure they are in working order;
 - Task 4: Visually check gauge on filters to be sure they are working properly and open biannually for inspection;
 - Annual maintenance of filters at no additional charge;
 - Task 5: Establish reorder levels on all chemicals;
 - Task 6: Maintain log and reports;
 - Task 7: Set up a preventative maintenance program for all equipment;
 - Task 8: Perform minor repairs of equipment not involving replacement of parts;

MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM

- Task 9: Inspect and advise annually of sand and sacrificial anodes;
- Task 10: Be on 24-hour call for any emergency that may occur (respond within 2 hours after a (911) page);
 - a. Weekend service for TDS control when necessary;
 - b. Contractor is authorized to purchase parts up to \$100 without prior City authorization.
- Task 11: Notify proper management of any non-scope work to be done;
- Task 12: Minor repairs of equipment not involving replacement of parts (i.e. adjustment, calibrations, disassembly of components requiring cleaning) no charge;
 - Repair of chemical feed pumps – no charge
- Task 13: Contacting reliable contractors and obtaining three bids for all necessary work not done by CONTRACTOR.
- Task 14: Any additional parts, other than minor, will be billed at a 20% markup;
- Task 15: CONTRACTOR'S labor rate will be billed at a rate of \$50 per hour starting at your facility, no travel time;

- (c) The CONTRACTOR represents that it is qualified to perform such services and has agreed to do so pursuant to this Contract; and
- (d) The CITY desires to contract with the CONTRACTOR on the basis of the following terms and conditions.

SECTION 2. EMPLOYMENT

The CITY hereby employs the CONTRACTOR, and the CONTRACTOR hereby accepts such employment as CONTRACTOR to the CITY for purposes of providing their services as set forth in Section 1.

SECTION 3. SCOPE OF SERVICES

The CONTRACTOR will diligently perform the tasks and prepare the appropriate documentation necessary to undertake the tasks to complete the project. The specific tasks are those outlined in Section 1(b).

MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM

- (a) The CONTRACTOR'S service schedule for the months of March through October will be five days a week.
- (b) The CONTRACTOR'S service schedule for the months of November through February will be twice a week.

The CITY shall vacuum and brush the pool utilizing their own personnel.

SECTION 4. TERM

The term of this contract shall be from the date of this Contract to June 30, 2011. The schedule of performance shall be outlined in Exhibit No. 1. If necessary, the schedule may be modified upon approval of the CITY staff.

SECTION 5. COMPENSATION

The CONTRACTOR will perform those tasks and deliver the services outlined in Exhibit No. 1 for a fixed fee not to exceed seventeen thousand four hundred dollars (\$17,400.00), including all out of pocket and incidental expenses of CONTRACTOR associated with said performance.

The CONTRACTOR shall submit a bill to the City on a monthly basis.

Services performed that are not specified in Section 3. Scope of Services, but are authorized by the CITY will be charged on a time and materials basis at the hourly rates previously agreed to by the Parks & Recreation Director.

SECTION 6. RIGHT OF TERMINATION

This Contract may be terminated by the City with or without cause, in its sole discretion, on a ten-(10) day written notice to the CONTRACTOR.

In such event, the CONTRACTOR shall, on the CITY's request, promptly surrender to the CITY all completed work and works in progress, and all materials, records, and notes procured or produced pursuant to this Contract. The CONTRACTOR may retain copies of such work products as a part of its records of professional activity. The CONTRACTOR shall be compensated for all work performed to that date.

SECTION 7. REPORTS AND DOCUMENTATION

All reports, Contracts and other documents prepared by the CONTRACTOR pursuant to this Contract are the property of the CITY and shall be turned over to the CITY upon expiration or termination of this Contract.

MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM

CITY may use, duplicate, disclose, and/or disseminate, in whole or in part, in any manner it deems appropriate, all papers, writings, documents, reports and other materials of whatever kind prepared, produced, or procured in performance of this Contract, which are delivered to or acquired by CITY.

SECTION 8. INDEPENDENT CONTRACTOR

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

SECTION 9. INDEMNITY

CONTRACTOR hereby agrees to and does indemnify, defend, and hold harmless the CITY, and any and all of their respective officers, employees and representatives from any and all claims, liabilities, and expenses, including attorney fees and costs that arise out of CONTRACTOR'S negligent performance of this Contract.

SECTION 10. NOTICES

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

TO CITY:

City of Covina, Attn: Parks & Recreation Director
Parks & Recreation Department
125 East College Street
Covina, California 91723

TO CONTRACTOR:

Caliber Commercial Pool Service, Attn: Larry Marino
P.O. Box 506
Duarte, California 91009

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

SECTION 11. BINDING EFFECT

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

MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM

SECTION 12. ASSIGNMENT

CONTRACTOR shall not be permitted to assign any of its rights or obligations hereunder, except the payment of funds from the CITY, without prior written consent of the CITY. The consent of the CITY to an assignment shall not be unreasonably withheld, but prior to approving any assignment involving the performance of any obligations pursuant to this Contract, the CITY shall be satisfied by competent evidence that the assignee is financially able and technically qualified to perform those services proposed to be assigned. In the event of such assignment, the CITY may condition the same so as to ensure compliance with the provisions of this Contract.

SECTION 13. COMPLIANCE WITH LAWS

CONTRACTOR shall comply with all applicable laws in performing its obligation under this Contract.

SECTION 14. CONFIDENTIALITY

Information and materials obtained by the CONTRACTOR from the CITY during the performances of this Contract shall be treated as strictly confidential and shall not be used by the CONTRACTOR for any purpose other than performance of this Contract.

**SECTION 15. CONTRACTOR'S LIABILITY AND INSURANCE
PUBLIC LIABILITY AND PROPERTY DAMAGE
INSURANCE**

The CONTRACTOR shall assume all responsibility for damages to property or injuries to persons, including accidental death, which may be caused by the CONTRACTOR'S negligent performance of a contract, whether such performance be by himself, his subcontractor, or anyone directly or indirectly employed by him and whether such damages shall accrue or be discovered before or after termination of contract. The CONTRACTOR shall take out and maintain during the life of the contract a Comprehensive Liability policy, including Contractual Liability, as shall protect him and the CITY from claims for such damages. Said policy shall name the CITY, its agents, officers and employees as additional insured under the policy, in the following amounts.

Public Liability Insurance in an amount not less than \$2,000,000 one person; property damage insurance in an amount not less than \$1,000,000 and subject to the above limits, as combined in single limit of insurance in an amount not less than \$3,000,000.

MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM

In addition, such policy shall contain a Severability of Interest clause and provide that the coverage shall be primary for losses arising out of the CONTRACTOR'S performance of the contract. Neither the Agency nor any of its insured shall be required to contribute to any such loss.

The CONTRACTOR shall furnish a certificate of insurance with attached endorsement countersigned by an authorized agent of the Insurance Carrier on a form of the Insurance Carrier setting forth the general provisions of the insurance coverage. This countersigned certificate shall verify that the CITY, its agents, officers, and employees are named as additional insured under the policy. The certificate of Insurance Carrier shall contain a statement of obligation or termination of the coverage at least thirty (30) days in advance of the effective date of any such material changes, cancellation or termination.

The required certificate shall be furnished by the CONTRACTOR prior to the execution of the Contract by the CITY.

SECTION 16. WORKERS' INSURANCE

The CONTRACTOR agrees to maintain at its expense, during the term of this Contract, all necessary insurance for its employees engaged in the performance of this Contract, including, but not limited to workers' compensation insurance, and to provide the CITY with satisfactory evidence of such insurance coverage upon the CITY'S request.

SECTION 17. DISCRIMINATION

The CONTRACTOR agrees that no person shall be excluded from employment in the performance of this Contract on grounds of race, creed, color, sex, age, marital status, disability status, or place of national origin. In this connection, the CONTRACTOR agrees to comply with all County, State and Federal laws relating to equal employment opportunity rights.

SECTION 18. PREVAILING TERMS

In the event of any express conflict between this Contract and Exhibits No. 1, the provisions of this Contract shall control.

MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM

IN WITNESS WHEREOF, this Contract has been duly authorized and executed by the parties hereto in the day and year first herein above written.

CITY OF COVINA

DATE: _____

BY: _____

Peggy Delach
Mayor

ATTEST:

Rosalia Conde, CMC
Deputy City Clerk

DATE: _____

BY: _____

Contractor

Title

Address: _____

Covina Business License #: _____ Expires: _____

Federal Tax I.D. #: _____

Circle one of the following: Corporation/Sole Proprietor/Partnership

Approved as to form this 1st day of June 2010.

Edward Lee, City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 1, 2010

ITEM NO.: CC 7

STAFF SOURCE: Amy Hall-McGrade, Parks & Recreation Director 
Steve Henley, Director of Public Works 

ITEM TITLE: Approve renewal of the Contract with West Coast Arborists, Inc. for Tree Trimming Services of City's park and street trees.

STAFF RECOMMENDATION

Approve an amendment to extend the Contract with West Coast Arborists, Inc. for Tree Trimming Services of City's park and street trees at the proposed budgeted amount of \$16,470 for park trees and \$122,140 for street trees for FY 2010-2011.

FISCAL IMPACT

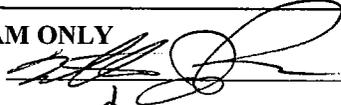
1. Tree trimming funds from the proposed FY 2010-2011 Parks & Recreation Department Budget in the amount of \$16,470 in account 1010-3400-00-52330.
2. Tree trimming funds from the proposed fiscal year 2010-2011 Public Works Department Budget in the amount of \$122,140 in account 1010-2200-00-52330.

BACKGROUND

West Coast Arborists, Inc. has provided excellent service for regular tree maintenance and emergency call-outs for the Parks & Recreation Department and Public Works Department. They also provide tree management assistance. West Coast Arborists, Inc. has expressed their interest in extending the term of their contract for FY 2010-2011 with no price increase.

EXHIBITS

- A. Proposed Contract Amendment

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

CONTRACT AMENDMENT No.4

City of Covina

The Tree Trimming/Maintenance Services contract by and between the City of Covina and West Coast Arborists, Inc. is amended as follows:

Section 6 – Term, is hereby revised to provide that the City of Covina is exercising its' option to extend the contract on a year to year basis for the period of July 1, 2010 to June 30, 2011.

The effective date of this Amendment is July 1, 2010 or upon execution, whichever is later.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL WORK CONTRACT REMAIN IN FULL FORCE AND EFFECT.

THIS AMENDMENT, consisting of 1 page, is executed by the persons signing below who warrant that they have the authority to execute this Amendment under the original Work Contract.

IN WITNESS WHEREOF, the AGENCY and the CONTRACTOR have signed this Amendment.

WEST COAST ARBORISTS, INC.

CITY OF COVINA

Signature

Peggy Delach
Mayor

Title

Date

Approved as to form this 1st day of June 2010.

ATTEST

Edward Lee, City Attorney

Rosalia Conde, CMC
Deputy City Clerk

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 1, 2010

ITEM NO.: CC 8

STAFF SOURCE: Kim Raney, Chief of Police
Robert Neuber, Director of Community Development *RN*
William J. Priest, Assistant City Attorney *WJP*

ITEM TITLE: Adopt and Issue City Council Report to the Public Re: City's Measures to Alleviate Conditions Which Led to Adoption of Interim Urgency Ordinance No. 10-1983 - a Moratorium on the Issuance of Permits for New Massage Establishments and Massage Technicians in the City of Covina.

STAFF RECOMMENDATION:

That the City Council:

- 1.) Adopt and issue the attached City Council Report to the public describing the City's Measures to alleviate the conditions which led to adoption of Interim Urgency Ordinance No. 10-1983 - a moratorium on the issuance of permits for new massage establishments and massage technicians in the City of Covina.

FISCAL IMPACT:

None.

BACKGROUND/ANALYSIS:

On May 4, 2010, the City Council adopted an interim urgency ordinance that temporarily prohibited the approval or issuance of any (i) new permit to massage technicians, (ii) approval or issuance of any new use permit, home occupation permit, variance, building permit, business license, operator's permit or other applicable entitlement for the establishment or operation of a massage establishment in the City, and (iii) transfer of an existing massage permit to another location. The interim urgency ordinance is effective for 45 days and is set to expire on June 18, 2010.

The moratorium was established to allow the City the opportunity to evaluate its existing ordinance regulating massage establishments in light of SB 731, California's first comprehensive, statewide regulatory system for massage therapy. (Bus. & Prof. Code § 4600 et seq.) Because SB 731 dramatically limits the City's power to address local massage issues, and because of the unique health, safety and welfare implications of massage establishments, it is important for staff to study different options to preserve as much local regulatory power as available under State law.

Pursuant to Government Code, Section 65858(d), the City Council is required, not later than 10 days prior the expiration of a moratorium ordinance (June 8, 2010), to issue a written

report to the public describing the measures taken to alleviate the conditions which led to the adoption of the moratorium ordinance.

Since the adoption of the moratorium, the Police Department, the Planning Division of the Community Development Department, and the City Attorney's Office have been diligently working on alleviating the conditions which led to adoption of the moratorium. These include: (i) researching the legal effects of SB 731 on local massage regulation, (ii) investigating and early drafting of possible amendments to Chapter 5.36 in order to ensure consistency with SB 731; (iii) tracking the CMTTC's implementation of SB 731, and (iv) tracking current efforts in the Legislature to amend SB 731 (AB 1822). A more detailed discussion of these efforts is provided in the attached Council Report.

Although Staff has taken measures outlined above to address the issues created by SB 731, they have not yet finished their work in this regard. As such, Staff will present to the Council at its June 15 meeting a request to extend the moratorium for an additional period of ten (10) months and fifteen (15) days.

EXHIBITS

- A. Council Report Re: City Measures Taken to Alleviate Moratorium Conditions

June 1, 2010

FROM: MAYOR AND CITY COUNCIL MEMBERS OF THE CITY OF COVINA

TO: GENERAL PUBLIC

RE: REPORT ON MEASURES TAKEN TO ALLEVIATE THE CONDITIONS WHICH LED TO THE ADOPTION OF ORDINANCE NO. 10-1983, AN INTERIM URGENCY ORDINANCE THAT TEMPORARILY PROHIBITS: (1) THE ISSUANCE OF ANY NEW PERMIT TO MASSAGE TECHNICIANS; (2) THE APPROVAL OR ISSUANCE OF CERTAIN NEW PERMITS, LICENSES OR ENTITLEMENTS TO MASSAGE ESTABLISHMENTS; AND (3) THE TRANSFER OF ANY PERMIT FOR A MASSAGE ESTABLISHMENT TO A NEW LOCATION

On May 4, 2010, the Covina City Council adopted Ordinance No. 10-1983, an interim urgency ordinance that temporarily prohibits the approval or issuance of any new permit to massage establishments and to massage technicians within the City of Covina. Ordinance No. 10-1983 was adopted pursuant to California Government Code Section 65858 and provides that the ordinance shall expire 45 days from its date of adoption, unless the ordinance is extended by the Covina City Council after additional notice and public hearing. At a noticed public hearing to be held on June 15, 2010, the Covina City Council will be asked to consider extending the interim moratorium by adopting a new ordinance, as authorized by Government Code Section 65858. The interim moratorium, as extended, will automatically expire ten (10) months and fifteen (15) days from the date of its adoption – May 4, 2011.

Government Code Section 65858(d) requires that at least 10 days prior to the expiration of the moratorium, the Covina City Council must issue a written report describing the measures taken to alleviate the conditions which led to the adoption of the ordinance. This is that required written report.

Since the original adoption of this moratorium, staff has begun studying the regulatory issues posed by SB 731. Through staff's study, the City hopes to determine: (a) whether and to what extent the Covina Municipal Code provisions regarding massage establishments and massage technicians need to be amended as a result of SB 731, to better protect against potential injury or other harm to persons, acts of prostitution, and other unlawful sexual activity; and (b) the effects of the operation of massage establishments employing only state-certified massage technicians on the City's regulation of massage establishments in general and on its licensure and permitting of massage establishments employing technicians other than state-certified technicians. Finally, City staff and the City Attorney have been monitoring the on-going efforts at the state level to adopt regulations and implement SB 731, and have been using the knowledge they have gained to better understand the need for potential additional revisions to Chapter 5.36.

There is some noted state-wide concern that SB 731 has left local jurisdictions without adequate protection against the less reputable massage technicians and massage operators. For instance, the California Police Chiefs Association recently introduced AB 1822 (Swanson) to address what

it believes are problems. Since the California Massage Therapy Council is essentially a volunteer board – and not a state agency as some believe - the Association believes that they simply don't have the resources to do thorough background investigations of applicants for the state license. They believe the system already has been and will continue to be abused by inappropriate or improperly trained applicants slipping through the cracks. AB 1822 would attempt to do at least three things immediately: (1) it would require applicants for a state license to first obtain clearance from the local agency where they will be doing business, with the applicant paying the reasonable costs of the background investigation; (2) it would eliminate preemptive rules that require massage establishments to be zoned like similar “personal and professional uses”; and (3) it would clarify the existing law to make it abundantly clear that the intent of SB 731 was to allow a local agency to require massage establishment operators to obtain a business license and an operators permit, unless they fall into the “sole proprietorship” definition.

In addition to the City's on-going study efforts, the Community Development Department, Police Department and City Attorney's Office have begun to draft revisions to Covina Municipal Code Chapter 5.36 since the enactment of the moratorium.

As noted above, although the City has taken the above actions to alleviate the circumstances involving the issuance of permits for massage establishments, there are still pending circumstances regarding the effect SB 731 has had on local jurisdictions. Therefore, in order to provide time for the City to determine what amendments to the massage ordinance are necessary to ensure compliance by massage establishments and technicians with state law, the City Council will consider an extension of the existing moratorium at its June 15, 2010 meeting in order to preserve the public convenience, health, safety and general welfare.

Respectfully submitted,

Mayor and Covina City Council

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 1, 2010

ITEM NO.: PH 1

STAFF SOURCE: Kim J. Raney, Chief of Police 
John Curley, Police Lieutenant

ITEM TITLE: Public Hearing introducing an ordinance amending the Covina Municipal Code (Title 7) with respect to Animals and to adopt by reference Los Angeles County Code, Title 10, Animals, including the new fee schedule.

STAFF RECOMMENDATION:

Introduce and waive further reading of Ordinance No. 10-1984 amending the Municipal Code of the City of Covina with respect to animals and adopting by reference the Los Angeles County Code, Title 10, Animals.

GENERAL FUND IMPACT:

The cost for the contract with Los Angeles County Animal Care and Control is included in the Police Department's annual budget and is part of the General Fund. An increase in fees will help offset the City's cost for animal control services (1010-1800-00-51440).

BACKGROUND:

In July of 1995, the City entered its first, five year agreement with the County of Los Angeles for animal control services. The contract has since been renewed in 2000 and 2005, respectively. The current agreement will expire on June 30, 2010 and it is necessary to renew the agreement to ensure uninterrupted flow of animal control services. The term of the contract is for another four years, from July 1, 2010 to June 30, 2014.

There are changes in the FY 2010-11 billing rates which are reasonably consistent with the current billing rates, and include both increases and decreases. Hourly rates for field services and canvassing services will increase by 3.0 and 0.4 percent, respectively. The daily kennel rates for dogs/cats and "other" animals will decrease by 1.5 and 35.7 percent. The processing charge for licenses will increase from \$1.92 to \$2.53 per license to reflect increases in processing charges incurred by the County of Los Angeles Treasurer and Tax Collector and Internal Services Departments.

The City of Covina's license fees were last increased in 2005. A recent survey in April 2010 of surrounding cities determined that the Covina yearly tags and licensing fees are inconsistent with the Covina unincorporated area and with the fees charged in several adjacent cities.

The proposed increase of fees for dog tags and licensing are as follows:

	<u>Current fee</u>	<u>Proposed fee</u>
Unaltered dog	\$30.00	\$60.00
Altered dog	\$15.00	\$20.00
Sr. Citizen Rate	\$ 7.50	\$ 7.50

The chart below represents fees charged by other cities in our area:

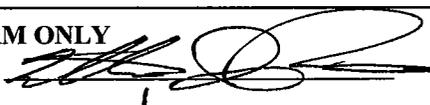
City	Unaltered	Altered
West Covina	\$35.00	\$20.00
Glendora	\$60.00	\$20.00
Azusa	\$40.00	\$20.00
San Dimas	\$35.00	\$10.00
Monrovia	\$40.00	\$20.00
La Verne	\$45.00	\$20.00
Los Angeles County	\$60.00	\$20.00

Canvassing neighborhoods for compliance of Los Angeles County Code, Title 10, Animals, is an important component of the contract. During canvassing if a violation is discovered, a new Field Enforcement Fee of forty-dollars (\$40) has been adopted. This fee is fully refundable to the City of Covina.

The contract with Los Angeles County has proven to be very cost effective. The contract provides for a full service animal control program, which includes field services, care and housing services, license processing and license canvassing. The County has been responsive to any concerns and complaints regarding the level of service have been low. Revenues from dog licensing remain high which offsets the overall cost of the program. The County continues to provide a very successful low cost pet vaccination clinic each year.

EXHIBITS:

- A. Letter dated April 15, 2010 and attachments
- B. Letter dated September 22, 2009 and attachments
- C. Animal Control Services Agreement
- D. Ordinance No. 10-1984

<p>REVIEW TEAM ONLY</p> <p>City Attorney: </p> <p>City Manager: </p>	<p>Finance Director: </p> <p>Other: _____</p>
---	--



Marcia Mayeda
Director

County of Los Angeles
Department of Animal Care and Control
Administrative Office
5898 Cherry Avenue
Long Beach, California 90805
(562) 728-4610 • Fax (562) 422-3478
<http://animalcare.lacounty.gov>



April 15, 2010

Shelter Locations

Downey Shelter
11258 S. Garfield Ave.
Downey, CA 90242
(562) 940-6898

Carson Shelter
216 W. Victoria St.
Gardena, CA 90248
(310) 523-9566

Baldwin Park Shelter
4275 N. Elton St.
Baldwin Park, CA 91706
(626) 962-3577

Lancaster Shelter
5210 W. Avenue I
Lancaster, CA 93536
(661) 940-4191

Castaic Shelter
31044 N. Charlie Cyn.
Road
Castaic, CA 91384
(661) 257-3191

Agoura Shelter
29525 Agoura Rd.
Agoura, CA 91301
(818) 991-0071

Major Case Unit
11258 S. Garfield Ave.
Downey, CA 90242
(562) 658-2000

Mr. Paul Philips
City of Covina
125 East College Street
Covina, CA 91723

Dear Mr. Philips:

FISCAL YEAR 2010-11 SERVICE LEVELS AND BILLING RATES

The County of Los Angeles Department of Animal Care and Control (Department), in conjunction with the County of Los Angeles Auditor-Controller, has developed the contract city billing rates for Fiscal Year (FY) 2010-11. The new rates are summarized on the first page of the FY 2010-11 Service Level Request (Attachment I - the form is referred to as "Attachment A"). These rates have been approved by the Auditor-Controller and will be effective July 1, 2010.

The FY 2010-11 billing rates are reasonably consistent with the current billing rates and include both increases and decreases. Hourly rates for field services and canvassing services will increase by 3.0 and 0.4 percent, respectively. The daily kennel rates for dogs/cats and "other" animals will decrease by 1.5 and 35.7 percent, respectively. The processing charge for licenses will increase from \$1.92 to \$2.53 per license to reflect increases in processing charges incurred by the County of Los Angeles Treasurer and Tax Collector and Internal Services Departments.

In an effort to ensure prescribed services within your jurisdiction in the upcoming fiscal year, we request your assistance in completing the attached Fiscal Year 2010-11 Service Level Request "Attachment A" and submitting the completed form no later than May 13, 2010. The completed Service Level Request should be submitted to:

Department of Animal Care and Control
Whitney Duong/Contract Cities
5898 Cherry Avenue
Long Beach, CA 90805

Mr. Paul Philips
April 15, 2010
Page 2

Completion of this annual Service Level Request is consistent with the terms of the revised standard Agreement. The document provides the Department with an acknowledgment of planned services and allows for improved planning and deployment of resources. If your jurisdiction determines changes in service levels are required during the fiscal year, a revised service level agreement can be completed. Upon agreement of both parties, the additions or deletions to services contemplated in a revised service level agreement can be scheduled for implementation.

In addition to the FY 2010-11 Service Level Request, a description of Department services (Attachment II) and FY 2010-11 budgetary estimates (Attachment III) are attached for your reference.

If you have any questions, please contact me or your staff may contact Ms. Whitney Duong, Contract City Liaison, via e-mail at wduong@animalcare.lacounty.gov or (562) 256-2412.

Sincerely,



MARCIA MAYEDA
Director

MM:DD:WD:in

Attachments

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT
COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE
AND CONTROL AND CITY OF COVINA

FY 2010-11 SERVICE LEVEL REQUEST

Part One: Billing Rates for the period July 1, 2010 through June 30, 2011

Kennel Services - dog and cat per day	\$16.74
Kennel Services - other animals per day	\$ 7.58
Kennel Services - observation per day	\$20.09
Field Services per hour	\$77.78
Dog license processing per license	\$ 2.53
Dead animal disposal per animal	\$11.02
Animal License Field Enforcement Canvassing per hour	\$56.66
Liability Trust Fund (applied to Field Services and Animal License Field Enforcement Canvassing hourly amounts only)	3%

Shelter Services

- Full Service** - All animals acquired in the field, within the boundaries of the city or determined to have originated within the boundaries of the city, may be impounded at a County shelter. Impounded animals will be vaccinated and provided medical care, food, and shelter. The animal's picture will generally be posted on the Department's Website to assist residents in reclaiming a lost or missing pet. Residents may also visit the associated shelter to find their lost or missing pet. The hours of operation of each shelter are scheduled at the discretion of the Department. **See Part One for the associated shelter services billing rates. Primary Shelter*: _____**
 - Sheltering for Transfer** - Full Service, as described above, except a designated city staff member with a vehicle deemed humane for transportation of animals will acquire the animals from the shelter, appropriately update the Department's animal care database, and transport the animals to the shelter of the city's choice. The city will be responsible for the subsequent costs of care and housing. **See Part One for the associated shelter services billing rates for any costs incurred prior to transfer.**
 - No Sheltering Services**
- * The Department shall take reasonable action to shelter all animals at this location. There may be circumstances in which the Department must shelter animals at an alternate location. In general, such sheltering shall be temporary and animals shall subsequently be transferred to the primary shelter.

Outreach and Enforcement Services

Licensing

- Standard Licensing Services** - License renewal notices are mailed or transmitted to the animal owner of record, the renewal and payment is received and processed annually on a fee per license basis. Licenses will be required before an animal will be released to a resident of a City participating in the Standard Licensing Services program. Fees from licenses collected will be credited to the city monthly in arrears. **Your jurisdiction must adopt either the County's Title 10 animal license fees or separate license fees unique to your city and provide the approved fee schedule and a copy of the adopted resolution to the Department.**
- No Animal Licensing Services**

Canvassing (Animal License Field Enforcement)

- License Canvassing Services - Provides for dedicated staff to perform license enforcement activities (issuing new licenses, license renewals, collecting delinquency charges and other fees) in the field. To participate in Canvassing Services your jurisdiction must adopt either the County's Title 10 delinquency charge and applicable enforcement fees or separate delinquency charges and enforcement fees unique to your jurisdiction and provide the approved delinquency charge/fee schedule and a copy of the adopted resolution to the Department.
- Annual Citywide - Authorization for unlimited canvassing for expired licenses or failure to have required licenses.
 - Annual Targeted - Department staff shall canvass targeted areas of the city based on criteria agreed upon by the City and Department.
 - Canvassing Service Packages - Department staff shall canvass targeted areas of the city based on criteria agreed upon by the City with defined service levels. **Please confirm availability of this level of service prior to submitting this Service Level Request.** The initial defined service level request is ____ hours.

Note: Canvassing charges apply to Vaccination Clinics conducted within your jurisdiction.

- No Canvassing Services

Business Licensing

- Business Licensing
- Licensing and Inspection/Grading Services
 - Inspection Services ONLY
- No Business Licensing

Clinics

- Vaccination Clinic(s) will be requested to be conducted within your jurisdiction
- No Vaccination Clinics

Other Services

- Humane Investigations and Prosecution - As needed
- Emergency Services - As needed

Records

Upon reasonable notice, the Department shall make available to City of Covina authorized representatives for examination, audit, excerpt, copy, or transcription any pertinent transaction, activity, or other record relating to this Agreement. The City of Covina shall ensure such records are handled in a manner consistent with all applicable privacy laws and any other laws related to public records.

Part Four: Contact Information Primary Contact

- o Name: John Curley, Police Lieutenant
- o Address: 444 N Citrus Avenue
Covina CA 91723
- o Telephone: (626) 384-5604
- o Alt. Telephone: ()
- o E-mail: jcurley@covinaca.gov

 Alternate Contact

- o Name: Mary Wasilchin, Police Records Supervisor
- o Address: 444 N Citrus Avenue
Covina CA 91723
- o Telephone: (626) 384-5650
- o Alt. Telephone: ()
- o E-mail: mwasilchin@covinaca.gov

Part Five: License Information (required if the Department manages City licensing)

- City has adopted the license fees outlined in Title 10 of the Los Angeles County Code

Altered Dog	\$ <u>20.00</u>	Altered Cat	\$ <u>5.00</u>
Unaltered Dog	\$ <u>60.00</u>	Unaltered Cat	\$ <u>10.00</u>
Senior* Dog	\$ <u>7.50</u>	*Senior age is defined as <u>60</u> years.	
Delinquency Charge	\$ <u>Equal to Amount of License</u>		
Delinquency Charge applies after:	<u>10 days</u>		
Field Enforcement Fee	\$ <u>40.00</u> (licensing initiated in the field)		

City has adopted the following license fees:

Altered Dog	\$ _____	Altered Cat	\$ _____
Unaltered Dog	\$ _____	Unaltered Cat	\$ _____
Senior* Dog	\$ _____	Senior* Cat	\$ _____
_____	\$ _____	_____	\$ _____

*Senior age is defined as _____ years.

Delinquency Charge \$ _____

Delinquency Charge applies after: _____ days.

Field Enforcement Fee \$ _____ (licensing initiated in the field)

Current license fees adopted by the City on _____, 20_____.

Please attach a copy of the enacting license ordinance.

Part Six: Animal Regulations/Enforcement (required if the Department performs field services)

City has adopted all portions of Title 10 on _____, 20_____

City adopted Title 10 with the exception of the following:

City adopted the following provisions specific to its jurisdiction:

County of Los Angeles
Department of Animal Care and Control
Description of Services Provided

Field Services

Resources dedicated to providing quality animal care services in the field. Activities involve field officers performing a variety of tasks utilizing appropriate equipment. These tasks include:

- Immediate response to vicious/dangerous animals that pose a public safety threat;
- Capture and impoundment of stray domestic animals;
- Impoundment of animals surrendered by their owners;
- Removal of dead animals from public and private property;
- Enforcement of all animal related ordinances and State laws including leash laws, animal cruelty laws, dangerous/vicious dog enforcement, and the keeping of wild or exotic animals;
- Rescue of ill, injured, or abused animals;
- Enforcement of animal nuisance complaints such as barking dogs and leash law violators;
- Assist local law enforcement with their cases when animals are involved, such as the service of search warrants and impounding animals belonging to persons taken into custody;
- Emergency response to fires, earthquakes, floods, and other natural or manmade disasters to rescue animals from harm;
- Maintain 24-hour dispatch and call center to receive calls for service and dispatch them to officers for field response; and
- Transfer to third-party sheltering sites if so desired by the contracting city.

Shelter Services

Represents services dedicated to providing a comfortable and safe environment to shelter animals. Shelter services include:

- Provide food, water, shelter, and medical care for impounded animals;
- Hold stray animals and attempting to reunite them with their owners;
- Find new adoptive homes for domestic animals;
- Work with wildlife rehabilitators to rescue sick and injured wildlife;
- Provide emergency sheltering to animals displaced by wildfires or other disasters;
- Spay and neuter services for all dogs and cats pursuant to State law;
- Perform surgeries to make animals more adoptable;
- Euthanize sick, injured, dangerous, feral, or un-adopted animals;
- Quarantine and observation of animals for rabies;
- File annual reports to the State of California as required by law;
- Disposal of dead animals;
- Maintain website of lost and surrendered animals so owners may locate their lost animals and potential adopters may find a new pet; and
- Maintain regular hours of operation for the public.

Licensing

Represents resources for providing the issuance and processing of licenses. This function includes:

- Issuance of animal licenses to animals that have been vaccinated against rabies;
- Processing license applications, payments, and information changes;
- Issuing license renewal notices;
- Assessing and collecting fees, penalties, and other financial remittances; and
- Maintenance of animal licensing database.

Licensing Field Enforcement (Canvassing)

Represents services dedicated to providing field enforcement for animal license compliance. This program includes:

- Neighborhood field enforcement of animal licensing and other State and local laws and ordinances;
- Issue citations to violators of animal licensing ordinances; and
- Collect license revenue.

Business Licensing

Represents the process to issue and enforce licenses provided to private businesses involved in regulated activities related to animals. This program includes:

- Annually inspect and license animal facilities such as pet shops, breeders, animal menageries, grooming parlors, and all other places where animals are maintained for profit or business activities; and
- Issue grades to facilities, similar to the County of Los Angeles Public Health Department's Restaurant Grading System.

Vaccination and Microchip Clinics

Represents resources to provide vaccines and microchips, including:

- Provide low cost vaccinations and microchips;
- Staff with medical personnel and necessary support staff;
- Assist jurisdictions in promoting community based clinics; and
- Provide regular clinics at each County of Los Angeles Animal Shelter.



Marcia Mayeda
Director

County of Los Angeles
Department of Animal Care and Control
Administrative Office
5898 Cherry Avenue
Long Beach, California 90805
(562) 728-4810 • Fax (562) 422-3478
<http://animalcare.lacounty.gov>



Shelter Locations

Downey Shelter
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Downey, CA 90242
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Carson Shelter
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(310) 523-9568

Baldwin Park Shelter
4276 N. Elton St.
Baldwin Park, CA 91706
(626) 962-3577

Lancaster Shelter
5210 W. Avenue I
Lancaster, CA 93536
(661) 940-4191

Castaic Shelter
31044 N. Charlie Cyn.
Road
Castaic, CA 91384
(661) 257-3191

Agoura Shelter
29525 Agoura Rd.
Agoura, CA 91301
(818) 991-0071

Major Case Unit
11258 S. Garfield Ave.
Downey, CA 90242
(562) 658-2000

September 22, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AMENDMENTS TO LOS ANGELES COUNTY CODE, TITLE 10 - ANIMALS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Approval of the recommended amendments to Title 10 of the Los Angeles County Code would add and delete definitions, add a field enforcement fee for animal licensing, modify delinquency charges, and clarify policies related to animals. Amendments to definitions relate to animal facilities, kennels, and the breeding and boarding of animals. The addition of a field enforcement fee for animal licensing will provide for cost recovery of field animal licensing activities in the County's unincorporated communities and viability for these activities performed on behalf of client contract cities. The proposed modification of the existing delinquency charge will better align the amount of the delinquency charge with the annual value of the animal license. Other amendments provide clarification for existing policies related to the number of residential dogs and cats, licensing and other requirements related to hobby breeders, and licensing of dogs and cats kept as pets at an animal facility.

IT IS RECOMMENDED THAT YOUR BOARD AFTER THE PUBLIC HEARING:

1. Approve the Ordinance amending Title 10 - Animals of the Los Angeles County Code to add, delete, and modify the relevant sections related to licensing fees and other sections as proposed; and

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

7 September 22, 2009

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
September 22, 2009
Page 2

2. Introduce, waive reading, and adopt the Ordinance.

PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTION

On July 28, 2009, your Board approved a revised fee schedule for Department of Animal Care and Control (Department) services provided or offered to the public. These fees were previously removed from Title 10 of the Los Angeles County Code in an effort to provide for a more efficient process of setting the Department's annual fees. Animal license fees, animal facility fees, and associated delinquency charges remain in Title 10 of the Los Angeles County Code in order to notify the public of those fees and charges. The proposed recommended action relates to changes required to Title 10 of the Los Angeles County Code (Attachment I) for animal licensing delinquency charges and the addition of field enforcement fees, as well as amendments to terms and policies referenced in the Department's fee schedule.

The annual animal license fees for residents of the County's unincorporated communities range from \$5 for a spayed or neutered cat up to \$60 for an unaltered dog. A senior citizen currently pays \$7.50 to license a spayed or neutered dog. The existing delinquency charge for failing to renew or timely obtain a license is \$20. This amount is a punitive charge that provides incentive to renew or obtain the proper animal license.

The current delinquency charge of \$20 is four times the amount of an altered cat license, nearly triple the cost of a senior citizen altered dog license, yet only one-third of the value of an unaltered dog license. The proposed modification to the delinquency charge would provide for the amount of the delinquency charge to be equal to the annual amount of the animal license. A \$5 license would be charged a \$5 delinquency charge. A \$20 license would be charged a \$20 delinquency charge. This approach more appropriately weighs the value of the license in the determination of the delinquency charge. The proposed modified delinquency charge would be applied if the license is renewed ten (10) or more days after the renewal date. The existing delinquency charge is applied immediately after the renewal date.

The addition of a field enforcement fee will provide for the recovery of costs for services provided by Department staff conducting field licensing activities in the County's unincorporated communities. This program is often referred to as canvassing. The Department is in the process of centralizing and updating the canvassing program to reflect current licensing requirements and enforcement needs. In an effort to promote best practices, the Department researched programs implemented by other animal control agencies and determined that a field enforcement fee provides the most efficient method of recovering costs for animal license field enforcement. In addition, the fixed fee provides resident pet owners with a clear expectation of potential charges or fees for services provided by the Department in the field. The proposed \$40 field enforcement

The Honorable Board of Supervisors
September 22, 2009
Page 3

fee would be assessed per location and not per animal license. As such, a customer requiring two or three licenses for different animals at a single location would be subject to a single \$40 field enforcement fee.

Canvassing generally involves Department staff contacting pet owners for which licenses have lapsed, identifying new license requirements for animals that have not been previously licensed, and enforcing other appropriate legal requirements as needed. This neighborhood approach to license enforcement is an integral element of the Department's overall enforcement efforts. Licensing revenue generated by these efforts partially offsets the costs of Department operations in the unincorporated communities of the County. Client contract cities may request the Department to conduct animal license field enforcement within their jurisdiction. The Department charges client contract cities on an hourly basis for these services and the cities are credited any revenue obtained.

In addition to obtaining renewals of lapsed licenses, the greatest benefit of field licensing enforcement is the acquisition of new licenses for animals in which no license was previously purchased. New licenses establish a longer term revenue stream due to future renewals. Comprehensive field licensing efforts in the unincorporated communities can yield over \$50,000 per month in additional revenue through the issuance of over 2,000 new dog licenses and 600 cat licenses.

The remaining proposed changes to Title 10 are summarized in Attachment II. These changes generally add, delete, and modify terms and text to ensure consistency, provide clarification, and reflect Department policy.

Implementation of Strategic Plan Goals

The recommended action supports the County's Strategic Plan Goal of Community and Municipal Services (Goal 3) through ensuring resources are available to deliver customer oriented municipal services to the County's diverse unincorporated communities and Strategic Plan Goal of Public Safety (Goal 5) through ensuring resources are available to provide for the safety and security of the people of Los Angeles County.

FISCAL IMPACT/FINANCING

The modifications to the delinquency charge will provide for an increase in revenue from the renewal of delinquent unaltered dog licenses and licenses that were not procured in a timely manner, partially offset by a reduction in delinquency charges for licenses associated with senior citizen altered dogs and cats. Altered dog license delinquency charges would remain unchanged as the amount of the license (\$20) is equal to the

The Honorable Board of Supervisors
September 22, 2009
Page 4

existing \$20 delinquency charge. The net additional revenue resulting from the proposed modified delinquency charge is estimated at \$20,000 per month through field enforcement for periods in which canvassing staff are fully deployed in the County's unincorporated communities. In addition, a nominal increase in revenue is expected from delinquency charges applied to license renewals processed through the mail, Internet, telephone, or at one of the County's six animal shelters.

Assuming full canvassing staff deployment in the County's unincorporated communities and 2,500 locations processed, the proposed field enforcement fee would result in \$100,000 per month in cost recovery revenue for field licensing activities. Client contract cities are billed on an hourly basis for field license enforcement activities. Any charges or fees collected within a client contract city are credited to the city to provide an offset to services rendered.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Government Code Section 54985 permits the County of Los Angeles to establish fees to recover the costs of providing services.

Prior to the enactment of adopting a new fee or approving an increase in an existing fee, Government Code Section 66018 requires a local agency to hold a public hearing, at which oral or written presentations can be made. The Executive Office of the Board of Supervisors, in accordance with Section 6062(a) of the Government Code, published an official notice of the time and place of said public hearing, including a general explanation of the fees to be established or revised. All fees have been reviewed by the County of Los Angeles Auditor-Controller.

The proposed changes to the Los Angeles County Code Title 10 have been approved by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended action will provide for an efficient process to recover the costs of animal license field enforcement in the unincorporated communities of the County and increase the viability of the program for client contract cities requesting these services. Field enforcement of animal licensing produces additional revenue for the Department through the issuance of new animal licenses and collection of delinquency charges. The license revenue generated by this program offsets Department costs associated with providing services to the residents of the County's unincorporated communities.

The Honorable Board of Supervisors
September 22, 2009
Page 5

CONCLUSION

Please return one adopted copy of this letter to the Department of Animal Care and Control.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marcia Mayeda". To the right of the signature is a small circular stamp or mark.

MARCIA MAYEDA
Director

MM:DD:in

Attachments (2)

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors

Attachment I

ANALYSIS

This ordinance amends Title 10 – Animals of the Los Angeles County Code, to amend, add and delete definitions, add a field enforcement fee, change the licensing delinquency charge and clarify policies relating to animals.

Definitions relating to animal facilities, kennels and the breeding and boarding of animals were amended, added and deleted in view of the change of terms used in the fee schedule and also to clarify the meaning of some terms.

Other amendments clarify existing policies relating to the number of dogs and cats permitted per household, licensing and other requirements relating to hobby breeders, and when individual licenses are required for dogs and cats kept as pets at an animal facility.

A field enforcement fee was added to reflect the added cost of using field personnel to enforce the licensing ordinance. The licensing delinquency charge was amended to equal the cost of the license, which will result in the charge remaining the same \$20 charge for the majority of animal owners in the County whose cats and dogs are spayed or neutered, and will reduce the delinquency charge to \$7.50 for seniors. The increase in the delinquency charge for licenses which cost in excess of \$20 will provide incentives to have cats and dogs spayed and neutered, encourage owners to timely apply for licenses, account for lost revenue from owners who fail to license their

pets and facilities, and will more accurately reflect additional licensing enforcement costs when pets and facilities remain unlicensed.

ROBERT E. KALUNIAN
Acting County Counsel

By: *Diane C. Reagan*
DIANE C. REAGAN
Principal Deputy County Counsel
Health Services Division

DCR:ec

Requested: 06-30-09

Revised: 07-21-09

ORDINANCE NO. _____

An ordinance amending Title 10 – Animals of the Los Angeles County Code, to amend, add and delete definitions, to clarify policies relating to animals, to change the charge for licensing delinquencies and to add a field enforcement fee.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 10.08.031 is hereby amended to read as follows:

10.08.031 Animal facility.

"Animal facility" means a lot, building, structure, enclosure or premises for any animal related business or organization, including, but not limited to, a non-profit humane organization animal facility (as defined in Section 10.08.175), a grooming shop, a pet shop, a boarding facility, and a breeding facility, which is required to be licensed under Section 10.28.060. (Ord. 2004-0036 § 2, 2004.)

SECTION 2. Section 10.08.065 is hereby added to read as follows:

10.08.065 Boarding facility.

"Boarding facility" means an animal facility used for the care and temporary boarding (including day care) of dogs and cats and other animals normally kept as pets, in return for consideration, not including an animal hospital which only boards animals receiving medical treatment.

SECTION 3. Section 10.08.070 is hereby added to read as follows:

10.08.070 Breeding facility.

"Breeding facility" means an animal facility engaged in the business of breeding dogs and cats or other animals normally kept as pets for sale or exchange in return for consideration.

SECTION 4. Section 10.08.090 is hereby deleted to its entirety.

~~10.08.090 Cat kennel.~~

~~"Cat kennel" means any lot, building, structure, enclosure or premises whereupon or wherein four or more cats, over four months of age, are kept or maintained for any purpose, including places where cats are boarded, kept for sale, or kept for hire. Up to five cats may be kept at any residence without a kennel license, provided the cats' owner or custodian licenses each individual animal, has each animal spayed or neutered and keeps all cats primarily indoors. (Ord. 95-0016 § 1, 1995; Ord. 9454 § 1 (part), 1967; Ord. 4729 Art. 2 § 213, 1946.)~~

SECTION 5. Section 10.08.130 is hereby deleted to its entirety.

~~10.08.130 Dog kennel.~~

~~"Dog kennel" means any lot, building, structure, enclosure or premises whereupon or wherein four or more dogs, over four months of age, are kept or maintained for any purpose, including places where dogs are boarded, kept for sale, or kept for hire. For purposes of this section, a service dog licensed under Section 10.20.090, is not counted toward the number of dogs kept or maintained, while such dog is serving a person who is disabled within the meaning of Government Code~~

~~Section 12926(l) of Government Code Section 12926(k). (Ord. 2004-0049 § 1, 2004: Ord. 9454 § 1 (part), 1967: Ord. 8043 § 1, 1961: Ord. 4729 Art. 2 § 204, 1946.)~~

SECTION 6. Section 10.08.155 is hereby amended to read as follows:

10.08.155 Hobby breeder.

"Hobby breeder" is any person, except for a person possessing a valid ~~kennel~~ animal facility license, who owns and breeds a dog or cat and sells the offspring for pay or for other compensation. A hobby breeder is required to obtain a license pursuant to Section 10.20.045. (Ord. 2006-0029 § 1, 2006: Ord. 2004-0036 § 5, 2004.)

SECTION 7. Section 10.08.175 is hereby amended to read as follows:

10.08.175 Nonprofit humane organization animal facility.

"Nonprofit humane organization animal facility" means an animal facility operated by a bona fide charity in good standing under the provisions of Section 501(c)(3) of the Internal Revenue Code, where animals are kept for adoption or sanctuary. (Ord. 2000-0075 § 9, 2000.)

SECTION 8. Section 10.12.140 is hereby amended to read as follows:

10.12.140 Dead animals— Pickup from businesses or other facilities.

For each pickup or receiving of dead animals from any animal-related business, such as a pet hospital, ~~nonprofit humane society, organization animal facility, kennel,~~ stable or veterinary establishment, or any commercial, industrial, educational, medical or other facility that deals with animals in connection with its operation, the director shall collect the fees determined annually as provided in Section 10.04.065. (Ord. 2009-0017 § 6, 2009: Ord. 2000-0075 § 16, 2000: Ord. 90-0137 § 9, 1990: Ord. 88-0155 § 5, 1988:

Ord. 87-0036 § 5, 1987; Ord. 85-0204 § 6, 1985; Ord. 11176 § 1, 1975; Ord. 4729 Art. 3 § 305.5, 1946.)

SECTION 9. Section 10.20.030 is hereby amended to read as follows:

10.20.030 License -- Required -- Costs Fees and other charges.

Every person owning or having custody or control of any dog or cat over the age of four months in the unincorporated territory of the county of Los Angeles shall obtain a an annual license from the director for each ~~of such dogs and cats~~ and shall pay the fees for the such-licenses including delinquency charges and field enforcement fees as set forth in Sections 10.20.130 and 10.90.010. The owner or custodian of an animal found unlicensed by a department employee in the field will be charged a field enforcement fee. (Ord. 93-0002 § 2 (part), 1993; Ord. 90-0137 § 11, 1990.)

SECTION 10. Section 10.20.038 is hereby added to read as follows:

10.20.038 Residential dogs and cats -- Limitations.

A. Dogs: Up to three dogs may be kept at any residence without an animal facility license, provided the dogs' owner or custodian licenses each individual dog and complies with the Mandatory Spay and Neuter Program for Dogs, 10.20.350 et seq. For purposes of this section, a service dog licensed under Section 10.20.090, is not counted toward the number of dogs kept or maintained, while such dog is serving a person who is disabled within the meaning of Government Code Section 12926(i) or Government Code Section 12926(k).

B. Cats: Up to five cats may be kept at any residence without an animal facility license, provided the cats' owner or custodian licenses each individual cat, has each cat spayed or neutered and keeps all cats primarily indoors.

SECTION 11. Section 10.20.040 is hereby amended to read as follows:

10.20.040 ~~Kennel~~Animal facility for dogs and cats -- Individual license required when When individual dog or cat licenses are required.

An individual license shall be obtained for each dog or cat, ~~in addition to a kennel license,~~ when such dog or cat is kept as a pet at an animal facility and is not kept exclusively in a kennel run or cage. ~~No individual license shall be required for any dog or cat in transit, or when attending a dog or cat show in the care of a kennel representative.~~ (Ord. 2000-0075 § 25, 2000: Ord. 93-0002 § 2 (part), 1993: Ord. 9454 § 1 (part), 1967: Ord. 4729 Art. 4 § 420, 1946.)

SECTION 12. Section 10.20.045 is hereby amended to read as follows:

10.20.045 Hobby breeding -- License required -- Fees.

A person who is a hobby breeder as defined in Section 10.08.155, shall obtain an animal a hobby breeding license in the amount set forth in Section 10.90.010. Each license shall authorize the ~~whelping~~birth of no more than one litter per female dog or cat in any 12-month period and no more than one litter per domestic household in any 12-month period. Breeding in excess of that authorized under this Section requires a breeding facility license (See 10.08.065 and 10.40.200 et seq.) and may result in further penalties. (Ord. 2004-0036 § 7, 2004: Ord. 93-0002 § 2 (part), 1993: Ord. 90-0137 § 13, 1990: Ord. 88-0155 § 6, 1988: Ord. 87-0036 § 9, 1987: Ord. 85-0204 § 25, 1985.)

SECTION 13. Section 10.20.120 is hereby amended as follows:

10.20.120 Fees payable annually -- Delinquency charge.

A. The license fees provided for in this chapter shall be paid annually to the director in the amount set forth in Section 10.90.010.

B. A delinquency charge as provided in Section 10.90.010 shall be assessed when the license fees provided for in this chapter are not paid ~~on or before~~ within ten days after the expiration date or the date the license is required to be obtained by the provisions of this title. (Ord. 90-0137 § 15, 1990: Ord. 88-0155 § 7, 1988: Ord. 83-0182 § 5, 1983: Ord. 82-0163 § 3, 1982: Ord. 11945 § 2, 1979. Ord. 9943 § 4, 1970: Ord. 9454 § 1 (part),-1967: Ord. 4729 Art. 4 § 405, 1946.)

SECTION 14. Section 10.20.125 is hereby added as follows:

10.20.125 License fee not refundable.

No part of the license fee is refundable in any case.

SECTION 15. Section 10.90.010 is hereby amended to read as follows:

10.90.010 Licensing Fees schedule.

The license fees required to be paid ~~for all services and activities set forth in Title 10~~ are as follows, except that the director may waive any fees in cases of undue hardship:

I. Individual Animal Licenses.	Fees
<p>Every person owning a dog or cat over the age of four months shall obtain an annual license and tag for each such dog or cat; except, there shall be a one-time-only fee for registration of discharged military dogs, for guide dogs or Seeing Eye dogs, for signal dogs trained to assist the hearing impaired, and for service dogs trained to perform tasks to assist the physically handicapped, upon payment of the following fees:</p>	
A. Dog license and tag fees:	
Dogs over four months:	
<p>1. Unaltered (Unspayed/unneutered) (\$5 of each fee received is designated for low cost spay/neuter program)</p>	\$60.00
<p>2. Altered (Spayed/neutered) (\$5 of each fee received is designated for low cost spay/neuter program)</p>	20.00
3. Senior citizen— Spayed/neutered dog	7.50
<p>4. Delinquency charge for annual license renewal not <u>obtained on or before date of expiration equivalent to the cost of the license, will be added to the license fee if</u></p>	20.00

<u>the renewal application is submitted more than 10 calendar days past the expiration date of a license, or if a license application was not otherwise timely submitted.</u>	
5. Replacement of tag or official license receipt	5.00
6. Transfer of ownership	5.00
7. Discharged military dogs (one-time registration fee)	5.00
8. Guide dogs or Seeing Eye dogs, signal dogs, and service dogs (one-time registration fee)	5.00
<u>9. Field enforcement fee: The owner or custodian of a dog found unlicensed by a department employee in the field will be charged a field enforcement fee.</u>	<u>40.00</u>
B. Cat license fees:	
1. Unspayed/unneutered	10.00
2. Spayed/neutered	5.00
3. Replacement cat tag	5.00
4. Transfer of ownership	5.00
<u>5. Delinquency charge for annual license renewal equivalent to the cost of the license, will be added to the license fee if the renewal is submitted more than 10 calendar days past the expiration date of a license, or if</u>	

<u>a license application was not otherwise timely submitted.</u>	
<u>6. Field enforcement fee: The owner or custodian of a cat found unlicensed by a department employee in the field will be charged a field enforcement fee.</u>	<u>40.00</u>
<u>C. Cat licensing, kennel exception:</u>	
Up to five cats may be kept at any residence without a kennel license, provided the cats' owner or custodian licenses each individual animal, has each animal spayed or neutered and keeps all cats primarily indoors.	
<u>DC. Other animals— Licenses required:</u>	
1. Pygmy pigs	50.00
2. Wild animals	100.00
<u>3. Delinquency charge for annual license renewal equivalent to the cost of the license, will be added to the license fee if the renewal is submitted more than 10 calendar days past the expiration date of a license, or if a license application was not otherwise timely submitted.</u>	
<u>4. Field enforcement fee: The owner or custodian of an animal found unlicensed by a department employee in</u>	40.00

<u>the field will be charged a field enforcement fee.</u>	
<u>ED.</u> Voluntary identification and registration:	
Any dog or cat may be registered in the department's Voluntary Identification Program. Such animal shall be assigned an identification number by tattoo, microchip or other available means of identification, at the owner's request, upon the payment of the following fees:	
1. Initial identification and registration	20.00
2. Annual renewal	10.00
3. Transfer of ownership	5.00
II. Animal Facility Licenses.	Fees
Licenses for the animal facilities listed below are required to be obtained annually.	
A. Initial animal facility license fees (including inspection):	
1. All animal facilities except for dog and cat kennels <u>License fees:</u>	
a. Pet shop	\$250.00
b. Grooming parlor/mobile	250.00
c. Animal menagerie	250.00
d. Wholesale wild animal dealer	250.00

e. Stables	250.00
fe. Hobby breeder (Defined in <u>See Section 10.20.045</u>)	250.00
gf. Rodeo (first day or one day event)	250.00
(i) Each additional day <u>First day or one day event</u>	25.00 <u>250.00</u>
(ii) <u>Each additional day</u>	<u>25.00</u>
hg. Animal exhibition (first day or one day event)	250.00
(i) Each additional day <u>First day or one day event</u>	25.00 <u>250.00</u>
(ii) <u>Each additional day</u>	<u>25.00</u>
ih. Pygmy pig breeder	250.00
ji. Non-profit humane organization <u>facility</u>	250.00
k. Fee reduction for each additional animal care facility application made at same location at the same time	125.00
2j. Dog and cat kennels <u>breeding and/or boarding facility:</u>	
For purposes of license fee computation, fee is based on 75 percent of the total capacity of the kennel <u>facility</u> or the actual animal population housed at the time of the inspection, whichever is greater.	
(i) 4-20 dogs or cats	300.00
(ii) 21-50 dogs or cats	350.00

<u>(iii)</u> 51-75 dogs or cats	400.00
<u>(iv)</u> 76-100 dogs or cats	450.00
<u>(v)</u> Over 100 dogs or cats	525.00
<u>2. Penalty for operation of an animal facility kennel without license. A penalty equivalent to the cost of the license will be added to the license fee if a facility operates without a license.</u>	100.00
<u>3. Fee reduction for each additional animal facility application made at the same location at the same time.</u>	<u>125.00</u>
B. Renewal animal facility license fees (including inspection):	
1. All animal facilities except for dog and cat kennels :	
a. Pet shop	175.00
b. Grooming parlor/mobile	175.00
c. Animal menagerie	175.00
d. Wholesale wild animal dealer	175.00
e. Stables	175.00
f. Hobby breeder (defined in Section 10.20.045)	175.00
g. Pygmy pig breeder	175.00
h. Non-profit humane organization	175.00

<p>i. Fee reduction for each additional animal care facility application made at same location at the same time</p>	<p>50.00</p>
<p><u>2h. Dog and cat breeding and/or boarding facility kennels:</u></p>	
<p>For purposes of license fee computation, fee is based on 75 percent of the total capacity of the kennel <u>animal facility</u> or the actual animal population housed at the time of the inspection, whichever is greater.</p>	
<p><u>(i) 4-20 dogs or cats</u></p>	<p>225.00</p>
<p><u>(ii) 21-50 dogs or cats</u></p>	<p>275.00</p>
<p><u>(iii) 51-75 dogs or cats</u></p>	<p>325.00</p>
<p><u>(iv) 76-100 dogs or cats</u></p>	<p>375.00</p>
<p><u>(v) over 100 dogs or cats</u></p>	<p>450.00</p>
<p><u>2. Delinquency charge for annual license renewal equivalent to the cost of the license, will be added to the license fee if the renewal is submitted more than 10 calendar days past the expiration date of a license, or if a license application was not otherwise timely submitted.</u></p>	

<u>3. Fee reduction for each additional animal facility renewal application made at the same location at the same time.</u>	<u>50.00</u>
C. Miscellaneous fee provisions:	
1. Reinspection	40.00
2. Inspection fee for animal permits under Los Angeles County Code Sections 22.52.330 and 22.56.420— 22.56.530	50.00
3. Businesses using dogs for protection (Sections 10.20.280 and 10.20.290)	50.00
4. Penalty for ownership of wild animal or operation of animal facility without license	100.00

(Ord. 2009-0017 § 18, 2009; Ord. 2006-0029 § 6, 2006; Ord. 2004-0036 § 22, 2004; Ord. 2000-0075 § 58, 2000; Ord. 95-0016 § 3, 1995; Ord. 93-0002 § 7, 1993; Ord. 92-0110 § 6, 1992; Ord. 92-0086 § 1, 1992; Ord. 92-0056 § 1, 1992; Ord. 90-0137 § 22, 1990.)

[1008031DRCC]

Attachment II

Summary of Title 10 Amendments

Section	Page	Summary of Change
10.08.031	1	Animal facility definition amended to clarify the meaning and to include boarding and breeding facilities.
10.08.065	1	Boarding facility added to provide a definition and confirm which boarding facilities are animal facilities which need to be licensed as animal facilities.
10.08.070	2	Breeding facility added to provide a definition and confirm which facilities need to be licensed as animal facilities.
10.08.090	2	Cat kennel definition deleted from Title 10 (this definition is also planned to be deleted from Title 22) to remove confusion in both Titles. The limitation on the number of residential cats was added to Section 10.20.038.
10.08.130	2	Dog kennel definition deleted from both Title 10 (this definition is also planned to be deleted from Title 22) to remove confusion in both Titles. The limitation on the number of residential dogs was added to Section 10.20.038.
10.08.155	3	Hobby breeder was amended to clarify the license required and to delete reference to kennel
10.08.175	3	Nonprofit humane organization animal facility amended to add animal facility to confirm the license is for the facility, not the organization.
10.12.140	3	Dead animal pick up amended to delete kennel and to update the reference to nonprofit humane organization
10.20.030	4	Notice that a field enforcement fee and delinquent charges may be added to license fee
10.20.038	4	New section added to clarify how many dogs and cats are permitted in each household. This information was previously included under deleted dog kennel and cat kennel sections and is put here to make this information easier to find by pet owners.
10.20.040	5	The term kennel was deleted and the meaning of this section clarified. The last sentence was deleted as it is already stated in Section 10.20.050 and is out of place in this section. This clarifies that pets owned by animal facility operators must be individually licensed like all other pets and are not considered part of the animal facility operation.
10.20.120	5-6	Amended to extend time when delinquency charge accrues.
10.20.125	6	Added to confirm existing Department policy that partial license fees are not refundable (e.g., if a person moves from jurisdiction, animal dies during the license period, etc.).
10.90.010	6-14	Changes in fee schedule were made relating to delinquency charge adjustment, field enforcement fee, removal of archaic terms, addition of new terms, and to better organize schedule to make it more user friendly.

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

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AND CONTROL AND CITY OF COVINA

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CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE
AND CONTROL AND CITY OF COVINA

THIS AGREEMENT is made by and between the COUNTY OF LOS ANGELES, hereinafter referred to as County, and the CITY OF COVINA, hereinafter referred to as City.

RECITALS

- a. The City is desirous of contracting with the County for the performance of animal care and control functions described herein by the County.
- b. The County of Los Angeles is agreeable to rendering such services on the terms and conditions set forth in this Agreement.
- c. Such contracts are authorized and provided for by the provisions of Section 56-1/2 and 56-3/4 of the Charter of the County of Los Angeles and Section 51300 et seq. of the Government Code of the State of California.

1.0 CONTRACT AUTHORIZATION

- 1.1 The County agrees, through the County Department of Animal Care and Control, to provide general animal care and control services within the corporate limits of the City to the extent and in the manner hereinafter set forth.
- 1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by the County under the Charter of the County and the Statutes of the State of California and under the municipal codes of the City.

2.0 ADMINISTRATION OF PERSONNEL

- 2.1 The rendition of the services performed by the County, the standards of performance, the discipline of officers and staff, and the matters incident to the performance of such services and the control of personnel so employed shall remain with the County.
- 2.2 In the event of a dispute between the parties to this contract as to the extent of the duties and functions to be rendered hereunder, or the minimum level or manner of performance of such service, the City shall be consulted and a mutual determination thereof shall be made by both the County and the City.

- 2.3 With regard to Sections 2.1 and 2.2, the County, in an unresolved dispute, shall have final and conclusive determination as between the parties hereto.
- 2.4 All City employees who work in conjunction with the County's Department of Animal Care and Control pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. No City employee as such shall become employees of the County unless by specific additional agreement in the form of a merger contract which must be concurrently adopted by the City and County.
- 2.5 For the purpose of performing services and functions, pursuant to this Agreement and only for the purpose of giving official status to the performance thereof, every County officer and/or employee engaged in performing any such service and function shall be deemed to be a contracted officer or employee of the City while performing such service for the City, as long as the service is within the scope of this Agreement and in a municipal function.
- 2.6 The contracting City shall not be called upon to assume any liability for the direct payment of any County Department of Animal Care and Control salaries, wages, or other compensation to any County personnel performing services hereunder for said City. Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her employment as a contract employee of the City.
- 2.7 As part of its compliance with all applicable laws and regulations relating to employee hiring, the County agrees that the County Civil Services Rules to which it is subject and which prohibit discrimination on the basis of non-merit factors, shall for purposes of this contract be read and understood to prohibit discrimination.

3.0 DEPLOYMENT OF PERSONNEL

- 3.1 Services performed hereunder and specifically requested by the City shall be developed in conjunction with the County Department of Animal Care and Control.
- 3.2 The City agrees to complete a Service Level Request form annually (Attachment A) and the level of service to be provided and contract sum shall be signed and authorized by the City and the County Department of Animal Care and Control or his/her designee and shall be attached to this contract as an amendment.

- 3.3 The City may request a change in level of service and complete an additional Service Level Request form and submit such form to the County Department of Animal Care and Control. The revised level of service to be provided and contract sum shall be signed and authorized by the City and the County Department Animal Care and Control or his/her designee and attached to this contract as an amendment to the level of service and the contract sum.
- 3.4 The City is not limited to the foregoing services indicated, but may also request any other services in the field of public safety, animal welfare, or related fields within the legal power of the Director of Animal Care and Control to provide.

4.0 PERFORMANCE OF CONTRACT

- 4.1 For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the agreed level of service to be rendered hereunder.
- 4.2 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in performance of the services.
- 4.3 Notwithstanding the foregoing, it is mutually agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said City, the same shall be supplied by the City at its own cost and expense.

5.0 INDEMNIFICATION

- 5.1 The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991, and/or a revised Joint Indemnity Agreement approved by the Board of Supervisors on August 9, 1993. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this Agreement as if set out in full herein.
- 5.2 In the event the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the Joint Indemnity Agreement previously in effect between the parties hereto.

6.0 TERM OF CONTRACT

- 6.1 Unless sooner terminated as provided for herein, this Agreement shall be effective July 1, 2010, and shall remain in effect until June 30, 2014.
- 6.2 At the option of the Board of Supervisors and with the consent of the City Council, this Agreement may be renewable for successive periods not to exceed five years each.

7.0 RIGHT OF TERMINATION

- 7.1 Either party may terminate this Agreement as of the first day of July of any year upon notice in writing to the other party of not less than 60 days prior thereto.
- 7.2 Notwithstanding any provision herein to the contrary, the City may terminate this Agreement upon notice in writing to the County given within 60 days of receipt of hereunder, and in such an event this Agreement shall terminate 60 calendar days from the date of the City's notice to the County.
- 7.3 This Agreement may be terminated at anytime, with or without cause, by either party upon written notice given to the other party at least 180 days before the date specified for such termination.
- 7.4 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination, and each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

8.0 CONTRACT SUM

- 8.1 The City shall pay for the services provided under the terms of this service agreement at the rate established by the County's Department of Animal Care and Control and approved by the Auditor-Controller.
- 8.2 The rates indicated in the Service Level Request form shall be readjusted by the County annually effective the first day of July each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rate as adopted by the County Board of Supervisors.
- 8.3 The City shall be billed based on the service level provided within the parameters of the Service Level Request form.

- 8.4 The cost of other services requested pursuant to this Agreement and not set forth in the Service Level Request form shall be determined by the County's Department of Animal Care and Control and in accordance with the policies and procedures established by the County Board of Supervisors.

9.0 PAYMENT PROCEDURES

- 9.1 The County, through the County of Los Angeles Department of Animal Care and Control, shall render to said City within ten (10) days after the close of each calendar month a summarized invoice which covers all services performed during said month, and said City shall pay County for all undisputed amounts within 30 days after date of said invoice.
- 9.2 If such payment is not delivered to the County office which is described on said invoice within 60 days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the City shall provide County with written notice of the dispute including the invoice date, amount, and reasons for dispute within 15 days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not received within 60 days after the dispute resolution is memorialized.
- 9.3 Interest shall be calculated at the rate of seven percent (7%) annually or any portion thereof, calculated from the last day of the month in which the services were performed, or in the case of disputed amounts, calculated from the date the resolution is memorialized.
- 9.4 Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within 60 days after the date of the invoice, or in the case of disputed amounts, from the date the resolution is memorialized, the County may satisfy such indebtedness, including interest thereon, from any funds of the City on deposit with the County without giving further notice to City of County's intention to do so.

10.0 ENTIRE AGREEMENT

- 10.1 This Agreement and Attachment A hereto, constitute the complete and exclusive statements of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter hereof. All changes or amendments to this Agreement must be in writing and mutually executed by authorized personnel on behalf of the City and the County. The Director of Animal Care and Control or his/her designee is authorized by the County to execute supplemental agreements.

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT
COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE
AND CONTROL AND CITY OF COVINA

IN WITNESS WHEREOF, the County of Los Angeles Board of Supervisors has caused this Agreement to be subscribed by its Chair and the City has caused this Agreement to be subscribed on its behalf by its authorized officer.

COUNTY OF LOS ANGELES

By _____
MARCIA MAYEDA
Director, Animal Care and Control

CITY OF COVINA

By _____
City of Covina, City Manager

ATTEST:

By _____
City Clerk Date

By _____
City Attorney Date

APPROVED AS TO FORM:

ANDREA ORDIN
County Counsel

By _____
Principal Deputy County Counsel

ORDINANCE NO. 10-1984**AN ORDINANCE OF THE CITY OF COVINA AMENDING THE MUNICIPAL CODE OF THE CITY OF COVINA WITH RESPECT TO ANIMALS AND ADOPTING BY REFERENCE THE LOS ANGELES COUNTY CODE, TITLE 10, ANIMALS.**

WHEREAS, by Ordinance No. 95-1791, the City of Covina adopted by reference the Los Angeles County Animal Control Ordinance contained in Title 10 of the Los Angeles County Code; and

WHEREAS, Los Angeles County has recently made significant changes to Title 10 of Los Angeles County Code which are contained in Ordinance 2009-043 and adopted on September 22, 2009; and

WHEREAS, the Covina Municipal Code needs to be amended to reflect the changes to the Los County Animal Control Ordinance.

NOW THEREFORE, the City Council of the City of Covina thus ordains as follows:

SECTION 1. Section 7.04.010 of Chapter 7.04 is amended to read:

“7.04.010 Adoption: the Animal Control Ordinance of the County of Los Angeles contained in Title 10 of Los Angeles County Code, adopted and amended through Ordinance No. 2009-043, passed on September 22, 2009, is adopted by reference as the Animal Control Ordinance of the City (hereinafter referred to as “Animal Control Ordinance”).”

SECTION 2. Section 7.12.100

7.12.100. Section 10.90.010 Amended. Section 10.90.010 of the Animal Control Ordinance is amended to read:

Section 10.90.010. Licensing Fees schedule. The fees to be charged pursuant to the Animal Control Ordinance shall be established by the City Council by resolution.

SECTION 3. If any section, sub-section, sentence, clause, phrase, word or portion of this ordinance is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this ordinance. The City of Council of the City of Covina hereby declares that it would have adopted this ordinance, and its sections, sub-sections, sentences, clauses, phrases, words or portions thereof, irrespective of the fact

that any one or more sections, sub-sections, sentences, clauses, phrases, words or portions may be declared invalid or unconstitutional.

SECTION 4. This ordinance shall take effect 30 days after its final passage.

SECTION 5. The City Clerk shall certify to the passage and adoption of the this ordinance and shall cause the same to be published and or posted according to law.

PASSED AND APPROVED on this ___ day of _____, 2010.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

I, _____, City Clerk, Covina, California, hereby CERTIFY that Ordinance No. _____ was introduced on 1st day of June, 2010, and thereafter said ordinance was duly approved and adopted at a regular meeting held on the ___ day of _____, 2010, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 1, 2010

ITEM NO.: NB 1

STAFF SOURCE: Rosalia A. Conde, CMC, Deputy City Clerk
Martha Heaviside, Office Assistant II

Z.A.C.

ITEM TITLE: Appoint and/or schedule interviews for scheduled vacancies on City of Covina Boards, Committees and Commissions.

STAFF RECOMMENDATION

Appoint and/or schedule interviews of all applicants for City Boards, Committees and Commissions for Tuesday, June 15, 2010.

FISCAL IMPACT

None.

BACKGROUND

On April 22, 2010, recruitment efforts began for City Boards, Commissions and Committees with scheduled membership vacancies as of June 30, 2010.

Display advertisements were placed in the San Gabriel Valley Examiner on April 22, April 29, May 6, and May 13. Recruitment notices were posted at City Hall, the Covina Public Library and the Joslyn Center. Letters were mailed on April 19, 2010, to all members with terms expiring on June 30, 2010. The deadline for receiving applications was Thursday, May 13, 2010.

The Mayor is responsible for appointing members to the Library Board of Trustees, subject to ratification by the City Council. The remaining positions for the Cultural Arts Advisory Commission, Historic Preservation Board, Housing & Community Development Advisory Committee, Parking Place Commission, Traffic Advisory Committee and Youth Accountability Board are appointed by the City Council.

The following interested citizens submitted applications. All applicants meet or exceed the minimum qualifications for the positions available. New terms commence July 1, 2010.

NOTE: An asterisk () to the right of any name denotes an incumbent who has applied for reappointment.*

CULTURAL ARTS ADVISORY COMMISSION (five positions available) 3-year term

1. Aydee Lopez Martinez
- 2.
- 3.
- 4.
- 5.

HISTORIC PRESERVATION BOARD (two positions available) 4-year term

- 1.
- 2.

HOUSING & COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

(five positions available) 4-year term

1. Don Castro *
2. Mickey Fox *
3. Kay Manning *
- 4.
- 5.

LIBRARY BOARD OF TRUSTEES (two positions available) 3-year term **(Mayor appoints)**

1. Fred Feldheim *
2. Charles M. Kemp

PARKING PLACE COMMISSION (two positions available) 3-year term

- 1.
- 2.

TRAFFIC ADVISORY COMMITTEE (two positions available) – 3 Covina Residents at large (a); 1 Business Community Representative (b) 1 COUSD Representative) 3-year term

- 1.
- 2.

YOUTH ACCOUNTABILITY BOARD (five positions available) Three members and two alternates) 2-year term

1. John Butterworth *

EXHIBITS

- A. List of terms expiring and qualifications for appointment
- B. 2010 recruitment advertisement
- C. Cultural Arts Advisory Commission application
- D. Housing & Community Development Advisory Committee applications
- E. Library Board of Trustees applications
- F. Youth Accountability Board application
- G. Board, Committee and Commission Descriptions, Duties & Responsibilities
- H. Resolution No. 09-6748 – Codes of Conduct for the City Council and all City Boards, Committees and Commissions

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

**Boards and Commissions
Term Appointments and Expirations**

2009-2010

Last Name	First Name	First Appointed	Term Begins	Term Ends	LG 101
Board of Appeals (2 year term)					
<i>Member of the Planning Commission to hear administrative appeals of building official decisions Ord No. 05-1921.</i>					
Hodapp	Charles	01-Nov-05	01-Jul-09	30-Jun-11	Completed
McMeekin	Dan	01-Nov-05	17-Nov-09	30-Jun-11	No
Patterson	Win	21-Aug-07	01-Jul-09	30-Jun-11	Completed
Community Recognition Policy Committee (2 year term)					
<i>One Council Representative, and One Boards & Commissions Representative</i>					
White	Anita C.	03-Nov-09	03-Nov-09	30-Jun-11	Completed
Cultural Arts Advisory Committee (3 year term)					
<i>Dedication, advocacy and promotion of the arts, and to nurturing educational, social and economic growth of the City's cultural environment; support / encourage the arts, heritage and creativity of all citizens.</i>					
<i>No residency requirement.</i>					
Castillo	Gary	19-Jun-07	01-Jul-07	30-Jun-10	Completed
Feldheim	Fred	05-Mar-02	01-Jul-09	30-Jun-12	Completed
Orso	Robert	01-Sep-09	01-Sep-09	30-Jun-12	
Puccia	Shoshana	06-Sep-05	01-Jul-08	30-Jun-11	Completed
Santana	Stuart	19-Jun-07	01-Jul-07	30-Jun-10	Completed
Tucker	Jared	01-Jul-08	01-Jul-08	30-Jun-11	Registered
VACANT			01-Jul-10	30-Jun-13	
VACANT			01-Jul-10	30-Jun-13	
VACANT			01-Jul-10	30-Jun-13	
Historic Preservation Board (4 year term)					
<i>Special knowledge of architecture, historic preservation, planning, contracting, building restoration.</i>					
<i>(*5 Planning Commissioners)</i>					
Chadwick *	George	19-Jun-07	01-Jul-07	30-Jun-11	No
Conners*	John	02-Sep-08	02-Sep-08	30-Jun-12	
Hodapp *	Charles	02-May-00	01-Jul-09	30-Jun-13	Completed
McMeekin *	Daniel	03-Oct-06	01-Jul-07	30-Jun-11	No
Patterson *	Win	01-Jul-05	01-Jul-09	30-Jun-13	Completed
VACANT			01-Jul-10	30-Jun-14	
VACANT			01-Jul-10	30-Jun-14	
Housing and Community Development (4 year term)					
<i>No residency requirement. Reasonable representative of Covina's demographic patterns (age, gender, race, income, etc.)</i>					
Castro	Don	19-Aug-03	19-Aug-06	30-Jun-10	No
Dolfi	Kimberley	16-Sep-08	16-Sep-08	30-Jun-12	
Fern	Charles "Mike"	06-Sep-05	16-Sep-08	30-Jun-12	Completed
Fox	Marilyn "Mickey"	19-Aug-06	01-Jul-06	30-Jun-10	
Hernandez	Jennifer	16-Sep-08	16-Sep-08	30-Jun-12	
King	Marian	06-Jun-00	16-Sep-08	30-Jun-12	No
Manning	Kay	06-Jun-06	01-Jul-06	30-Jun-10	Completed
VACANT			01-Jul-10	01-Jul-14	
VACANT			01-Jul-10	01-Jul-14	

**Boards and Commissions
Term Appointments and Expirations
2009-2010**

Last Name	First Name	First Appointed	Term Begins	Term Ends	LG 101
Library Board of Trustees (3 year term)					
<i>Covina resident; Library or educational; experience desirable.</i>					
Feldheim	Fred	01-Jul-95	01-Jul-07	30-Jun-10	Completed
Gainor	Eugenia	06-Jun-06	01-Jul-09	30-Jun-12	Completed
Gainor	Michael	15-Jun-04	01-Jul-09	30-Jun-12	Completed
Lewis	Alvin	19-Aug-03	01-Jul-08	30-Jun-11	No
VACANT			01-Jul-10	30-Jun-13	
Parking Place Commission (3 year term)					
<i>Owner or lessee of property within the District or an officer, employee or agent leasing within the District.</i>					
Johnson	Jeffrey	01-Jul-99	01-Jul-08	30-Jun-11	Completed
Rajcic	Valerie	07-Sep-99	01-Jul-07	30-Jun-10	No
VACANT			01-Jul-10	30-Jun-13	
Personnel Advisory Board (4 year term)					
<i>Covina resident that does not hold a salaried position with the City.</i>					
Cobbett	Geoffrey	02-Sep-08	01-Jul-09	13-Jun-13	Completed
Lanza	Carmine R.	01-Jul-96	02-Sep-08	30-Jun-12	Completed
Martinez	Leona	19-Aug-03	01-Jul-07	30-Jun-11	Completed
Pierce	Glen	16-Jan-96	02-Sep-08	30-Jun-12	Completed
Rader	Kevin F.	03-Oct-06	01-Jul-07	30-Jun-11	Registered
Planning Commission (4 year term)					
<i>Covina resident - Land use development and/or architectural background desirable.</i>					
Chadwick	George	01-Jul-07	01-Jul-07	30-Jun-11	No
Connors	John	02-Sep-08	02-Sep-08	30-Jun-12	Completed
Hodapp	Charles	02-May-00	01-Jul-09	30-Jun-13	Completed
McMeekin	Dan	03-Oct-06	01-Jul-07	30-Jun-11	No
Patterson	Win	01-Jul-05	01-Jul-09	30-Jun-13	Completed
Traffic Advisory Committee (3 year term)					
<i>3 Covina Residents at large (a); 1 Business Community Rep (b); 1 COUSD rep (c.); 1 CVUSD rep (d); 1 Covina Resident/Engineer (e)</i>					
Cobbett (a)	Geoffrey	06-Jun-88	01-Jul-08	30-Jun-11	Completed
Conner (a)	Audrey	20-Jun-00	01-Jul-09	30-Jun-12	
Johnson (?)	Jeffrey	02-Jun-09	01-Jul-09	30-Jun-12	Completed
Manning (a)	Kay	06-Jun-06	01-Jul-09	30-Jun-12	Completed
McMeekin (d)	Dan	16-Jan-96	01-Jul-07	30-Jun-10	No
Melendrez (c)	Thomas	21-May-92	01-Jul-09	30-Jun-12	Completed
Prescott (b)	Bill	21-Jun-04	01-Jul-08	30-Jun-11	No
VACANT (e)			01-Jul-10	30-Jun-13	
Youth Accountability Board (2 year term)					
<i>No residency requirement; intervention into behavior & activities of first-time juvenile offenders who have committed a minor offense.</i>					
Butterworth	Mary	06-Jun-06	01-Jul-08	30-Jun-10	Completed
Butterworth (alt.)	John	01-Jul-08	01-Jul-08	30-Jun-10	Completed
Grijalva	David	01-Mar-05	01-Jul-08	30-Jun-10	Registered
Manning	Kay	19-Jun-07	01-Jul-09	30-Jun-11	Completed
Medina	Henry	19-Jun-07	01-Jul-09	30-Jun-11	Completed
Medina	Roxanne	03-Oct-06	01-Jul-09	30-Jun-11	Completed
Nichols	Barbara	19-Jun-07	01-Jul-09	30-Jun-11	Completed
White	Anita C.	01-Mar-05	01-Jul-09	30-Jun-11	Completed
VACANT			01-Jul-10	30-Jun-12	
VACANT (alt.)			01-Jul-10	30-Jun-12	



COMMUNITY INVOLVEMENT OPPORTUNITIES
ANNUAL MEMBERSHIP RECRUITMENT
CITY BOARDS, COMMISSIONS AND COMMITTEES

NOTICE IS GIVEN that the City of Covina is currently accepting applications from interested Covina citizens to serve as volunteers on the following City boards, commissions and committees which have membership terms expiring on June 30, 2010:

CULTURAL ARTS ADVISORY COMMISSION
HISTORIC PRESERVATION BOARD
HOUSING & COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
LIBRARY BOARD OF TRUSTEES
PARKING PLACE COMMISSION
TRAFFIC ADVISORY COMMITTEE
YOUTH ACCOUNTABILITY BOARD

Information regarding the qualifications for appointment and application procedures can be obtained by interested citizens in the City Clerk's office at City Hall, 125 East College Street, Covina, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Thursday, or you may telephone the City Clerk's office at (626) 384-5430 during business hours.

The City Clerk's office will accept applications until 5:00 p.m. on Thursday, May 13, 2010. Applications received will be submitted to the City Council and/or Mayor for consideration.

Rosalia A. Conde, CMC
Deputy City Clerk

Publish: April 22, April 29, May 6, and May 13, 2010 in the San Gabriel Valley Examiner

'10 APR 16 AM 10:24
COVINA CITY CLERK

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

INSTRUCTIONS: Complete this application and return it to the City Clerk's Department, 125 East College Street, Covina, CA 91723,
NO LATER THAN: February 24, 2009 at 5:30 p.m.

RECEIVED

If you have any questions, please telephone the City Clerk Department at (626) 858-7227. Please TYPE or PRINT clearly in ink.

BOARD, COMMISSION OR COMMITTEE: Cultural Arts

Your Name: Aydee Lopez Martinez
Home Address: 3615 N. Nearglen Ave., Covina, CA 91724
Business Address: 538 E. Edna Pl., Covina, CA 91723
Home Telephone No: (626) 967-5527 Business Telephone No: (626) 915-5398
Occupation: Artist

Why do you wish to serve the City? I would like to share my knowledge and love for art with the City of Covina.

What experience or education have you had relative to this field of concern? A Bachelor's Degree in Fine Art. Much experience selling, displaying and coordinating art events.

What other City boards, commissions or committees have you served? I served as the primary coordinator for an art event at the Board of Supervisors Office in Downtown Los Angeles

To what civic service organizations do you belong? N/A

How did you become interested in this field of concern? I've always wanted to serve on a committee where my art background could be useful. Recently, a friend told me ~~of~~ there might be an opening w/ the City of Covina

Will you be able to attend all meetings of the City Council? Yes No
(If NO, please explain)

Are you a registered voter? Yes No

Are you willing to file a State financial disclosure statement as required? Yes No

Are you able and willing to complete the Local Government 101 requirements? Yes No

(If NO, please explain)

Is an application for a re-appointment? Yes No


Signature of Applicant

Dated: 8/25/09

Revised 01/20/09

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

COVINA CITY CLERK

RECEIVED

INSTRUCTIONS: Complete this application and return it to the City Clerk's Department, 125 East College Street, Covina, CA 91723,
NO LATER THAN: **Thursday, May 13, 2010**

If you have any questions, please telephone the City Clerk Department at (626) 384-5430. Please TYPE or PRINT clearly in ink.

BOARD, COMMISSION OR COMMITTEE: HOUSING & COMM. DEV. ADVISORY COMMITTEE

Your Name: DON OSWALD CASTRO

Home Address: 1281 W. GLENTANA ST COVINA CA 91722

Business Address: LYONS & ASSOCIATES - 2820 EAST GARNEY AVENUE, WEST COVINA

Home Telephone No: (626) 332-4288 Business Telephone No: (626) 331-0144

Occupation: RETIRED HUMAN RESOURCES MGT - PRIVATE INDUSTRY 25YRS MILITARY 30YRS

Why do you wish to serve the City? LIKE THIS CITY. WANT TO GIVE BACK SOMETHING BENEFICIAL TO SERVE NEEDS OF COVINA

What experience or education have you had relative to this field of concern? OVER 50YRS - MILITARY & PRIVATE INDUSTRY; DEGREE IN BUS ADMINISTRATION, PRE-LAW, & LANGUAGES, CONSIDERABLE TRAVEL TO OTHER COUNTRIES; SERVED HUDA OVER 18YRS

What other City boards, commissions or committees have you served? OTHER STATES - ARIZONA, IDAHO, UTAH

To what civic service organizations do you belong? LIFEMEMBER - RESERVE OFFICERS ASSN (ROA) MILITARY OFFICERS ASSN OF AMERICA (MOAA); AMERICAN LEGION; AARP

How did you become interested in this field of concern? HAVE ALWAYS BEEN ACTIVE IN MY COMMUNITY

Will you be able to attend all meetings of the City Council? Yes No
(If NO, please explain) _____

Are you a registered voter? Yes No

Are you willing to file a State financial disclosure statement as required? Yes No HAVE COMPLETED AFB 1234

Are you able and willing to complete the Local Government 101 requirements? Yes No COMPLETED LOCAL GOV 101
(If NO, please explain) _____

Is an application for a re-appointment? Yes No

Don Oswald Castro
Signature of Applicant

Dated: 5/11/10

Revised 04/16/2010

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

COVINA CITY CLERK

INSTRUCTIONS: Complete this application and return it to the City Clerk's Department, 125 East College Street, Covina, CA 91723,
NO LATER THAN: **Thursday, May 13, 2010**

RECEIVED

If you have any questions, please telephone the City Clerk Department at (626) 384-5430. Please TYPE or PRINT clearly in ink.

BOARD, COMMISSION OR COMMITTEE: HOUSING & COMM. DEV. ADVISORY COMMITTEE

Your Name: Mickey Fox
Home Address: 434 S. PROSPERS DR. #2 Covina, CA 91723
Business Address: N/A
Home Telephone No: (626) 967-4411 Business Telephone No: () N/A
Occupation: Retired Teacher
Why do you wish to serve the City? I believe in "paying it forward" and I failed as a waitress.

What experience or education have you had relative to this field of concern? I have served successfully on this committee for 10 years.

What other City boards, commissions or committees have you served? GGTF, and Fire ADHOC committee.

To what civic service organizations do you belong? DVAC & Covina Womens Club

How did you become interested in this field of concern? It fits my life philosophy.

Will you be able to attend all meetings of the City Council? Yes No
(If NO, please explain) I am legally blind and therefore don't drive.

Are you a registered voter? Yes No

Are you willing to file a State financial disclosure statement as required? Yes No

Are you able and willing to complete the Local Government 101 requirements? Yes No
(If NO, please explain) _____

Is an application for a re-appointment? Yes No

Mickey Fox
Signature of Applicant

Dated: May 11, 2010

Revised 04/16/2010

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

RECEIVED
COVINA CITY CLERK
10 MAY 10 AM 9:16

INSTRUCTIONS: Complete this application and return it to the City Clerk's Department, 125 East College Street, Covina, CA 91725,
NO LATER THAN: **Thursday, May 13, 2010**

If you have any questions, please telephone the City Clerk Department at (626) 384-5430. Please TYPE or PRINT clearly in ink.

BOARD, COMMISSION OR COMMITTEE: HOUSING & COMM. DEV. ADVISORY COMMITTEE

Your Name: Kay Manning
Home Address: 225 N. Kimhurst Av. Covina 91724
Business Address: 2287 Damien Av. La Verne 91750
Home Telephone No: (626) 260-6855 Business Telephone No: (909) 596-1940
Occupation: High School Registrar
Why do you wish to serve the City? continue on HCD A - Keep money in Covina

What experience or education have you had relative to this field of concern? _____

What other City boards, commissions or committees have you served? YAB, Traffic Advisory

To what civic service organizations do you belong? Covina Breakfast Lions Club, Covina Yellow Ribbon, Christmas Parade

How did you become interested in this field of concern? LG 101

Will you be able to attend all meetings of the City Council? Yes No _____
(If NO, please explain) _____

Are you a registered voter? Yes No _____

Are you willing to file a State financial disclosure statement as required? Yes No _____

Are you able and willing to complete the Local Government 101 requirements? Yes _____ No _____
(If NO, please explain) already complete

Is an application for a re-appointment? Yes No _____

Kay Manning
Signature of Applicant

Dated: 5/6/2010

Revised 04/16/2010

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

INSTRUCTIONS: Complete this application and return it to the City Clerk's Department, 125 East College Street, Covina, CA 91723,
NO LATER THAN: **Thursday, May 13, 2010**

If you have any questions, please telephone the City Clerk Department at (626) 384-5430. Please TYPE or PRINT clearly in ink.

BOARD, COMMISSION OR COMMITTEE: LIBRARY BOARD OF TRUSTEES

Your Name: FRED M. FELDMAN

Home Address: 567 S. GILSONVILLE AVE. COVINA CA 91723

Business Address: _____

Home Telephone No: (626) 967. 3332 Business Telephone No: ()

Occupation: RETIRED

Why do you wish to serve the City? TO HELP PRESERVE AND ADVANCE THE
COVINA PUBLIC LIBRARY

What experience or education have you had relative to this field of concern? MANY YEARS OF
EXPERIENCE ON THE BOARD OF TRUSTEES. BEING ON BOARD OF THE
FRIENDS OF THE COVINA PUBLIC LIBRARY. TWENTY YEARS AS LIBRARY VOLUNTEER

What other City boards, commissions or committees have you served? COVINA CULTURAL ARTS
ADVISORY COMMISSION

To what civic service organizations do you belong? COVINA VALLEY HISTORICAL SOCIETY
LEAGUE OF WOMAN VOTERS

How did you become interested in this field of concern? _____

Will you be able to attend all meetings of the City Council? Yes ___ No X

(If NO, please explain) ONE TO BEING MY DIRECT CAREGIVER MY ATTENDANCE
WOULD BE LIMITED TO MATTERS CONCERNING THE COVINA PUBLIC LIBRARY

Are you a registered voter? Yes ✓ No ___

Are you willing to file a State financial disclosure statement as required? Yes ✓ No ___

Are you able and willing to complete the Local Government 101 requirements? Yes ✓ No ___ HAVE ATTENDED

(If NO, please explain) _____

Is an application for a re-appointment? Yes ✓ No ___

Fred M. Feldman
Signature of Applicant

Dated: 4/22/10

Revised 04/16/2010

'10 APR 27 AM 10
COVINA CITY CLERK
RECEIVED

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

RECEIVED

INSTRUCTIONS: Complete this application and return it to the City Clerk's Department, 125 East College Street, Covina, CA 91723,
NO LATER THAN:

If you have any questions, please telephone the City Clerk Department at (626) 858-7227. Please TYPE or PRINT clearly in ink.

BOARD, COMMISSION OR COMMITTEE: Library Board

Your Name: Charles M. Kemp

Home Address: 705 S. Shadyglen Dr., Covina 91724

Business Address: _____

Home Telephone No: (626) 967-1637 ^{Cell} ~~Home~~ Telephone No: (951) 212-9909

Occupation: Elementary School Teacher

Why do you wish to serve the City? This position would be another way for me to continue serving our community, the students of the Covina-Valley USD, and the citizens of Covina.

What experience or education have you had relative to this field of concern? Bachelors/Masters Degree in Teaching from APU, 10 years of classroom teaching experience and 12 years Covina-Valley USD Board

What other City boards, commissions or committees have you served? Parks Advisory Committee (Parks Master Plan), City representative on the Covina Irrigation Co. board of directors.

To what civic service organizations do you belong? 19 year member Covina Lions Breakfast Club, 20+ years member Covina Christmas Parade Committee.

How did you become interested in this field of concern? I was recently approached by the Library Director, Roger Possner.

Will you be able to attend all meetings of the City Council? Yes No
(If NO, please explain) I have attended most meetings over the past 10 years.

Are you a registered voter? Yes No

Are you willing to file a State financial disclosure statement as required? Yes No

Are you able and willing to complete the Local Government 101 requirements? Yes No
(If NO, please explain) Completed (Session III, Spring 2007)

Is an application for a re-appointment? Yes No

Charles M. Kemp
Signature of Applicant

Dated: 3/23/10

Revised 01/29/09

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

INSTRUCTIONS: Complete this application and return it to the City Clerk's Department, 125 East College Street, Covina, CA 91723, COVINA CITY CLERK
NO LATER THAN: February 24, 2009 at 5:30 p.m.

If you have any questions, please telephone the City Clerk Department at (626) 858-7227. Please TYPE or PRINT clearly in ink.

RECEIVED

BOARD, COMMISSION OR COMMITTEE: YOUTH ACCOUNTABILITY BOARD

Your Name: JOHN BUTTERWORTH

Home Address: 1152 ADAMS PARK DR COVINA CA 91724

Business Address: _____

Home Telephone No: (626) 331-3298 Business Telephone No: (909) 843-5426

Occupation: RETIRED

Why do you wish to serve the City? I WANT TO CONTINUE CURRENT SERVICE

What experience or education have you had relative to this field of concern? CURRENTLY SERVING on Y.A.B.

What other City boards, commissions or committees have you served? NO OTHER

To what civic service organizations do you belong? NONE

How did you become interested in this field of concern? SERVICE AS COVINA POLICE VOLUNTEER

Will you be able to attend all meetings of the City Council? Yes No

(If NO, please explain) _____

Are you a registered voter? Yes No

Are you willing to file a State financial disclosure statement as required? Yes No

Are you able and willing to complete the Local Government 101 requirements? Yes No

(If NO, please explain) _____

Is an application for a re-appointment? Yes No

[Signature]
Signature of Applicant

Dated: 2-15-10

Revised 01/20/09

CITY OF COVINA
BOARD, COMMITTEE AND COMMISSION DESCRIPTIONS

1. All members shall serve without compensation or city business cards, unless otherwise noted under that specific advisory committee or commission.
2. In order to ensure a free exchange of views, all meetings shall be conducted in accordance with Robert's Rules of Order.
3. Meetings must be open to the public. Due to the confidential nature of their assignments, the Personnel Advisory Board is the only committee or commission which may hold closed session meetings.
4. With the exception of the Personnel Advisory Board, each commission and committee shall elect officers annually and shall keep minutes or notes and records of attendance for each meeting. The Personnel Advisory Board shall appoint a Chairperson for each hearing.
5. All commission and committee correspondence, grant application and legal or legislative positions must be approved by staff and/or the City Council before being distributed publicly.
6. Each member must take an ethics class as required under State Law and the City sponsored Government 101 class within one year of their appointment.
7. Each member must adhere to the City's Code of Conduct.
8. Any member may be removed by a majority of the City Council at a scheduled Council Meeting.

COMMUNITY RECOGNITION POLICY COMMITTEE

Purpose and Responsibilities: The purpose of the Community Recognition Policy Committee is to annually recommend a volunteer, community leader, or outstanding citizen or group who has provided significant service to the City and Community to the City Council for special recognition.

Membership: The Community Recognition Policy Committee consists of a Council Member (two year term), a representative of the City Manager's Office (standing committee member), one department head (two year term), the Public Information Supervisor (standing committee member) and a representative from a City Board or Commission selected by the City Council (two year term).

Meeting date, time and location: All Meetings are called as needed.

CULTURAL ARTS ADVISORY COMMITTEE

Purpose and Responsibilities: The purpose of the Cultural Arts Advisory Commission is to 1) advise the City Council and the Parks and Recreation Director on the establishment of programs that provide a rich arts experience of all disciplines for Covina residents, 2) advise on the annual budget for cultural activities and events, 3) advocate and promote the arts and 4) promote community involvement and fundraising through participation in community events benefiting the arts.

Membership: The Cultural Arts Advisory Commission consists of nine members appointed by the City Council for three years staggered terms.

Meeting date, time and location: The Commission meets monthly on the Wednesday following the second Tuesday at 7:00 PM in the Parks and Recreation Office at 1250 North Hollenbeck Avenue (Hollenbeck Park), Covina.

Staffing: The Parks and Recreation Department provides staffing support to the Commission.

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

Purpose and Responsibilities: The purpose of the Housing and Community Development Committee is to advise the City Council on matters relating to the Housing and Community Development Act of 1974, including the development and/or review of all elements pertaining to the planning and preparation of the annual Community Development Block Grant Applications.

Membership: There are 9 members of the Committee, 4 year terms, must be property owners or business owners in the city or in the unincorporated areas of Covina.

Meeting date, time and location: The Committee meets 6 times a year: January, February, May, September, November, and December; 2nd Wednesday of the month unless that date falls on a holiday then is scheduled for the following week. The meetings start at 7:00 p.m. except for the December meeting which starts at 6:00 p.m. At the December meeting, Committee members hear the applicants request for funding and prepare their recommendations for City Council.

Staffing: The Community Development Department provides staff support to the Commission.

HISTORIC PRESERVATION BOARD

Purpose and Responsibilities: The purpose of the Historic Preservation Board is to promote historical preservation and advise the City Council on the merits of nominated historical landmarks or structures of merit and to review and advise on requests for significant modifications of historic structure that have been previously nominated.

Membership: The Historic Preservation Board consists of seven members, five from the Planning Commission and two selected by the City Council. The two non-Planning Commission appointments must be professionals in a field related to preservation such as architecture, historical preservation, planning, contracting, and archeology or building restoration. It is preferable that the appointee be a resident, property owner or business owner in Covina.

Members serve for a term of four years.

Meeting date, time and location: The Board meets quarterly on the second Tuesday of January, April, July and October at 7:00 PM in the Council chambers of City Hall, 125 East College Street, Covina. The meeting schedule may be adjusted at the request of the Planning Commission.

Staffing: The Community Development Department provides staffing support to the Board.

LIBRARY BOARD OF TRUSTEES

Purpose and Responsibilities: The function of the Library Board of Trustees is to advise the City Council and the Library Director on matters related to the Library policy and operations.

Membership: The Board is made up of five Covina residents who are appointed by the Mayor and ratified by the City Council for a term of three years.

Meeting Date, Time and Location: The Board meets monthly on the second Tuesday, at 7PM in the Library Board Room, 234 North Second Avenue, Covina.

Staffing: The Library Department provides staffing support to the Commission.

PARKING PLACE COMMISSION

Purpose and Responsibilities: The purpose of the Parking Place Commission is to advise the City Council on the operation, management and control of parking spaces within the Downtown (Parking District No. 1 – see attached map) municipal parking lots

and structure and to serve as a liaison between City Council and the Downtown business community relative to municipal parking lot issues.

Membership: The Commission is made up of three members. Members are appointed by the Mayor, subject to ratification by the City Council, and must either be an owner of property or a lessee of property within the Parking District. Commissioners are appointed to three year terms.

Meeting date, time and location: Regular meetings are held on the first Thursday of each month following the City Council's first regular meeting of the month at 2:00 p.m. in the City Council Chambers of City Hall, 125 East College Street. However, meetings are only called when there is business to be brought before the Commission.

Staffing: The Public Works Department provides staff support to the Commission.

PERSONNEL ADVISORY BOARD

Purpose and Responsibilities: The purpose of the Personnel Advisory Board is to hear appeals submitted by any person in the competitive service relative to any disciplinary action, dismissal, demotion, interpretative or alleged violation of Chapter 2 of the City's Municipal Code or the personnel rules (Type II Grievances) and the certify its findings and recommendation as provided in the personnel system rules. The Personnel Advisory Board, when requested by the City Council or the City Manager, shall investigate and make recommendations on any matter of personnel policy. Duties are further described in Covina Municipal Code Section 2.28.010 and Rule XVIII of the City's Personnel rules.

Closed session may be held to consider the dismissal of a public employee or the hear complaints or charges against an employee by another person or employee, unless the employee requests that the matter be conducted publicly.

Membership: The Personnel Advisory Board consists of five members appointed by the City Council for a term of four years. Terms are staggered (2/3) and appointments are made every other year. Members must be Covina residents and have some relevant experience in Human Resources, government, or business.

Meeting date, time and location: Meetings are held as needed in the Council chambers of City Hall, 125 East College Street, Covina...

Staffing: The Human Resources Department provides staffing support to the Board.

PLANNING COMMISSION

Purpose and Responsibilities: The purpose of the Planning Commission is to advise the City Council on matters related to land use. This includes, 1) conducting hearings on applications for variances, conditional use permits and zoning changes, 2) review of preparation and updates of the City's General Plan and conducting studies related to land use matters.

Membership: The Planning Commission is established by State Government Code 65100 and its organization is provided by Covina Municipal Code Section 2.28.010. The Commission consists of five members appointed by the City Council for a term of four years. Each Commissioner receives a monthly stipend of \$200.00.

Meeting date, time and location: The Planning Commission meets on the second and fourth Tuesday of each month at 7:30 PM in the Council Chambers of City Hall, 125 East College Street, Covina.

Staffing: The Community Development Department provides staffing support to the Commission.

TRAFFIC ADVISORY BOARD

Purpose and Responsibilities: The purpose of the Traffic Advisory Board is to advise the City Council on the enactment of speed limits, installation and/or removal of pedestrian crosswalks, and other traffic related matters that may from time-to-time be referred to the Board for investigation and assists the City in conveying information to the public concerning traffic safety programs.

Membership: The Board consists of seven voting and three ex-officio members, as follows:

- One voting member from the Covina-Valley Unified School District
- One voting member from the Charter Oak Unified School District
- One voting member from the Chamber of Commerce
- One resident voting member with traffic engineering experience, if possible
- Three at-large resident voting members
- One ex-officio member from the City Manager's office
- One ex-officio member from the Police Department
- One ex-officio member from the Public Works Department

The voting members are selected by the City Council and serve a three year term. The ex-officio members are appointed by the Department Head of each Department and serve at the pleasure of the appointing authority.

Meeting date, time and location: Meetings are held on the second Tuesday of each month at 8:00 a.m. in the City Council Chambers of City Hall, 125 East College Street. However, meetings are only called when there is business to be brought before the Board.

Staffing: The Public Works Department provides staff support to the Board.

YOUTH ACCOUNTABILITY BOARD

Purpose and Responsibilities: The purpose of the Youth Accountability Board is to assist the Covina Police Department in administering a diversion program for juvenile first offenders. The program serves as an alternative to prosecution. Specific member responsibilities include case intake, determination of program requirements, monitoring individual case progress and deciding if juveniles will continue in the program.

Membership: Ten volunteers and two mental health representatives make up two separate Boards. Members are appointed by the City Council for a term of two years. Prerequisites are 1) graduation from Covina Police Department Citizen's Academy, 2) residency or employment in Covina and 3) a limited background investigation.

Meeting date, time and location: Juveniles accepted into the program meet with a Board bi-monthly. Meetings are held at 5:30 PM at the Covina Police Department, 444 N. Citrus Avenue, Covina.

Staffing: The Police Department provides staffing support to the Boards.

RESOLUTION NO. 09-6748

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ADOPTING CODES OF CONDUCT FOR THE CITY COUNCIL AND ALL CITY BOARDS, COMMITTEES AND COMMISSIONS

WHEREAS, the governance of the City of Covina relies on cooperative efforts of elected officials who set policy; appointed officials who provide community input and recommendations; and City staff who analyze problems and issues, make recommendations and implement and administer Council policies; and

WHEREAS, the City of Covina is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals who have chosen to serve in public office to improve the quality of life in the community; and

WHEREAS, it is the desire of the City Council of the City of Covina to support the orderly, efficient, and responsive conduct of City business.

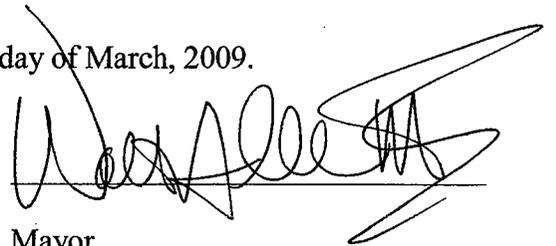
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Covina as follows:

Section 1. The City Council hereby approves and adopts the Code of Conduct for Boards, Committees and Commissions attached as Exhibit A.

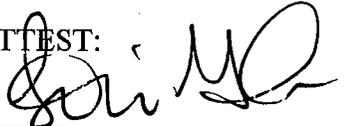
Section 2. The City Council approves and adopts the Code of Conduct for the City Council attached as Exhibit B.

Section 3. The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

APPROVED, PASSED AND ADOPTED this 17th day of March, 2009.



Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM:

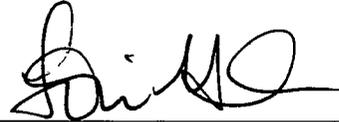


Edward Lee, City Attorney

BY WILLIAM JAMES PRIEST

I, TONI J. TABER, City Clerk of the City of Covina, hereby CERTIFY that **Resolution No. 09-6748** was adopted by the Covina City Council at a regular meeting of the City Council held **March 17, 2009** and was approved and passed by the following vote:

AYES: Council Members King, Stapleton, Mayor Pro Tem Delach, Mayor Allen
NOES: Council Member Low
ABSENT: None



Toni J. Taber
City Clerk

EXHIBIT A

**CITY OF COVINA
BOARD, COMMITTEE & COMMISSION PROTOCOLS**

The City has established several Boards, Committees and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect while treating others in a like manner.

All Board, Committee and Commission members should:

- Demonstrate honesty and integrity in every action and statement
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Covina government
- Work for the common good, not personal interest
- Prepare in advance of Board/Committee/Commission meetings and be familiar with issues on the agenda
- Fully participate in Board/Committee/Commission meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Participate in scheduled activities to increase Board/Committee/Commission effectiveness
- Review Board/Committee/Commission procedures, such as these Protocols, at least annually
- Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations
- Respect the proper roles of elected officials and City staff in ensuring open and effective government
- Provide contact information to the Board/Committee/Commission staff liaison in case an emergency

BOARD, COMMITTEE & COMMISSION MEMBER CONDUCT WITH ONE ANOTHER

Boards, Committees and Commissions are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have volunteered to serve in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Members may "agree to disagree" on contentious issues.

In Public Meetings

- Use formal titles.

While referring to one another formally during Board/Committee/Commission meetings as Chair, Vice Chair or Board/Commission Member may not be necessary due to the size and nature of the Board/Committee/Commission, respect for all members will be shown at all times.

- Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

- Honor the role of the presiding officer in maintaining order and equity.

Respect the Chair's efforts to focus discussion on current agenda items. Objections to the Chair's actions should be voiced politely and with reason, following parliamentary procedures.

- Demonstrate effective problem-solving approaches.

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Members are role models for residents and other stakeholders involved in public debate.

- Be respectful of other people's time.

Stay focused and act efficiently during public meetings.

In Private Encounters

- Treat others as you would like to be treated.

Ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

BOARD, COMMITTEE & COMMISSION CONDUCT WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials (Board/Committee/Commission members), who make recommendations to Council, and City staff, which analyze problems and issues, make recommendations, and

implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each group for the good of the community.

- Treat all staff as professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your colleagues, practice civility and decorum in all interactions with City staff.

- Channel communications through the appropriate senior City staff.

Questions of City staff should be directed only to the Department Heads or Board/Committee/Commission staff liaison. Members should not set up meetings with department staff directly, but work through Department Heads/liaison.

- All Members should have the same information with which to make decisions.

Information requested by an individual Member will be made available to all members. All information requests should respect the "one hour" rule (See below).

- Never publicly criticize an individual employee, including Council-Appointed Officers. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should only be made to the Department Head or City Manager through private correspondence or conversation.

- Do not get involved in administrative functions.

Avoid any staff interactions that may be construed as trying to shape staff recommendations. Members shall refrain from coercing staff in making recommendations to the Board/Committee/Commission as a whole.

- Be cautious in representing City positions on issues.

Before sending correspondence related to a legislative position, check with City staff to see if a position has already been determined. When corresponding with representatives of other government agencies or residents, remember to indicate if appropriate that the views you state are your own and may not represent those of the full Board/Committee/Commission or the City Council.

- Respect the “one hour” rule for staff work.

Requests for staff support should be made to the appropriate staff liaison, according to the protocol for channeling communications. Any request, which would require more than one hour of staff time to research a problem or prepare a response, will need to be approved by the appropriate Department Head to ensure that staff resources are allocated in accordance with overall priorities.

STAFF CONDUCT WITH BOARD, COMMITTEE, AND COMMISSION MEMBERS

- Respond to Member questions as fully and as expeditiously as is practical.

The protocol for staff time devoted to research and response is in application here.

- Respect the role of Members as policy advisors for the City Council.

Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Member support for particular positions or recommendations in order to craft recommendations. The Board/Committee/Commission must be able to depend upon the staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives

- Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
- It is important for the staff to demonstrate respect for the Board/Committee/Commission at all times. All Members should be treated equally.

OTHER PROCEDURAL ISSUES

- Commit to periodic review of important procedural issues.

Annually or as required by law, the Board/Committee/Commission will review the protocols, adopted procedures for meetings, the Brown Act, conflict of interest, and other important procedural issues.

- Recognize and respect the role of the Board/Committee/Commission and the City Council.

Board/Committee/Commission Members are appointed by the City Council to serve them in an advisory capacity. While Members are a valuable resource to the City's leadership and should be treated with appreciation and respect, it should be remembered that it is the role of the City Council, not the Board/Committee/Commission, to set policy.

ENFORCEMENT

Failure of a Board/Committee/Commission Member to observe and conduct himself/herself in accordance with these adopted Board/Committee/Commission Protocols may result in, but not be limited to, the following actions: 1) private counseling of the Member; 2) letter of warning/reprimand from the Board/Committee/Commission; 3) removal from serving as a representative/liaison to other Boards and Commissions; 4) restricting the Member's communications with City staff; 5) censure by the Board/Committee/Commission; and 6) in the most serious cases, removal from the Board/Committee/Commission by the City Council.

EXHIBIT B
CITY OF COVINA
COUNCIL CODE OF CONDUCT

ALL COUNCIL MEMBERS

All members of the City Council, including those serving as Mayor and Mayor Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

All Council Members should:

- Demonstrate honesty and integrity in every action and statement
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Covina government
- Work for the common good, not personal interest
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Participate in scheduled activities to increase Council effectiveness
- Review Council procedures, such as these Council Protocols, at least annually
- Represent the City at ceremonial functions at the request of the Mayor
- Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations
- Respect the proper roles of elected officials and City staff in ensuring open and effective government
- Provide contact information to the City Manager in case an emergency or urgent situation arises while the Council Member is out of town

COUNCIL CONDUCT WITH ONE ANOTHER

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

In Public Meetings

- Use formal titles.

The Council should refer to one another formally during Council meetings as Mayor, Mayor Pro Tem or Council Member followed by the individual's last name.

- Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

- Honor the role of the presiding officer in maintaining order and equity.

Respect the Mayor's efforts to focus discussion on current agenda items. Objections to the Mayor's actions should be voiced politely and with reason, following parliamentary procedures.

- Demonstrate effective problem-solving approaches.

Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Council Members are role models for residents, and other stakeholders involved in public debate.

- Be respectful of other people's time.

Stay focused and act efficiently during public meetings.

In Private Encounters

- Treat others as you would like to be treated.

Ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

COUNCIL CONDUCT WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your Council colleagues, practice civility and decorum in all interactions with City staff.

- Channel requests of staff through the City Manager, City Attorney or his/her designee .

Requests of City staff should be directed only to the City Manager, or City Attorney or his/her designee. Council Members should not set up meetings with department staff directly, but work through the City Manager or City Attorney.

- All Council Members should have the same information with which to make decisions.

Information requested by an individual Council Member will be made available to all Council members. All information requests should respect the "one hour" rule (See below).

- Never publicly criticize an individual employee, including Council-Appointed Officers. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should only be made to the City Manager through private correspondence or conversation.

- City Manager is administrative head of the City.

Any concerns a Council Member may have regarding day to day operations of the City should be directed to the City Manager. Avoid any staff interactions that may be construed as trying to direct or shape staff recommendations. Council Members shall refrain from coercing staff in making recommendations to the Council as a whole.

- Be cautious in representing City positions on issues.

Before sending correspondence related to a legislative position, check with City staff to see if a position has already been determined. When corresponding with representatives of other governments or constituents, remember to indicate if appropriate that the views you state are your own and may not represent those of the full Council.

- Do not attend staff meetings unless requested by City Manager.

Even if the Council Member does not say anything, the Council Member's presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do its job objectively.

- Respect the "one hour" rule for staff work.

Requests for staff support should be made to the City Manager, according to the protocol for channeling communications. Any request, which would require more than one hour of staff time to research a problem or prepare a response, will need to be approved by the full council to ensure that staff resources are allocated in accordance with overall council priorities. Once notified that a request for information or staff support would require more than one hour, the Council Member may request that the City Manager place the request on an upcoming Council agenda.

- Depend upon the staff to respond to citizen concerns and complaints.

It is the role of Council Members to pass on concerns and complaints on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the appropriate Department Head. The senior staff member should respond and is responsible for making sure the Council Member knows how the complaint was resolved.

COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Council Members serve as liaisons to Boards and Commissions, according to appointments made by the Mayor, and in this role are expected to represent the full Council in providing guidance to the Board or Commission. In other instances, Council Members may attend Board or Commission meetings as individuals, and should follow these protocols:

- If attending a Board or Commission meeting, identify your comments as personal views or opinions.

Council Members may attend any Board or Commission meeting, which are always open to any member of the public. Any public comments by a Council Member at a Board or Commission meeting, when that Council Member is not the liaison to the Board or Commission, should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- Limit contact with Board and Commission members to questions of clarification.

It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. It is acceptable for Council Members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

- Remember that Boards and Commissions are advisory to the Council as a whole, not individual Council Members.

The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Council Members should not feel they have the power or right to threaten Board and Commission members in any way if they disagree about an issue. A Board or Commission appointment should not be used as a political "reward."

- Concerns about an individual Board or Commission member should be pursued with tact.

If a Council Member has a concern with the effectiveness of a particular Board or Commission member and is comfortable in talking with that individual privately, the Council Member should do so. Alternatively, or if the problem is not resolved, the Council Member should consult with the Mayor, who can bring the issue to the Council as appropriate.

- Be respectful of diverse opinions.

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

- Keep political support away from public forums.

Board and Commission members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Council Member.

- Maintain an active liaison relationship.

Appointed Council liaisons are encouraged to attend all regularly scheduled meetings of their assigned Board or Commission, or to arrange for an alternate.

STAFF CONDUCT WITH CITY COUNCIL

- Respond to Council questions as fully and as expeditiously as is practical.

The protocol for staff time devoted to research and response is in application here. If a Council Member forwards a complaint or service request to a department head there will be follow-through with the Council Member as to the outcome.

- Respect the role of Council Members as policy makers for the City.

Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Council support for particular positions or recommendations in order to craft recommendations. The Council must be able to depend upon the staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives

- Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
- It is important for the staff to demonstrate respect for the Council at all times. All Council Members should be treated equally.

OTHER PROCEDURAL ISSUES

- Commit to periodic review of important procedural issues.

Annually or as required by law, the Council will review the Council protocols, adopted procedures for meetings, the Brown Act, conflict of interest, and other important procedural issues.

Use of Letterhead

- City letterhead may be used by Council Members.

Council members may use letterhead only for communication with constituents or stating City adopted positions

- City letterhead may not be used by Council Members.

City letterhead may not be used for personal business or to present an opposing view once an official position has been taken by the Council. All official City Council positions will be stated over the signature of the Mayor only or as directed.

Council Meetings

- The Mayor should work with the City Manager to plan the Council meetings.

There are three purposes to the pre-Council planning meeting: 1) to plan how the meeting will be conducted; 2) to identify any issues or questions that may need greater staff preparation for the meeting; and 3) to discuss future meetings. The purpose of the meeting is not to work on policy issues. Normally, only the Mayor is expected to attend the pre-Council meetings with the City Manager and other staff as required.

- Council Member placement of items on the Agenda.

At the request of two Council members, the City Manager will place an item on the agenda.

- Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.

- Submit questions on Council agenda items ahead of the meeting.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be discussed at the Council meeting rather than in one-on-one communications with staff prior to the meetings. Any clarifications or technical questions that can be readily answered can be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Attorney, City Manager or Assistant City Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

- Mayoral discretion on controversial items.

On highly controversial items the Mayor may: 1) move placement of the item on the agenda to facilitate the flow of all agenda business; 2) may limit the time allotted to individual speakers on an item; 3) may limit the total time allotted for public comment on an individual item.

- Confidentiality of Closed Session.

Confidentiality applies to any non-public discussion items. Council Members will not speak to affected/opposing parties, the press, or any individual not present about items discussed in closed session. Any written reports or materials presented during closed session will be turned in at the end of closed session.

ENFORCEMENT

Failure of a Council Member to observe and conduct himself/herself in accordance with these adopted Council Protocols may result in, but not be limited to, the following actions: 1) private counseling of the Council Member; 2) letter of warning/reprimand from the City Council; 3) restrictions upon City-authorized travel; 4) removal from serving as City representative/liaison to internal Boards and Commissions and to intergovernmental organizations; 5) reductions in personal expense budget; 6) exclusion from closed session discussions; 7) restricting the Council Member's communications with City staff; 8) censure by the City Council; and 9) in the most serious cases, referral of the matter to the Fair Political Practices Commission, District Attorney or grand jury for ethics investigation and/or criminal prosecution.

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: June 1, 2010

ITEM NO.: JNB 1

STAFF SOURCE: Daryl Parrish, City Manager *DP*
Dilu de Alwis, Finance Director *DA*
Steven Smith, Management Analyst *SS*

ITEM TITLE: Submittal/Receipt of the 2010-2011 Preliminary City of Covina and Covina Redevelopment Agency Budget Document

STAFF RECOMMENDATION:

Receive and file the Preliminary City of Covina and Covina Redevelopment Agency Budget Documents for fiscal year 2010-2011.

FISCAL IMPACT:

Proposed General Fund Budget appropriation of \$27,957,210; proposed CRA Budget appropriation of \$10,945,320; Special Revenue/Other Fund appropriation of \$36,310,870.

BACKGROUND:

The Preliminary City of Covina Budget document for fiscal year 2010-2011 is scheduled for submittal to the City Council prior to the regular meeting of June 1, 2010.

In accordance with State law, the City Council is required to adopt the annual budget containing proposed revenues and appropriations by June 30, 2010.

EXHIBITS:

Preliminary Budget Document for Fiscal Year 2010-2011 (On file in the City Clerk's Office)

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