



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

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

REGULAR MEETING AGENDA

125 E. College Street, Covina, California
Council Chamber of City Hall
Tuesday, October 16, 2012
6:30 p.m.

- As a courtesy to Council/Agency/Authority Members, staff and attendees, everyone is asked to silence all pagers, cellular telephones and any other communication devices.
- Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.
- Please provide 10 copies of any information intended for use at the Council/Agency/Authority meeting to the City Clerk prior to the meeting.
- **MEETING ASSISTANCE INFORMATION:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.
- **DOCUMENT AVAILABILITY:** Any writings or documents provided to a majority of the Council/Agency/Authority regarding any item on this agenda will be made available for public inspection at the City Clerk's Office counter at City Hall located at 125 E. College Street and the reference desk at the Covina Library located at 234 North Second Avenue during normal business hours. In addition, such writings and documents are available in the City Clerk's Office and posted on the City's website at www.covinaca.gov.
- Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Covina Housing Authority unless listed on agenda, which has been posted not less than 72 hours prior to meeting.
- If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.
- The Sr. Deputy City Clerk of the Covina City Council hereby declares that the agenda for the **October 16, 2012** meeting was posted on **October 11, 2012** near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with Section 54954.2(a) of the California Government Code.

October 16, 2012

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

CALL TO ORDER

ROLL CALL

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

PUBLIC COMMENTS

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

The City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to Closed Session for the following:

CLOSED SESSION

- A. G.C. §54956.9(a) – CONFERENCE WITH LEGAL COUNCIL – Existing Litigation
Name of case: City of Covina et. al v. LPC Center et. al - Case No. KC0646566

RECESS

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

RECONVENE/CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Led by Mayor Stapleton

INVOCATION

Led by Covina Police Chaplain Jerry Gunderson

PRESENTATIONS

Presentation – Pack 446 – Covina Cub Scouts

Presentation – Dare to Care

Special Presentation – Mayor

PUBLIC COMMENTS

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

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority Agendas may do so at this time.

CITY MANAGER COMMENTS

CONSENT CALENDAR

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

- CC 1.** City Council to receive and file the water utility billing and automated meter reading projects quarterly status update.
- CC 2.** City Council to receive and file the Public Works Department monthly activity report.
- CC 3.** City Council to adopt **Resolution No. 12-7113**, to amend the fiscal year 2012-2013 budget for new appropriations.
- CC 4.** City Council to adopt **Resolution No. 12-7114**, to approve the carryover of continuing unencumbered appropriations from fiscal year 2011-2012 to fiscal year 2012-2013.

- CC 5. City Council to adopt **Resolution No. 12-7115**, to approve the carryover of encumbrances from fiscal year 2011-2012 to fiscal year 2012-2013.
- CC 6. City Council to adopt **Resolution No. 12-7116**, to authorize budget adjustments for fiscal year 2011-2012.
- CC 7. City Council to approve payment of demands in the amount of \$5,126,229.87
- CC 8. Successor Agency to the Covina Redevelopment Agency to approve the payment of demands in the amount of \$382,813.68.
- CC 9. City Council to receive and file endorsement of Measure J.
- CC 10. City Council to approve the License Agreement by and between the City of Covina and the Master Wan Ko Yee International Cultural Institute for use of private property for City employee parking.

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to an adjourned joint meeting with Los Angeles County Board Supervisor Michael D. Antonovich, **Thursday, October 18, 2012 at 8:00 a.m.**, in the Council Chamber located inside of City Hall, 125 East College Street, Covina, California, 91723.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 16, 2012

ITEM NO.: CC 1

STAFF SOURCE: Kalieh Honish, Interim Director of Public Works
Alex Gonzalez, Assistant Director of Public Works

ITEM TITLE: Water Utility Billing and Automated Meter Reading Projects Quarterly Status Update

STAFF RECOMMENDATION

Receive and file the Water Utility Billing and Automated Meter Reading Projects Quarterly Status Update.

FISCAL IMPACT

This is an informational status report only and carries no fiscal impact.

BACKGROUND

At its regular meeting of January 18, 2011, the City Council directed staff to provide regular status updates on the on-going implementation of the Water Utility's new billing system and automated meter reading system. The following is key performance information for both projects for the second quarter of the current fiscal year:

Utility Billing System

| | JULY | AUG | SEP |
|---|-------------|------------|------------|
| Total Call Center Calls Received | 1,603 | 1,806 | 1,624 |
| Abandoned Call Rate | 2.2% | 1.5% | 2.0% |
| % Answered <60 seconds | 72% | 76% | 80% |
| Average Wait Time | 29 sec. | 27 sec. | 16 sec. |
| Total Payments | 8,309 | 7,460 | 7,712 |
| # of Payments by Credit Card | 1,210 | 1,119 | 1,220 |
| Total Number of Bills Mailed | 8,698 | 8,588 | 9,291 |
| % in 25-35 Day Read Window | 100% | 100% | 100% |

Global Water Resources is constantly striving to improve customer service. A survey function has been implemented through the toll free customer call center, giving customers an opportunity to provide feedback at the end of every call. All negative survey results, as well as any calls that are complaint in nature, will receive a follow-up call to ensure a satisfactory resolution. Of the surveys completed to date, the Covina customers are reporting more than 98% as highly satisfied.

Automated Meter Reading System

The project that involved installation of automated meters utility-wide, as well as implementation of related software and GIS of the water system is 100% complete and functioning properly. We have noted a problem with the batteries on some of the self-reading components, which are under warranty. We are reviewing options to ensure a system-wide solution.

RELEVANCE TO THE STRATEGIC PLAN

While not a listed objective of the current Strategic Plan, through its enhancement of customer service capabilities and expansion of electronic business functions in a cost-effective manner the proposed action addresses and supports three of the current Plan's goals, i.e. enhance customer service; enhance financial well-being; and foster innovation and efficiency.

EXHIBITS

None

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 16, 2012

ITEM NO.: CC 2

STAFF SOURCE: Kalieh Honish, Interim Director of Public Works
Paul Hertz, Public Works Superintendent

ITEM TITLE: Public Works Department Monthly Activity Report

STAFF RECOMMENDATION:

Receive and file the Public Works Department Monthly Activity Report

FISCAL IMPACT:

This report is informational only and has no budgetary impact.

BACKGROUND:

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

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

During September, the following trends were noted:

- The Water Division experienced a significant rise in the number of metered transmitting units (MTU's) replaced. This also correlated with a spike in the area of billing field investigation. Water Consumer Representative staff were dispatched to replace units with a failing battery. This issue is currently being reviewed and resolved through the City's partner, Global Water Systems. The Division also experienced an abnormal number of consumer response door hangers for the month which were a result of delinquent customers.
- As anticipated, the Street division's signs-removal and replace numbers were high as crews changed out traffic signs to the current high reflective versions as required and regulated by the Federal Highway Administration.
- The Building and Safety Section's numbers were approximately 15% higher across the board as compared to last month.
- The Sewer Maintenance Section saw a 40% decrease in the linear feet cleaned of sewer main lines for the month. This was due to the vactor truck temporarily disabled for repair by the manufacture. Sewer crews utilized this equipment down time to concentrate on storm drain

cleaning for the upcoming fall and winter months, when we are likely to experience wet weather.

RELEVANCE TO THE STRATEGIC PLAN:

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

EXHIBITS:

- A. Public Works Department Monthly Activity Report – September 2012

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

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
SEPTEMBER 2012**

| DIVISION | ACTIVITY | QUANTITY |
|-------------------------------|--|-----------------|
| Water Utility | Meter replacements | 80 |
| | Consumer responses | 736 |
| | Backflow tests | 2 |
| | Flushed blow-offs | 0 |
| | Service line repair/replace | 8 |
| | Main line repair/replace | 8 |
| | Fire hydrants maintained | 25 |
| | Isolation valves exercised | 8 |
| | Dig alert responses | 17 |
| | Emergency call outs | 4 |
| Equipment Maintenance | Preventative Maintenance service | 44 |
| | Safety inspections | 46 |
| | Daily demand repairs | 89 |
| | Tire repairs | 20 |
| | Major repairs over \$1000 | 2 |
| | Emergency call outs | 15 |
| Street Maintenance | Traffic sign remove/replace/install | 200 |
| | Potholes repaired | 143 |
| | Grind sidewalk | 145 |
| | Ramp sidewalk | 0 |
| | Curb painted (LF) | 0 |
| | Illegally dumped items picked up (LBS.) | 8,000 |
| | Utility cuts repaired | 0 |
| | Trees trimmed | 35 |
| | Trees removed | 4 |
| Emergency call outs | 6 | |
| Environmental Services | Used oil containers distributed | 6 |
| | Compost bins distributed | 1 |
| | NPDES violations investigated | 3 |
| | NPDES Permit Inspections | 2 |
| | Waste management consumer contacts | 1 |
| | Industrial Waste Permit Inspections | 2 |
| | Plans checked for environmental compliance | 10 |
| | Environmental legislation & regulations reviewed | 7 |
| | Special Waste collection events promoted | 0 |
| Engineering | Permits issued | 21 |
| | Inspections conducted | 33 |
| | Complaint responses | 0 |
| | Jobsite meetings | 6 |
| | Plan checks conducted | 22 |
| | Document research requests | 21 |
| | Value of plans prepared | 170,000 |
| Building Maintenance | Service requests completed | 17 |
| | Facility heat/air conditioning repairs | 1 |
| | Facility lighting/electrical repairs | 0 |
| | Emergency call outs | 0 |
| | | |

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
SEPTEMBER 2012**

| DIVISION | ACTIVITY | QUANTITY |
|-----------------------------------|---|-----------------|
| Transportation | Bus passes sold | 60 |
| | Covina Transit total passengers | 2,218 |
| | Covina Transit on time performance | 99.18% |
| | Covina Transit passengers per rev hr | 3.25 |
| | Metrolink monthly permits sold | 808 |
| | Metrolink machine revenue | \$2,842.18 |
| | Municipal Lots monthly permits sold | \$60 |
| Code Enforcement | Number of Inspections | 1,119 |
| | Number of signs pulled from public right-of-way | 117 |
| | Number of resolved cases | 117 |
| | Number of open cases | 670 |
| | Industrial waste cases open | 10 |
| | Total homes in foreclosure | 238 |
| | Trash Can violations | 3 |
| Building & Safety | Pre/Post permit counter visits | 181 |
| | Pre/Post Activity (hours) | 27.15 |
| | Permits issued | 93 |
| | Inspections conducted | 454 |
| | Plan checks conducted | 29 |
| | Permit valuation | \$1,081,446 |
| Sewer Maintenance | Manholes inspected | 92 |
| | Linear feet of main cleaned | 42,764 |
| | Hot-spot locations cleaned | 33 |
| | Sewer overflow responses | 0 |
| | Manholes treated for vermin infestation | 13 |
| | Manholes treated for rodent infestation | 7 |
| | Routine pump station checks | 30 |
| Special Activities of Note | Water mainline preperation | 1 |
| | Fire Flow Tests | 2 |
| | Sink holes repired | 2 |
| | Decorative sidewalk repair | 1 |

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 16, 2012

ITEM NO.: CC 3

STAFF SOURCE: Dilu de Alwis, Finance Director *DB*
Kim Raney, Chief of Police
Kalieh, Honish, Interim Public Works Director

ITEM TITLE: City Council to Adopt Resolution No.12-7113 to Amend the Fiscal Year 2012-2013 Budget for New Appropriations.

STAFF RECOMMENDATION

Adopt **Resolution No. 12-7113**, amending Fiscal Year 2012-2013 budget of the General Fund in the amount of \$236,425

FISCAL IMPACT

The General Fund Undesignated Reserve balance as of June 30, 2012 (unaudited) is \$3,046,347. The \$236,425 will be drawn down from reserves only at the time the actual expenditure is incurred.

BACKGROUND

During the recently closed fiscal year (2011/2012), various projects were identified by Police and Public Works which were either not included in the adopted budget or included but not started. The Police and Public Works Departments identified using department-wide savings during the year to fund these projects. However, since the projects were not encumbered with contracts or purchase orders, all savings roll into fund balance at year-end and funding has to be "re-requested" as new appropriations.

- The Police Department currently has sixty-six Glock model 22 pistols it purchased in 2001 to replace older equipment. Because of the age of these pistols it is best practice to take this equipment out-of-service/trade in and replace with new equipment. The department has negotiated with ProForce an authorized dealer offer the equipment for trade in or offering employee buy back receiving a credit of \$18,486 against a cost of \$28,911 for a net cost to the City of \$10,425.
- Most of the entry doors at City Hall are exhibiting signs of dry rot and termite damage; which makes them difficult to maintain, susceptible to vandalism/break-in, and potentially dangerous to operate. The repair costs for the doors have been deferred since prior to 2010. Due to the fact that the termite and dry rot damage are building-wide, and related to the much larger and costlier issue of repairing the integrity of the building roof and envelope all at once. Building Maintenance staff has advised that they can no longer maintain the doors as serviceable in their current condition. To minimize the impact to the General Fund as well as comply with the Americans with Disabilities Act (ADA), staff is recommending replacing the door leading from the center courtyard at a cost of \$12,000 and two of the

remaining five doors at an additional cost of \$14,000 for a total of \$26,000. If budget savings are recognized during the course of the year, staff will attempt to fund the cost of replacing the remaining doors in the current fiscal year.

- The intersection of Cienega and Glendora is jointly controlled by the City and the County of Los Angeles. The County controls $\frac{1}{4}$ of the intersection with the City controlling the remaining $\frac{3}{4}$. The Covina Valley Unified School District requested that a signal light be installed at this location and a study warrants the installation of lights. This project was funded in the 2011/12 budget, however since the project did not get underway and no contracts or purchase orders were issued, funds have reverted to the General Fund Fund Balance. The estimated cost for the City is \$200,000

EXHIBITS

- A. Resolution 12-7113
- B. Appropriation Listing by Account Number

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

RESOLUTION NO. R-12-7113

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF COVINA, CALIFORNIA, AMENDING THE
FISCAL YEAR 2012-2013 GENERAL FUND AND CIP
FUND**

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

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2012 and ending June 30, 2013 was approved on June 19, 2012; and

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

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

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

SECTION 1. Amend the fiscal year 2012-2013 General Fund and Capital Improvement Fund Budgets as follows:

- | | |
|--------------------|-------------|
| 1. 1010-PT02-54420 | \$ 10,425 |
| 2. 1010-0930-52400 | \$ 26,000 |
| 3. 4010-2350-55340 | \$ 200,000 |
| 4. 4010-2350-49110 | (\$200,000) |
| 5. 1010-9900-59140 | \$ 200,000 |

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

PASSED, APPROVED AND ADOPTED this 16TH DAY OF OCTOBER.

Kevin Stapleton, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

City of Covina
 General Fund - New Appropriations
 Fy 2012-2013

| Department | Account# | Description of New Appropriations | Amount |
|---|-----------------|--|--------------------------|
| Police | 1010-PT02-54420 | New Glocks | \$ 10,425 |
| Public Works | 1010-0930-52400 | City Hall Doors | 26,000 |
| Public Works | 4010-2350-55340 | Cienega/Glendora Signalization Transfer IN to CIP Fund from | 200,000 |
| | 4010-2350-49110 | General Fund | (200,000) |
| | 1010-9900-59140 | Transfer OUT to CIP Fund from General Fund | 200,000 |
| Total General Fund Reserve Draw Down | | | <u>\$ 236,425</u> |

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 16, 2012

ITEM NO.: CC 4

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

ITEM TITLE: A Resolution Approving the Carryover of Continuing Appropriations from Fiscal Year 11-12 to Fiscal Year 12-13.

STAFF RECOMMENDATION

Adopt **Resolution #12-7114** approving the carryover of continuing appropriations from Fiscal Year 11-12 to Fiscal Year 12-13.

FISCAL IMPACT

The fiscal impact to each fund is detailed in "Exhibit A" and total \$641,189.20

BACKGROUND

As part of the year-end process, the Finance Department analyzes outstanding purchase orders, contracts, and remaining budget balances to determine what appropriations should be carried over into the new fiscal year.

An item is placed on the continuing appropriations list when a purchase order or contract has not yet been issued or the project covers multiple fiscal years. When the Council approves a project or purchase, all funds are budgeted; however, if the timeframe to obtain the approved goods or services extends into the next fiscal year, the remaining budgeted funds need to be carried over.

RELEVANCE TO STRATEGIC PLAN

None.

EXHIBITS

- A. Schedule of Continuing Appropriation Carryovers
- B. Resolution #12-7114

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

City of Covina
 Continuing Appropriation Carryovers
 FY 12-13

| Fund | Account Number | Activity | Requested Amount | Description |
|-------------------|-----------------------|-------------------|-----------------------------|------------------------------------|
| 1010 | | | | |
| 1010 | 1010-PF06-55100 | Parks Facilities | \$ 15,000.00 | Restroom Repairs at Kahler Russell |
| 1010 Total | | | <u>\$ 15,000.00</u> | |
| 2210 | | | | |
| 2210 | 2285-1130-51450 | Red Light Camera | \$ 16,185.00 | Red Light Camera Fees |
| 2210 Total | | | <u>\$ 16,185.00</u> | |
| 2285 | | | | |
| 2285 | 2285-1130-54990 | COPS Technology | \$ 1,749.76 | General Supplies |
| 2285 Total | | | <u>\$ 1,749.76</u> | |
| 2400 | | | | |
| 2400 | 2400-4350-55200-T814B | Transit | \$ 194,935.44 | Metro Pedestrian Improvements |
| 2400 Total | | | <u>\$ 194,935.44</u> | |
| 7010 | | | | |
| 7010 | 7010-6010-55200 | Central Equipment | \$ 311,200.00 | CNG Upgrade |
| 7010 | 7010-6010-55550 | Central Equipment | \$ 102,119.00 | Motor Vehicles |
| 7010 Total | | | <u>\$ 413,319.00</u> | |
| Total | | | <u>\$ 641,189.20</u> | |

RESOLUTION NO. 12-7114

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, APPROVING THE CARRYOVER OF CONTINUING
APPROPRIATIONS FROM FISCAL YEAR 11-12 TO FISCAL YEAR 12-13**

WHEREAS, the City of Covina has certain operations and projects initiated prior to the fiscal year commencing July 1, 2012, which remain incomplete and will carry over from the previous fiscal year to the current fiscal year; and

WHEREAS, the City Council desires to appropriate the necessary carry over funds for the continuation and completion of certain City operations and projects and to set forth and appropriate certain expenses;

NOW, THEREFORE, the City Council of the City of Covina does hereby resolve that certain funds (listed in Exhibit A) are carried over from Fiscal Year 2011-2012 to Fiscal Year 2012-2013 and the City Manager is authorized to implement the same.

Section 1: The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

PASSED, APPROVED AND ADOPTED this 16th day in October, 2012.

Kevin Stapleton, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 16, 2012

ITEM NO.: CC 5

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

ITEM TITLE: A Resolution Approving the Carryover of Encumbrances from Fiscal Year 11-12 to Fiscal Year 12-13.

STAFF RECOMMENDATION

Adopt **Resolution #12-7115** approving the carryover of encumbrances from Fiscal Year 11-12 to Fiscal Year 12-13.

FISCAL IMPACT

The fiscal impact to each fund is detailed in "Exhibit A" and total \$5,688,293.44

BACKGROUND

As part of the year-end process, the Finance Department analyzes outstanding purchase orders, contracts, and remaining budget balances to determine what appropriations should be carried over into the new fiscal year.

An item is placed in the encumbrance report if a purchase order has been issued to a specific vendor for a specific item or service. Purchase orders are legally binding documents committing the City to pay the vendors for their products or services.

RELEVANCE TO STRATEGIC PLAN

None.

EXHIBITS

- A. Schedule of Encumbrance Carryovers
- B. Resolution #12-7115

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

City of Covina
 Encumbrance Carryovers
 FY 12-13

| Fund | Account Number | Activity | Encumbered Amount | Description |
|-------------------|-----------------------|-------------------|------------------------|-----------------------------|
| 1010 | | | | |
| 1010 | 1010-0860-55100 | Worker's Comp | \$ 350.00 | Employee Assistance Program |
| 1010 | 1010-1000-55100 | Police Admin | \$ 21,208.50 | Access Control System |
| 1010 | 1010-PT02-54420 | Police Training | \$ 2,666.21 | Breach Door |
| 1010 | 1010-PT02-54350 | Police Training | \$ 264.37 | Kneeling Target |
| 1010 | 1010-2100-51990 | Engineering | \$ 1,445.00 | Spill Prevention Control |
| 1010 | 1010-2350-52418 | Traffic Control | \$ 4,251.04 | Signal Pole Repair |
| 1010 | 1010-4100-53570 | Building | \$ 2,870.25 | Microfilming Services |
| 1010 Total | | | \$ 33,055.37 | |
| 2100 | | | | |
| 2100 | 2100-4750-53750-75007 | CDBG | \$ 21,391.51 | Economic Development |
| 2100 Total | | | \$ 21,391.51 | |
| 2400 | | | | |
| 2400 | 2400-4300-54000 | Transit | \$ 223.97 | Office Supplies |
| 2400 Total | | | \$ 223.97 | |
| 2540 | | | | |
| 2540 | 2540-5530-53750 | Energy | \$ 2,000.00 | Grant Awards |
| 2540 Total | | | \$ 2,000.00 | |
| 6010 | | | | |
| 6010 | 6010-5060-51990 | Water Utility | \$ 202.50 | Other Professional Fees |
| 6010 Total | | | \$ 202.50 | |
| 6011 | | | | |
| 6011 | 6011-5060-55420-W1101 | Water Capital | \$ 4,056,044.00 | Charter Oaks Reservoir |
| 6011 | 6011-5060-55420-W1102 | Water Capital | \$ 1,100,263.50 | Cypress Reservoir |
| 6011 | 6011-5060-55420-W1103 | Water Capital | \$ 340,850.54 | Holt Avenue Pump Station |
| 6011 Total | | | \$ 5,497,158.04 | |
| 6200 | | | | |
| 6200 | 6200-5580-51620 | Environmental | \$ 50.00 | Special Events |
| 6200 Total | | | \$ 50.00 | |
| 6300 | | | | |
| 6300 | 6300-2700-55350-S1112 | Sewer | \$ 84,648.05 | Sewer Master Plan Upgrade |
| 6300 Total | | | \$ 84,648.05 | |
| 7010 | | | | |
| 7010 | 7010-6010-55200 | Central Equipment | \$ 34,564.00 | CNG Upgrade |
| 7010 Total | | | \$ 34,564.00 | |
| 7200 | | | | |
| 7200 | 7200-6200-51005 | MIS | \$ 15,000.00 | Contract Services |
| 7200 Total | | | \$ 15,000.00 | |
| Total | | | \$ 5,688,293.44 | |

EXHIBIT A-1 OF 1

RESOLUTION NO. 12-7115

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, APPROVING THE CARRYOVER OF
ENCUMBRANCES FROM FISCAL YEAR 11-12 TO FISCAL YEAR 12-13**

WHEREAS, the City of Covina entered into agreements or issued purchase orders for the provision of goods and services; and

WHEREAS, certain purchase orders and agreements entered into the prior fiscal year must be moved into the current fiscal year;

NOW, THEREFORE, the City Council of the City of Covina does hereby resolve that the encumbrances (listed in Exhibit A) are carried over from Fiscal Year 2011-2012 to Fiscal Year 2012-2013 and the City Manager is authorized to implement the same.

Section 1: The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

PASSED, APPROVED AND ADOPTED this 16th day in October, 2012.

Kevin Stapleton, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 16, 2012

ITEM NO.: CC 6

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

ITEM TITLE: A Resolution Authorizing Budget Adjustments for Fiscal Year 2011-2012

STAFF RECOMMENDATION

Adopt **Resolution No. 12-7116** authorizing budget adjustments for Fiscal Year 2011-2012.

FISCAL IMPACT

The fiscal impact to each fund is detailed in Exhibit A. However, the requested adjustments are strictly budgetary and do not represent any additional expenditures.

BACKGROUND

Annually, the City adopts a budget including revenue and expenditures. The appropriation is amended by prior-year carryovers and changes authorized by the City Council during the fiscal year. The audit for the issuance of financial statements includes a budgetary comparison of revenues and expenditures for the City and the Agency. Particular attention is paid to accounts where there is a disparity between the original budget and actual activity recorded during the year. The proposed adjustments will balance actual activity with budgeted amounts and prevent an audit finding during the annual audit.

The requested year-end adjustments are due in part to required year-end accounting adjustments, as well as the implementation of the City's new cost allocation plan.

RELEVANCE TO STRATEGIC PLAN:

None.

EXHIBITS

- A) Schedule of budget adjustments
- B) Resolution No. 12-7116

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

| Fund # | Fund Description | Adjustment |
|---------------|-------------------------------|-------------------|
| 2188 | Community Improvement | 12,594 |
| 2230 | Other State Grants | 5,274 |
| 2270 | Other Federal Grants | 32,761 |
| 2300 | State Gas Tax | 48,310 |
| 2407 | TDA | 18,617 |
| 2807 | Workforce Act | 9,749 |
| 2810 | Library Equipment Reserve | 20 |
| 2927 | Police Explorer Donation Fund | 63 |
| 2965 | Youth Program Donations | 2,246 |
| 7200 | Information Technology | 19,928 |
| 7360 | Worker's Compensation Fund | 37,060 |
| 7370 | Public Liability | <u>359,344</u> |
| | | 545,964 |

EXHIBIT A

RESOLUTION NO. 12-7116

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, AUTHORIZING FISCAL YEAR 2011-12
YEAR-END BUDGET ADJUSTMENTS**

WHEREAS, on June 21, 2011, the City Council of the City of Covina adopted Resolution No. 11-6982, approving a spending plan and authorizing a budget appropriation of the City Council; and

WHEREAS, certain programs included in the FY11-12 budget will have expenditures which vary from the adjusted budget; and

WHEREAS, the City Council desires that the FY11-12 budget be adjusted for each of these programs to assure budgetary compliance; and

WHEREAS, the cost center adjustments are reported in Exhibit A of this resolution; and

NOW, THEREFORE, the City Council of the City of Covina does hereby resolve that certain budget adjustments (listed in Exhibit A) in the City of Covina Fiscal Year 2011-2012 Budget are adopted and the City Manager is authorized to implement the same.

PASSED, APPROVED AND ADOPTED this 16th day in October, 2012.

Kevin Stapleton, Mayor

ATTEST:

Kay Manning
City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 16, 2012

ITEM NO.: CC 7

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of: **\$5,126,229.87**

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for August 2012 are summarized as follows:

| <u>DATE OF DEMANDS</u> | <u>DEMAND NUMBERS</u> | <u>AMOUNT</u> |
|----------------------------------|-----------------------|----------------|
| ACCOUNTS PAYABLE WARRANTS | | |
| August, 2012 | 56224-56790 | \$3,435,744.84 |

PAYROLL

| | | |
|--|--|--------------|
| AUGUST 2, 2012 PAYROLL CHECKS | | \$185,270.77 |
| AUGUST 16, 2012 PAYROLL DIRECT DEPOSIT | | \$401,000.00 |
| AUGUST 16, 2012 PAYROLL CHECKS | | \$184,237.30 |
| AUGUST 30, 2012 PAYROLL DIRECT DEPOSIT | | \$50,000.00 |
| AUGUST 30, 2012 PAYROLL CHECKS | | \$838,893.60 |

VOIDS

| | | |
|-----------------|-------|---------|
| August 28, 2012 | 54548 | (25.00) |
|-----------------|-------|---------|

WORKERS COMPENSATION

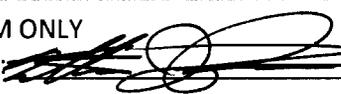
| | | |
|-----------------|---------------------|-------------|
| August 3, 2012 | Week ending 8/3/12 | \$3,189.38 |
| August 30, 2012 | Week ending 8/10/12 | \$6,653.77 |
| August 30, 2012 | Week ending 8/17/12 | \$9,535.11 |
| August 30, 2012 | Week ending 8/25/12 | \$11,730.10 |

GRAND TOTAL: \$5,126,229.87

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. Accounts Payable Register

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

CITY OF COVINA
Check Register
AUGUST 2012

| Check # | Check Date | Vendor | Name | Amount |
|---------|------------|--------|-----------------|------------|
| 56224 | 08/07/2012 | 68 | AFLAC ACCT# YQ7 | 3,602.27 |
| 56225 | 08/07/2012 | 68 | AFLAC ACCT# YQ7 | 28.00 |
| 56226 | 08/07/2012 | 69 | AFSCME | 920.00 |
| 56227 | 08/07/2012 | 487 | CalPERS | 59,283.95 |
| 56228 | 08/07/2012 | 775 | COVINA POLICE A | 4,020.00 |
| 56229 | 08/07/2012 | 789 | COVINA-FSA, CIT | 1,770.00 |
| 56230 | 08/07/2012 | 819 | CSAC-EIA | 4,502.05 |
| 56231 | 08/07/2012 | 819 | CSAC-EIA | 1,394.86 |
| 56232 | 08/07/2012 | 878 | DELTA DENTAL OF | 6,578.20 |
| 56233 | 08/07/2012 | 1247 | GREAT WEST LIFE | 4,922.50 |
| 56234 | 08/07/2012 | 1307 | HARTFORD LIFE I | 9.68 |
| 56235 | 08/07/2012 | 1405 | ICMA RETIREMENT | 6,323.91 |
| 56236 | 08/07/2012 | 1405 | ICMA RETIREMENT | 845.47 |
| 56237 | 08/07/2012 | 2033 | NATIONWIDE RETI | 3,082.88 |
| 56238 | 08/07/2012 | 2234 | PERS | 122,420.91 |
| 56239 | 08/07/2012 | 2235 | PERS LONG TERM | 252.92 |
| 56240 | 08/07/2012 | 3668 | SHERIFF'S DEPAR | 213.15 |
| 56241 | 08/07/2012 | 2936 | UNION BANK OF C | 5,061.30 |
| 56242 | 08/07/2012 | 2946 | UNITED WAY OF G | 17.50 |
| 56243 | 08/07/2012 | 3014 | VISION SERVICE | 521.97 |
| 56244 | 08/07/2012 | 3045 | WASHINGTON NATI | 250.99 |
| 56245 | 08/07/2012 | 8 | 3M LIBRARY SYST | 1,761.00 |
| 56246 | 08/07/2012 | 11 | A & B ELECTRIC | 196.00 |
| 56247 | 08/07/2012 | 23 | ABORTA BUG INC | 70.00 |
| 56248 | 08/07/2012 | 26 | ABSOLUTE SECURI | 11,214.48 |
| 56249 | 08/07/2012 | 32 | ACE-1 AUTO SERV | 572.71 |
| 56250 | 08/07/2012 | 50 | ADVANCED | 1,430.10 |
| 56251 | 08/07/2012 | 52 | ADVANCED GRAPHI | 458.00 |
| 56252 | 08/07/2012 | 74 | AGI ACADEMY | 605.50 |
| 56253 | 08/07/2012 | 79 | AGUILAR, LOURDE | 147.00 |
| 56254 | 08/07/2012 | 86 | AKEY, MARJORIE | 87.50 |
| 56255 | 08/07/2012 | 91 | ALAS, NINA | 207.67 |
| 56256 | 08/07/2012 | 125 | ALLIANCE BUS LI | 739.84 |
| 56257 | 08/07/2012 | 219 | AT&T | 358.58 |
| 56258 | 08/07/2012 | 219 | AT&T | 47.88 |
| 56259 | 08/07/2012 | 220 | AT&T LONG DISTA | 16.66 |
| 56260 | 08/07/2012 | 245 | AVILA, MONIQUE | 34.75 |
| 56261 | 08/07/2012 | 251 | AYRES HOTEL | 833.60 |
| 56262 | 08/07/2012 | 254 | AZUSA LIGHT & W | 3,888.65 |
| 56263 | 08/07/2012 | 255 | AZUSA PLUMBING | 194.25 |
| 56264 | 08/07/2012 | 269 | BAKER AND TAYLO | 696.48 |
| 56265 | 08/07/2012 | 276 | BALSZ, RYAN | 40.00 |
| 56266 | 08/07/2012 | 277 | BANC OF AMERICA | 242,445.75 |

CITY OF COVINA
Check Register
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| | | | |
|-------|------------|----------------------|-----------|
| 56267 | 08/07/2012 | 291 BARR & CLARK | 945.00 |
| 56268 | 08/07/2012 | 307 BEARINGS AND DR | 94.82 |
| 56269 | 08/07/2012 | 318 BELL BUILDING M | 3,155.00 |
| 56270 | 08/07/2012 | 341 BEST BEST & KRI | 44,970.41 |
| 56271 | 08/07/2012 | 344 Best Office Pro | 77.38 |
| 56272 | 08/07/2012 | 345 BETHKE, BETTY J | 138.84 |
| 56273 | 08/07/2012 | 3646 BLACK AND WHITE | 500.00 |
| 56274 | 08/07/2012 | 362 BLAKE PAPER CO | 77.11 |
| 56275 | 08/07/2012 | 380 BOOK WHOLESALER | 386.55 |
| 56276 | 08/07/2012 | 423 BRUNSWICK COVIN | 210.00 |
| 56277 | 08/07/2012 | 430 BUILDING ELECTR | 75.00 |
| 56278 | 08/07/2012 | 475 CALIBER POOL AN | 3,759.95 |
| 56279 | 08/07/2012 | 494 CALLANDRILLO JR | 213.21 |
| 56280 | 08/07/2012 | 565 CASTRO, VIVIAN | 175.36 |
| 56281 | 08/07/2012 | 579 CC BLUU ART | 399.00 |
| 56282 | 08/07/2012 | 589 CELAYA, VERA FL | 367.50 |
| 56283 | 08/07/2012 | 600 CERTIFIED UNDER | 122.88 |
| 56284 | 08/07/2012 | 615 CHARLES E THOMA | 173.41 |
| 56285 | 08/07/2012 | 617 CHARTER OAK GYM | 2,515.80 |
| 56286 | 08/07/2012 | 617 CHARTER OAK GYM | 357.00 |
| 56287 | 08/07/2012 | 618 CHARTER OAK HAR | 52.43 |
| 56288 | 08/07/2012 | 649 CINTAS CORP #69 | 345.64 |
| 56289 | 08/07/2012 | 495 COE, JACQUELYN | 784.00 |
| 56290 | 08/07/2012 | 710 COMMUNICATIONS | 433.29 |
| 56291 | 08/07/2012 | 720 COMPUTER SERVIC | 8,512.23 |
| 56292 | 08/07/2012 | 3235 COOK, SHAWNA | 239.17 |
| 56293 | 08/07/2012 | 740 CORBIN, CLARA | 2,115.11 |
| 56294 | 08/07/2012 | 777 COVINA RENTS | 750.37 |
| 56295 | 08/07/2012 | 798 CRAFTCO INC | 2,782.20 |
| 56296 | 08/07/2012 | 810 CROP PRODUCTION | 1,591.71 |
| 56297 | 08/07/2012 | 889 DESILVA, ANURA | 2,500.00 |
| 56298 | 08/07/2012 | 896 DH MAINTENANCE | 6,004.93 |
| 56299 | 08/07/2012 | 970 EDISON CO | 58,870.61 |
| 56300 | 08/07/2012 | 971 EDS AUTO PARTS | 17.29 |
| 56301 | 08/07/2012 | 989 EMBASSY SUITES | 706.21 |
| 56302 | 08/07/2012 | 3584 ENTERPRISE SECU | 3,995.00 |
| 56303 | 08/07/2012 | 1011 ESCOBEDO, JOSEP | 147.00 |
| 56304 | 08/07/2012 | 1045 FAMILY AUTO CAR | 437.72 |
| 56305 | 08/07/2012 | 1055 FEDEX | 66.63 |
| 56306 | 08/07/2012 | 1092 FORENSIC NURSE | 690.00 |
| 56307 | 08/07/2012 | 1134 GALE CENGAGE LE | 95.20 |
| 56308 | 08/07/2012 | 1149 GARCIA, JUSTINE | 64.95 |
| 56309 | 08/07/2012 | 1180 GIAMMARCO, ANTH | 472.15 |
| 56310 | 08/07/2012 | 1198 GLOBALSTAR LLC | 42.24 |

CITY OF COVINA
Check Register
AUGUST 2012

| | | | |
|-------|------------|----------------------|-----------|
| 56311 | 08/07/2012 | 1215 GONZALES, RICHA | 1,649.20 |
| 56312 | 08/07/2012 | 1231 GOVT FINANCE OF | 305.00 |
| 56313 | 08/07/2012 | 1231 GOVT FINANCE OF | 53.00 |
| 56314 | 08/07/2012 | 1235 GRAINGER | 2,525.63 |
| 56315 | 08/07/2012 | 1241 GRAND PRINTING | 691.76 |
| 56316 | 08/07/2012 | 3251 HANSON INVESTIG | 3,062.26 |
| 56317 | 08/07/2012 | 1352 HINDERLITER DEL | 2,880.07 |
| 56318 | 08/07/2012 | 1358 HOLGUIN, JAMES | 325.00 |
| 56319 | 08/07/2012 | 1364 HOME DEPOT | 666.93 |
| 56320 | 08/07/2012 | 1379 HSBC BUSINESS S | 89.98 |
| 56321 | 08/07/2012 | 1389 HUNTINGTON COUR | 1,082.00 |
| 56322 | 08/07/2012 | 1394 HYDRO CONNECTIO | 173.15 |
| 56323 | 08/07/2012 | 1428 INGRAM DIST GRO | 200.85 |
| 56324 | 08/07/2012 | 1429 INLAND EMPIRE S | 1,000.00 |
| 56325 | 08/07/2012 | 3240 INLAND OFFICE P | 223.97 |
| 56326 | 08/07/2012 | 1430 INLAND WATER WO | 144.09 |
| 56327 | 08/07/2012 | 1463 J.G. TUCKER AND | 197.11 |
| 56328 | 08/07/2012 | 1483 JEECO MFG & SUP | 52.20 |
| 56329 | 08/07/2012 | 3654 JEREMIAH DONOVA | 399.00 |
| 56330 | 08/07/2012 | 1505 JOHNNY'S POOL S | 515.45 |
| 56331 | 08/07/2012 | 1526 JS CONSULTANTS | 27,377.73 |
| 56332 | 08/07/2012 | 1547 KELLY PAPER CO | 358.56 |
| 56333 | 08/07/2012 | 1582 KNORR SYSTEMS I | 454.29 |
| 56334 | 08/07/2012 | 1586 KOGA INSTITUTE | 475.00 |
| 56335 | 08/07/2012 | 1586 KOGA INSTITUTE | 475.00 |
| 56336 | 08/07/2012 | 1597 KYLE, PATRICIA | 576.92 |
| 56337 | 08/07/2012 | 1601 L3 COMMUNICATIO | 27.13 |
| 56338 | 08/07/2012 | 1617 LA CNTY REGISTR | 16.00 |
| 56339 | 08/07/2012 | 1617 LA CNTY REGISTR | 16.00 |
| 56340 | 08/07/2012 | 1638 LAM, LY CHOU | 362.25 |
| 56341 | 08/07/2012 | 1656 LARSEN, MICHAEL | 110.25 |
| 56342 | 08/07/2012 | 1663 LAW ENFORCEMENT | 330.00 |
| 56343 | 08/07/2012 | 3190 LAYNE, JONATHAN | 563.94 |
| 56344 | 08/07/2012 | 3209 LAYNE, SHARON | 149.34 |
| 56345 | 08/07/2012 | 1694 LEWIS ENGRAVING | 444.79 |
| 56346 | 08/07/2012 | 1698 LEXIPOL LLC | 3,200.00 |
| 56347 | 08/07/2012 | 1712 LIGHTHOUSE INC, | 92.61 |
| 56348 | 08/07/2012 | 1844 MCCALLS METER S | 3,141.10 |
| 56349 | 08/07/2012 | 1858 MCMASTER CARR S | 323.69 |
| 56350 | 08/07/2012 | 1868 MEDINA, MARIA | 631.40 |
| 56351 | 08/07/2012 | 1895 MERRIMAC ENERGY | 28,263.90 |
| 56352 | 08/07/2012 | 1933 MISSION LINEN S | 569.22 |
| 56353 | 08/07/2012 | 1995 MSA-LA&OA CHAPT | 75.00 |
| 56354 | 08/07/2012 | 1997 MSNOC INC | 3,492.00 |

CITY OF COVINA
Check Register
AUGUST 2012

| | | | |
|-------|------------|----------------------------|-----------|
| 56355 | 08/07/2012 | 3236 MUNOZ, VINCENT | 378.00 |
| 56356 | 08/07/2012 | 2027 NAPA AUTO PARTS | 58.71 |
| 56357 | 08/07/2012 | 3563 NEWEGG INC | 678.54 |
| 56358 | 08/07/2012 | 2061 NEWPORT FARMS I | 369.34 |
| 56359 | 08/07/2012 | 2104 OFFICE DEPOT | 482.82 |
| 56360 | 08/07/2012 | 99999 VOID | 0.00 |
| 56361 | 08/07/2012 | 99999 LONG'S DRUGS #16 | 1.67 |
| 56362 | 08/07/2012 | 99999 KATHRINE CASTILLO | 15.39 |
| 56363 | 08/07/2012 | 99999 ELLEN HOOVER | 34.70 |
| 56364 | 08/07/2012 | 99999 CARRINGTON PROPERTY | 44.88 |
| 56365 | 08/07/2012 | 99999 MICHAEL SAENZ | 45.00 |
| 56366 | 08/07/2012 | 99999 MARY QUINTERO | 45.00 |
| 56367 | 08/07/2012 | 99999 JEFFREY BHAEDHAYAJI | 48.16 |
| 56368 | 08/07/2012 | 99999 JASON GREEN | 49.96 |
| 56369 | 08/07/2012 | 99999 HOME MORTGAGE ADVI | 50.43 |
| 56370 | 08/07/2012 | 99999 JAMES D MORGAN | 59.04 |
| 56371 | 08/07/2012 | 99999 GEORGIA COBLE | 60.42 |
| 56372 | 08/07/2012 | 99999 CESAR CAMPOS | 61.32 |
| 56373 | 08/07/2012 | 99999 ROBERT AVELAR | 75.00 |
| 56374 | 08/07/2012 | 99999 VERONICA GARCIA | 77.69 |
| 56375 | 08/07/2012 | 99999 REX YOUNG | 79.90 |
| 56376 | 08/07/2012 | 99999 SAFELITE AUTO GLASS | 238.00 |
| 56377 | 08/07/2012 | 99999 SULLY MILLER CONSTRU | 269.38 |
| 56378 | 08/07/2012 | 99999 CITY VENTURES HOME B | 376.97 |
| 56379 | 08/07/2012 | 99999 OBDULIA AGUILAR | 3,805.37 |
| 56380 | 08/07/2012 | 99999 BETTY MERRY | 12,834.59 |
| 56381 | 08/07/2012 | 2129 ORANGE COUNTY S | 134.00 |
| 56382 | 08/07/2012 | 3575 PACIFIC PARK | 413.75 |
| 56383 | 08/07/2012 | 2177 PALM SPRINGS FO | 260.00 |
| 56384 | 08/07/2012 | 2189 PARADA, MIGUEL | 1,046.50 |
| 56385 | 08/07/2012 | 2238 PEST OPTIONS IN | 265.00 |
| 56386 | 08/07/2012 | 2277 POLLARDWATER DO | 270.62 |
| 56387 | 08/07/2012 | 3534 Psychological C | 700.00 |
| 56388 | 08/07/2012 | 2345 QUILL | 184.77 |
| 56389 | 08/07/2012 | 2382 RANGEL, YADIRA | 252.00 |
| 56390 | 08/07/2012 | 2389 RC KEMP CONSULT | 2,040.00 |
| 56391 | 08/07/2012 | 2403 REGAN, DAN | 312.50 |
| 56392 | 08/07/2012 | 2415 REPUBLIC MASTER | 200.11 |
| 56393 | 08/07/2012 | 2434 RICE/ENGLANDER | 6,000.00 |
| 56394 | 08/07/2012 | 2447 RIVERSIDE CNTY | 99.00 |
| 56395 | 08/07/2012 | 3655 ROBERT WONG | 180.25 |
| 56396 | 08/07/2012 | 2466 RODRIGUEZ, DAVI | 178.18 |
| 56397 | 08/07/2012 | 2489 ROTO ROOTER SER | 0.00 |
| 56398 | 08/07/2012 | 2519 SALAMONE, KIMBE | 2,068.50 |

CITY OF COVINA
Check Register
AUGUST 2012

| | | | |
|-------|------------|----------------------|-----------|
| 56399 | 08/07/2012 | 2546 SAN GABRIEL VAL | 280.80 |
| 56400 | 08/07/2012 | 3653 SARAH HSU | 143.50 |
| 56401 | 08/07/2012 | 2587 SCPLRC MEMBERSH | 150.00 |
| 56402 | 08/07/2012 | 2607 SERESINGHE, AJI | 1,000.00 |
| 56403 | 08/07/2012 | 2612 SEVOLD, CHERYL | 245.00 |
| 56404 | 08/07/2012 | 2616 SGV COUNCIL OF | 19,411.00 |
| 56405 | 08/07/2012 | 2648 SIEMENS BUILDIN | 7,766.60 |
| 56406 | 08/07/2012 | 2653 SIGUENAS, SONIA | 34.75 |
| 56407 | 08/07/2012 | 2676 SMART AND FINAL | 599.81 |
| 56408 | 08/07/2012 | 2705 SOUTH COAST AQM | 426.41 |
| 56409 | 08/07/2012 | 3208 SOWARD, KATHERI | 49.00 |
| 56410 | 08/07/2012 | 2737 STAPLES INC | 116.21 |
| 56411 | 08/07/2012 | 3611 STYLZ DANCE STU | 343.00 |
| 56412 | 08/07/2012 | 2796 SYNTECH | 1,249.00 |
| 56413 | 08/07/2012 | 2807 TALX UC EXPRESS | 250.00 |
| 56414 | 08/07/2012 | 2818 TAVANNA | 317.80 |
| 56415 | 08/07/2012 | 2834 THE FINALS | 1,358.92 |
| 56416 | 08/07/2012 | 2846 THOMAS, TERRI | 1,593.74 |
| 56417 | 08/07/2012 | 2859 TISUTHIWONGSE, | 375.56 |
| 56418 | 08/07/2012 | 3185 TOSHIBA FINANCI | 1,757.39 |
| 56419 | 08/07/2012 | 2901 TRIFYTT SPORTS | 4,068.89 |
| 56420 | 08/07/2012 | 2926 TYLER TECHNOLOG | 51,955.75 |
| 56421 | 08/07/2012 | 2942 UNITED SITE SER | 115.16 |
| 56422 | 08/07/2012 | 2958 US POSTMASTER | 1,504.50 |
| 56423 | 08/07/2012 | 2958 US POSTMASTER | 3,800.00 |
| 56424 | 08/07/2012 | 2969 VALLEY TROPHY | 577.50 |
| 56425 | 08/07/2012 | 2973 VAN LEEUWEN, JO | 140.00 |
| 56426 | 08/07/2012 | 3234 VELARDE-KUBANIK | 1,120.00 |
| 56427 | 08/07/2012 | 2995 VENTEK INTERNAT | 5,190.00 |
| 56428 | 08/07/2012 | 2999 VERIZON CALIFOR | 198.98 |
| 56429 | 08/07/2012 | 3004 VICTORY EXTERMI | 25.00 |
| 56430 | 08/07/2012 | 3010 VILLARREAL, TIF | 449.16 |
| 56431 | 08/07/2012 | 3023 VULCAN MATERIAL | 753.73 |
| 56432 | 08/07/2012 | 3187 WAGONER, PAMELA | 275.33 |
| 56433 | 08/07/2012 | 3026 WAKAYAMA, ASHLE | 51.45 |
| 56434 | 08/07/2012 | 3043 WARREN DISTRIBU | 186.22 |
| 56435 | 08/07/2012 | 3064 WELLDYNERX | 24.16 |
| 56436 | 08/07/2012 | 3070 WEST COAST ARBO | 190.00 |
| 56437 | 08/07/2012 | 3075 WEST COVINA, CI | 85,316.00 |
| 56438 | 08/07/2012 | 3078 WEST PAYMENT CE | 490.49 |
| 56439 | 08/07/2012 | 3082 WESTERN WATER W | 1,913.19 |
| 56440 | 08/07/2012 | 3102 WILLDAN FINANCI | 2,395.00 |
| 56441 | 08/07/2012 | 3134 XEROX CORPORATI | 164.60 |
| 56442 | 08/07/2012 | 3137 Y TIRE SALES | 161.27 |

CITY OF COVINA
Check Register
AUGUST 2012

| | | | |
|-------|------------|----------------------|------------|
| 56443 | 08/07/2012 | 3138 YAP, ALBERTO | 247.50 |
| 56444 | 08/07/2012 | 3155 ZAVALA, ANTONIO | 110.00 |
| 56445 | 08/15/2012 | 3645 1ST ENTERPRISE | 2,588.79 |
| 56446 | 08/15/2012 | 11 A & B ELECTRIC | 4,961.00 |
| 56447 | 08/15/2012 | 13 A-1 POWER SWEEP | 600.00 |
| 56448 | 08/15/2012 | 23 ABORTA BUG INC | 75.00 |
| 56449 | 08/15/2012 | 37 ACRYLATEX | 212.06 |
| 56450 | 08/15/2012 | 3658 ADVANCE TUTORIN | 1,806.70 |
| 56451 | 08/15/2012 | 52 ADVANCED GRAPHI | 45.00 |
| 56452 | 08/15/2012 | 82 AIR-BREE HEATIN | 500.00 |
| 56453 | 08/15/2012 | 111 ALL AMERICAN AS | 666.57 |
| 56454 | 08/15/2012 | 116 ALL STAR GLASS | 59.95 |
| 56455 | 08/15/2012 | 125 ALLIANCE BUS LI | 369.92 |
| 56456 | 08/15/2012 | 128 ALLIANT INSURAN | 465.62 |
| 56457 | 08/15/2012 | 3628 AMERICAN PERSPE | 10,658.72 |
| 56458 | 08/15/2012 | 160 AMERICAN WEST C | 75.00 |
| 56459 | 08/15/2012 | 196 ARMORCAST PRODU | 2,665.18 |
| 56460 | 08/15/2012 | 221 AT&T MOBILITY | 1,187.56 |
| 56461 | 08/15/2012 | 255 AZUSA PLUMBING | 23.23 |
| 56462 | 08/15/2012 | 260 B & K ELECTRIC | 755.61 |
| 56463 | 08/15/2012 | 269 BAKER AND TAYLO | 106.29 |
| 56464 | 08/15/2012 | 283 BANK OF THE WES | 7,367.94 |
| 56465 | 08/15/2012 | 344 Best Office Pro | 134.83 |
| 56466 | 08/15/2012 | 367 BMI GENERAL LIC | 320.00 |
| 56467 | 08/15/2012 | 380 BOOK WHOLESALER | 28.06 |
| 56468 | 08/15/2012 | 477 CALIF, STATE OF | 130.00 |
| 56469 | 08/15/2012 | 536 CARQUEST AUTO P | 69.39 |
| 56470 | 08/15/2012 | 536 CARQUEST AUTO P | 7.68 |
| 56471 | 08/15/2012 | 568 CAT SPECIALTIES | 590.19 |
| 56472 | 08/15/2012 | 634 CHEVRON PRODUCT | 242.49 |
| 56473 | 08/15/2012 | 649 CINTAS CORP #69 | 172.82 |
| 56474 | 08/15/2012 | 654 CITRUS CAR WASH | 428.40 |
| 56475 | 08/15/2012 | 664 CIVILTEC ENGINE | 15,277.50 |
| 56476 | 08/15/2012 | 738 COPLOGIC INC. | 4,245.00 |
| 56477 | 08/15/2012 | 749 COUNSELING TEAM | 1,080.00 |
| 56478 | 08/15/2012 | 771 COVINA IRRIGATI | 301,712.32 |
| 56479 | 08/15/2012 | 777 COVINA RENTS | 247.94 |
| 56480 | 08/15/2012 | 783 COVINA WATER & | 1,010.28 |
| 56481 | 08/15/2012 | 799 CRAIG'S CPR&FIR | 126.00 |
| 56482 | 08/15/2012 | 862 DE ALWIS, DILU | 225.50 |
| 56483 | 08/15/2012 | 875 DELL MARKETING | 1,749.67 |
| 56484 | 08/15/2012 | 889 DESILVA, ANURA | 2,500.00 |
| 56485 | 08/15/2012 | 970 EDISON CO | 42,434.22 |
| 56486 | 08/15/2012 | 998 ENGLER TRUSTEE, | 1,359.00 |

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| 56487 | 08/15/2012 | 999 ENNIS TRAFFIC S | 902.08 |
| 56488 | 08/15/2012 | 1055 FEDEX | 17.86 |
| 56489 | 08/15/2012 | 1075 FLEET SERVICES | 180.48 |
| 56490 | 08/15/2012 | 1204 GOLDEN STATE WA | 346.95 |
| 56491 | 08/15/2012 | 1235 GRAINGER | 76.74 |
| 56492 | 08/15/2012 | 1275 HAAKER EQUIPMEN | 423.04 |
| 56493 | 08/15/2012 | 1277 HAEBE, CYNTHIA | 1,801.25 |
| 56494 | 08/15/2012 | 1364 HOME DEPOT | 927.55 |
| 56495 | 08/15/2012 | 1371 HOSE MAN INC, T | 241.85 |
| 56496 | 08/15/2012 | 1389 HUNTINGTON COUR | 709.58 |
| 56497 | 08/15/2012 | 1394 HYDRO CONNECTIO | 20.56 |
| 56498 | 08/15/2012 | 1407 ICSC | 100.00 |
| 56499 | 08/15/2012 | 1409 IDVILLE | 419.35 |
| 56500 | 08/15/2012 | 1430 INLAND WATER WO | 2,887.42 |
| 56501 | 08/15/2012 | 3572 JP UNITED LLC | 25,885.04 |
| 56502 | 08/15/2012 | 3666 JT&A INC | 1,314.10 |
| 56503 | 08/15/2012 | 3266 KATAHDIN ENVIRO | 14,250.00 |
| 56504 | 08/15/2012 | 1547 KELLY PAPER CO | 745.02 |
| 56505 | 08/15/2012 | 1561 KEYSTONE UNIFOR | 155.30 |
| 56506 | 08/15/2012 | 1571 KING BOLT CO | 75.05 |
| 56507 | 08/15/2012 | 1580 KMART STORE 428 | 25.88 |
| 56508 | 08/15/2012 | 1614 LA CNTY FIRE DE | 648,308.51 |
| 56509 | 08/15/2012 | 1620 LA CNTY TAX COL | 887.00 |
| 56510 | 08/15/2012 | 1650 LARA, LAURA | 166.00 |
| 56511 | 08/15/2012 | 1694 LEWIS ENGRAVING | 16.31 |
| 56512 | 08/15/2012 | 1771 MACIAS GINI & O | 5,590.00 |
| 56513 | 08/15/2012 | 1786 MALINOSKI, JOHN | 8.00 |
| 56514 | 08/15/2012 | 3672 MARY JOCELYN A | 249.20 |
| 56515 | 08/15/2012 | 1908 MICHAEL J O'DAY | 165.00 |
| 56516 | 08/15/2012 | 1933 MISSION LINEN S | 272.05 |
| 56517 | 08/15/2012 | 1977 MORGAN, HENRY M | 64.70 |
| 56518 | 08/15/2012 | 2019 MYERS TIRE SUPP | 494.11 |
| 56519 | 08/15/2012 | 2061 NEWPORT FARMS I | 908.60 |
| 56520 | 08/15/2012 | 2091 O REILLY AUTO P | 568.94 |
| 56521 | 08/15/2012 | 2104 OFFICE DEPOT | 867.58 |
| 56522 | 08/15/2012 | 3294 P & DANCE STUDI | 250.00 |
| 56523 | 08/15/2012 | 3641 PACIFIC HYDROTE | 49,187.01 |
| 56524 | 08/15/2012 | 2181 PALMINTERI, FRA | 650.00 |
| 56525 | 08/15/2012 | 2198 PARRISH, DARYL | 660.50 |
| 56526 | 08/15/2012 | 2199 PARS | 518.23 |
| 56527 | 08/15/2012 | 2345 QUILL | 217.49 |
| 56528 | 08/15/2012 | 2407 REGIONAL TAP SE | 661.54 |
| 56529 | 08/15/2012 | 2426 REYNOLDS BUICK | 84.43 |
| 56530 | 08/15/2012 | 3556 SACRA | 292.56 |

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| 56531 | 08/15/2012 | 2571 SBSD-EVOC TRAIN | 113.00 |
| 56532 | 08/15/2012 | 2660 SIMPLEX GRINNEL | 165.77 |
| 56533 | 08/15/2012 | 2676 SMART AND FINAL | 245.48 |
| 56534 | 08/15/2012 | 2708 SOUTH COAST LIG | 4,251.04 |
| 56535 | 08/15/2012 | 2725 SPIESS CONSTRUC | 202,515.60 |
| 56536 | 08/15/2012 | 2737 STAPLES INC | 938.03 |
| 56537 | 08/15/2012 | 2057 STATE INDUSTRIA | 131.92 |
| 56538 | 08/15/2012 | 2755 STETSON ENGINEE | 1,937.89 |
| 56539 | 08/15/2012 | 2781 SURETECK INDUST | 4,467.53 |
| 56540 | 08/15/2012 | 2855 TIME WARNER CAB | 145.12 |
| 56541 | 08/15/2012 | 3671 TOM BENDER | 42.00 |
| 56542 | 08/15/2012 | 2868 TONER DEPOT | 733.22 |
| 56543 | 08/15/2012 | 2898 TRIANGLE TRUCK | 34.11 |
| 56544 | 08/15/2012 | 2929 ULINE | 411.18 |
| 56545 | 08/15/2012 | 2935 UNDERGROUND SER | 61.50 |
| 56546 | 08/15/2012 | 2942 UNITED SITE SER | 104.56 |
| 56547 | 08/15/2012 | 2945 UNITED TRAFFIC | 655.81 |
| 56548 | 08/15/2012 | 2950 UPS | 9.14 |
| 56549 | 08/15/2012 | 2969 VALLEY TROPHY | 110.38 |
| 56550 | 08/15/2012 | 2998 VERIPIC | 4,197.75 |
| 56551 | 08/15/2012 | 2999 VERIZON CALIFOR | 570.16 |
| 56552 | 08/15/2012 | 3023 VULCAN MATERIAL | 1,800.84 |
| 56553 | 08/15/2012 | 3665 WARNER BROS STU | 400.00 |
| 56554 | 08/15/2012 | 3043 WARREN DISTRIBU | 270.93 |
| 56555 | 08/15/2012 | 3068 WELLS FARGO FIN | 166.45 |
| 56556 | 08/15/2012 | 3092 WHITE, SHELBY | 297.60 |
| 56557 | 08/15/2012 | 3134 XEROX CORPORATI | 36.90 |
| 56558 | 08/16/2012 | 68 AFLAC ACCT# YQ7 | 3,602.27 |
| 56559 | 08/16/2012 | 68 AFLAC ACCT# YQ7 | 28.00 |
| 56560 | 08/16/2012 | 69 AFSCME | 960.00 |
| 56561 | 08/16/2012 | 487 CalPERS | 59,170.27 |
| 56562 | 08/16/2012 | 775 COVINA POLICE A | 4,260.00 |
| 56563 | 08/16/2012 | 789 COVINA-FSA, CIT | 1,770.00 |
| 56564 | 08/16/2012 | 819 CSAC-EIA | 4,535.38 |
| 56565 | 08/16/2012 | 819 CSAC-EIA | 1,594.26 |
| 56566 | 08/16/2012 | 878 DELTA DENTAL OF | 6,896.50 |
| 56567 | 08/16/2012 | 1247 GREAT WEST LIFE | 4,922.50 |
| 56568 | 08/16/2012 | 1307 HARTFORD LIFE I | 9.67 |
| 56569 | 08/16/2012 | 1405 ICMA RETIREMENT | 6,323.91 |
| 56570 | 08/16/2012 | 1405 ICMA RETIREMENT | 845.47 |
| 56571 | 08/16/2012 | 2033 NATIONWIDE RETI | 3,057.88 |
| 56572 | 08/16/2012 | 2234 PERS | 123,703.16 |
| 56573 | 08/16/2012 | 2235 PERS LONG TERM | 252.92 |
| 56574 | 08/16/2012 | 3668 SHERIFF'S DEPAR | 213.15 |

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| 56575 | 08/16/2012 | 2936 UNION BANK OF C | 4,561.72 |
| 56576 | 08/16/2012 | 2946 UNITED WAY OF G | 17.50 |
| 56577 | 08/16/2012 | 3014 VISION SERVICE | 528.33 |
| 56578 | 08/16/2012 | 3045 WASHINGTON NATI | 251.01 |
| 56579 | 08/21/2012 | 14 A1 RENTALS | 520.74 |
| 56580 | 08/21/2012 | 26 ABSOLUTE SECURI | 5,810.40 |
| 56581 | 08/21/2012 | 82 AIR-BREE HEATIN | 378.88 |
| 56582 | 08/21/2012 | 84 AIRGAS-WEST | 108.24 |
| 56583 | 08/21/2012 | 111 ALL AMERICAN AS | 208.64 |
| 56584 | 08/21/2012 | 125 ALLIANCE BUS LI | 739.84 |
| 56585 | 08/21/2012 | 219 AT&T | 109.23 |
| 56586 | 08/21/2012 | 219 AT&T | 43.11 |
| 56587 | 08/21/2012 | 282 BANK OF THE WES | 9,042.20 |
| 56588 | 08/21/2012 | 344 Best Office Pro | 97.88 |
| 56589 | 08/21/2012 | 372 BOBKIEWICZ, ROB | 213.03 |
| 56590 | 08/21/2012 | 380 BOOK WHOLESALER | 243.72 |
| 56591 | 08/21/2012 | 430 BUILDING ELECTR | 75.00 |
| 56592 | 08/21/2012 | 431 BUILDING NEWS | 115.16 |
| 56593 | 08/21/2012 | 3192 CAL-LIFT INC. | 850.74 |
| 56594 | 08/21/2012 | 477 CALIF, STATE OF | 225.00 |
| 56595 | 08/21/2012 | 600 CERTIFIED UNDER | 266.92 |
| 56596 | 08/21/2012 | 649 CINTAS CORP #69 | 172.82 |
| 56597 | 08/21/2012 | 654 CITRUS CAR WASH | 35.97 |
| 56598 | 08/21/2012 | 736 COON, MARK | 250.00 |
| 56599 | 08/21/2012 | 746 CORRPRO WATERWO | 12,315.00 |
| 56600 | 08/21/2012 | 766 COVINA DISPOSAL | 678.42 |
| 56601 | 08/21/2012 | 788 COVINA, CITY OF | 289.09 |
| 56602 | 08/21/2012 | 896 DH MAINTENANCE | 12,710.38 |
| 56603 | 08/21/2012 | 3663 DOVE DAY SCHOOL | 153.50 |
| 56604 | 08/21/2012 | 962 EAST DISTRICT S | 282.60 |
| 56605 | 08/21/2012 | 962 EAST DISTRICT S | 11,141.00 |
| 56606 | 08/21/2012 | 970 EDISON CO | 1,897.42 |
| 56607 | 08/21/2012 | 1012 ESGIL CORPORATI | 100.00 |
| 56608 | 08/21/2012 | 1055 FEDEX | 11.36 |
| 56609 | 08/21/2012 | 3675 FORECLOSURE RAD | 449.95 |
| 56610 | 08/21/2012 | 1149 GARCIA, JUSTINE | 28.39 |
| 56611 | 08/21/2012 | 1156 GAS COMPANY, TH | 429.96 |
| 56612 | 08/21/2012 | 1204 GOLDEN STATE WA | 51.66 |
| 56613 | 08/21/2012 | 1235 GRAINGER | 909.01 |
| 56614 | 08/21/2012 | 1364 HOME DEPOT | 726.28 |
| 56615 | 08/21/2012 | 1394 HYDRO CONNECTIO | 229.23 |
| 56616 | 08/21/2012 | 1427 INGLEWOOD, CITY | 6,342.51 |
| 56617 | 08/21/2012 | 1441 INTERSTATE BATT | 354.85 |
| 56618 | 08/21/2012 | 1601 L3 COMMUNICATIO | 10,149.00 |

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| 56619 | 08/21/2012 | 1617 LA CNTY REGISTR | 16.00 |
| 56620 | 08/21/2012 | 1617 LA CNTY REGISTR | 16.00 |
| 56621 | 08/21/2012 | 1617 LA CNTY REGISTR | 16.00 |
| 56622 | 08/21/2012 | 1617 LA CNTY REGISTR | 16.00 |
| 56623 | 08/21/2012 | 3606 LAKESHORE | 1,125.30 |
| 56624 | 08/21/2012 | 1691 LEVEL 3 COMMUNI | 1,077.25 |
| 56625 | 08/21/2012 | 1694 LEWIS ENGRAVING | 53.29 |
| 56626 | 08/21/2012 | 1748 LOS ANGELES TIM | 31.20 |
| 56627 | 08/21/2012 | 1754 LOWE'S COMPANIE | 29.46 |
| 56628 | 08/21/2012 | 1778 MADRID, VICKI | 20.00 |
| 56629 | 08/21/2012 | 1895 MERRIMAC ENERGY | 34,048.02 |
| 56630 | 08/21/2012 | 1933 MISSION LINEN S | 290.93 |
| 56631 | 08/21/2012 | 3676 NEW CENTURY BMW | 247.77 |
| 56632 | 08/21/2012 | 3563 NEWEGG INC | 208.59 |
| 56633 | 08/21/2012 | 3563 NEWEGG INC | 95.53 |
| 56634 | 08/21/2012 | 2082 NORTHERN TOOL & | 23.53 |
| 56635 | 08/21/2012 | 99999 CHRIST FIRST BAPTIST CI | 1.00 |
| 56636 | 08/21/2012 | 99999 Steve Gallant | 7.96 |
| 56637 | 08/21/2012 | 99999 Clair Souki | 45.00 |
| 56638 | 08/21/2012 | 99999 Ivy Lau | 45.00 |
| 56639 | 08/21/2012 | 99999 Jaime Vega | 45.00 |
| 56640 | 08/21/2012 | 99999 Joan Crostek | 45.00 |
| 56641 | 08/21/2012 | 99999 Robert Trevino | 45.00 |
| 56642 | 08/21/2012 | 99999 Debra Gunnels | 45.00 |
| 56643 | 08/21/2012 | 99999 Eli Valdez | 46.80 |
| 56644 | 08/21/2012 | 99999 Robert L Poage | 48.96 |
| 56645 | 08/21/2012 | 99999 Amy Oxner | 55.21 |
| 56646 | 08/21/2012 | 99999 Jose De La Garza Jr. | 68.04 |
| 56647 | 08/21/2012 | 99999 Drs Asatani & Payne | 68.45 |
| 56648 | 08/21/2012 | 99999 Wendy Hill | 68.58 |
| 56649 | 08/21/2012 | 99999 Cathryn Wechsler | 72.04 |
| 56650 | 08/21/2012 | 99999 Linda Moreno | 75.00 |
| 56651 | 08/21/2012 | 99999 Drs Asatani & Payne | 77.64 |
| 56652 | 08/21/2012 | 99999 Drs Asatani & Payne | 77.64 |
| 56653 | 08/21/2012 | 99999 Drs Asatani & Payne | 77.64 |
| 56654 | 08/21/2012 | 99999 Thanh Pham | 101.00 |
| 56655 | 08/21/2012 | 99999 Sharon Balverde | 116.18 |
| 56656 | 08/21/2012 | 99999 Roger Filene | 119.78 |
| 56657 | 08/21/2012 | 99999 Altisource Solutions Inc. | 259.23 |
| 56658 | 08/21/2012 | 99999 VOID | 0.00 |
| 56659 | 08/21/2012 | 99999 Charles Pickering | 345.00 |
| 56660 | 08/21/2012 | 99999 Bernice Carmona | 491.72 |
| 56661 | 08/21/2012 | 2199 PARS | 412.00 |
| 56662 | 08/21/2012 | 3534 Psychological C | 350.00 |

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| 56663 | 08/21/2012 | 2415 REPUBLIC MASTER | 181.47 |
| 56664 | 08/21/2012 | 2480 ROMO PLANNING G | 460.00 |
| 56665 | 08/21/2012 | 2506 RYDIN DECAL | 1,736.70 |
| 56666 | 08/21/2012 | 2516 SAFEGUARD | 1,990.88 |
| 56667 | 08/21/2012 | 2620 SGV NEWSPAPER G | 720.00 |
| 56668 | 08/21/2012 | 2636 SHERATON SAN DI | 283.68 |
| 56669 | 08/21/2012 | 2676 SMART AND FINAL | 168.59 |
| 56670 | 08/21/2012 | 2719 SPARKLETTS | 24.12 |
| 56671 | 08/21/2012 | 2737 STAPLES INC | 98.69 |
| 56672 | 08/21/2012 | 2737 STAPLES INC | 88.98 |
| 56673 | 08/21/2012 | 2737 STAPLES INC | 413.15 |
| 56674 | 08/21/2012 | 2738 STAPLETON, KEVI | 853.43 |
| 56675 | 08/21/2012 | 2796 SYNTECH | 2,879.70 |
| 56676 | 08/21/2012 | 2852 THREE VALLEY MU | 6,997.87 |
| 56677 | 08/21/2012 | 2853 THYSSENKRUPP EL | 912.88 |
| 56678 | 08/21/2012 | 2914 TUCKER TIRE | 164.88 |
| 56679 | 08/21/2012 | 2926 TYLER TECHNOLOG | 845.32 |
| 56680 | 08/21/2012 | 2945 UNITED TRAFFIC | 330.64 |
| 56681 | 08/21/2012 | 2958 US POSTMASTER | 964.31 |
| 56682 | 08/21/2012 | 2999 VERIZON CALIFOR | 1,363.33 |
| 56683 | 08/21/2012 | 3001 VERIZON WIRELES | 5,803.81 |
| 56684 | 08/21/2012 | 3004 VICTORY EXTERMI | 75.00 |
| 56685 | 08/21/2012 | 3023 VULCAN MATERIAL | 208.42 |
| 56686 | 08/21/2012 | 3043 WARREN DISTRIBU | 156.84 |
| 56687 | 08/21/2012 | 3070 WEST COAST ARBO | 218.40 |
| 56688 | 08/21/2012 | 3078 WEST PAYMENT CE | 149.60 |
| 56689 | 08/21/2012 | 3135 XO COMMUNICATIO | 5,703.48 |
| 56690 | 08/28/2012 | 23 ABORTA BUG INC | 70.00 |
| 56691 | 08/28/2012 | 51 ADVANCED BATTER | 178.96 |
| 56692 | 08/28/2012 | 84 AIRGAS-WEST | 186.92 |
| 56693 | 08/28/2012 | 122 ALLEGRO PROMOTI | 263.75 |
| 56694 | 08/28/2012 | 219 AT&T | 29.05 |
| 56695 | 08/28/2012 | 219 AT&T | 14.43 |
| 56696 | 08/28/2012 | 219 AT&T | 782.93 |
| 56697 | 08/28/2012 | 225 ATKINSON, ANDEL | 175.50 |
| 56698 | 08/28/2012 | 260 B & K ELECTRIC | 10.66 |
| 56699 | 08/28/2012 | 305 BC CONTINENTAL | 1,356.27 |
| 56700 | 08/28/2012 | 318 BELL BUILDING M | 3,155.00 |
| 56701 | 08/28/2012 | 372 BOBKIEWICZ, ROB | 46.84 |
| 56702 | 08/28/2012 | 372 BOBKIEWICZ, ROB | 1,278.18 |
| 56703 | 08/28/2012 | 381 BOOMERANG BLUEP | 43.50 |
| 56704 | 08/28/2012 | 600 CERTIFIED UNDER | 52.99 |
| 56705 | 08/28/2012 | 618 CHARTER OAK HAR | 26.26 |
| 56706 | 08/28/2012 | 649 CINTAS CORP #69 | 172.82 |

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| 56707 | 08/28/2012 | 682 CLINICAL LAB OF | 510.00 |
| 56708 | 08/28/2012 | 712 COMMUNITY BANK | 12,488.80 |
| 56709 | 08/28/2012 | 736 COON, MARK | 200.00 |
| 56710 | 08/28/2012 | 766 COVINA DISPOSAL | 12,434.60 |
| 56711 | 08/28/2012 | 783 COVINA WATER & | 1,042.77 |
| 56712 | 08/28/2012 | 829 CURLEY, JOHN | 24.00 |
| 56713 | 08/28/2012 | 849 DAPEER ROSENBLI | 223.14 |
| 56714 | 08/28/2012 | 889 DESILVA, ANURA | 2,500.00 |
| 56715 | 08/28/2012 | 912 DISCOUNT SCHOOL | 229.03 |
| 56716 | 08/28/2012 | 928 DOONAN, TIM | 24.00 |
| 56717 | 08/28/2012 | 970 EDISON CO | 1,278.17 |
| 56718 | 08/28/2012 | 1089 FOOTHILL PRESBY | 786.36 |
| 56719 | 08/28/2012 | 1156 GAS COMPANY, TH | 624.21 |
| 56720 | 08/28/2012 | 1197 GLOBAL WATER MA | 53,663.87 |
| 56721 | 08/28/2012 | 1203 GOLDEN STATE OV | 29.39 |
| 56722 | 08/28/2012 | 1235 GRAINGER | 382.34 |
| 56723 | 08/28/2012 | 3669 HAMILTON & ASSO | 1,945.50 |
| 56724 | 08/28/2012 | 1311 HASLER INC | 582.44 |
| 56725 | 08/28/2012 | 1364 HOME DEPOT | 517.72 |
| 56726 | 08/28/2012 | 1371 HOSE MAN INC, T | 69.74 |
| 56727 | 08/28/2012 | 1387 HUNTER, JOHN L. | 382.50 |
| 56728 | 08/28/2012 | 1389 HUNTINGTON COUR | 411.12 |
| 56729 | 08/28/2012 | 1394 HYDRO CONNECTIO | 18.86 |
| 56730 | 08/28/2012 | 3549 HYPER ELECTRIC | 162,900.00 |
| 56731 | 08/28/2012 | 1420 INDEPENDENT CIT | 2,084.00 |
| 56732 | 08/28/2012 | 1437 INTER-CON SECUR | 5,148.00 |
| 56733 | 08/28/2012 | 1438 INTERNATIONAL A | 50.00 |
| 56734 | 08/28/2012 | 3572 JP UNITED LLC | 33,436.12 |
| 56735 | 08/28/2012 | 1526 JS CONSULTANTS | 14,796.90 |
| 56736 | 08/28/2012 | 3266 KATAHDIN ENVIRO | 1,745.00 |
| 56737 | 08/28/2012 | 1569 KIMBALL MIDWEST | 26.06 |
| 56738 | 08/28/2012 | 3607 KINDERMARK | 259.99 |
| 56739 | 08/28/2012 | 1573 KINGWILL, BRIAN | 1,700.50 |
| 56740 | 08/28/2012 | 1601 L3 COMMUNICATIO | 205.55 |
| 56741 | 08/28/2012 | 1609 LA CNTY COUNTY | 5,485.13 |
| 56742 | 08/28/2012 | 1615 LA CNTY MTA | 353.60 |
| 56743 | 08/28/2012 | 1694 LEWIS ENGRAVING | 122.89 |
| 56744 | 08/28/2012 | 1707 LIEBERT CASSIDY | 7,075.08 |
| 56745 | 08/28/2012 | 1707 LIEBERT CASSIDY | 140.00 |
| 56746 | 08/28/2012 | 1748 LOS ANGELES TIM | 390.00 |
| 56747 | 08/28/2012 | 1771 MACIAS GINI & O | 23,604.33 |
| 56748 | 08/28/2012 | 3681 MARIPOSA GRILL | 12,068.00 |
| 56749 | 08/28/2012 | 1933 MISSION LINEN S | 200.91 |
| 56750 | 08/28/2012 | 2027 NAPA AUTO PARTS | 92.02 |

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| 56751 | 08/28/2012 | 2036 NATIONAL NOTARY | 104.00 |
| 56752 | 08/28/2012 | 2061 NEWPORT FARMS I | 243.80 |
| 56753 | 08/28/2012 | 2091 O REILLY AUTO P | 439.87 |
| 56754 | 08/28/2012 | 2104 OFFICE DEPOT | 84.41 |
| 56755 | 08/28/2012 | 99999 PACIFIC TRAFFIC CONT | 205.00 |
| 56756 | 08/28/2012 | 3680 ONISTE ENERGY C | 19,294.00 |
| 56757 | 08/28/2012 | 2188 PAPER MART | 121.65 |
| 56758 | 08/28/2012 | 2204 PASADENA, CITY | 153.00 |
| 56759 | 08/28/2012 | 2204 PASADENA, CITY | 153.00 |
| 56760 | 08/28/2012 | 2238 PEST OPTIONS IN | 265.00 |
| 56761 | 08/28/2012 | 2257 PHYSICIANS DESK | 70.63 |
| 56762 | 08/28/2012 | 2265 PIPS TECHNOLOGY | 21,496.25 |
| 56763 | 08/28/2012 | 2345 QUILL | 330.17 |
| 56764 | 08/28/2012 | 2389 RC KEMP CONSULT | 1,080.00 |
| 56765 | 08/28/2012 | 2415 REPUBLIC MASTER | 162.01 |
| 56766 | 08/28/2012 | 2546 SAN GABRIEL VAL | 2,738.96 |
| 56767 | 08/28/2012 | 2619 SGV EXAMINER | 915.98 |
| 56768 | 08/28/2012 | 2635 SHERATON GATEWA | 291.24 |
| 56769 | 08/28/2012 | 2636 SHERATON SAN DI | 2,098.06 |
| 56770 | 08/28/2012 | 2676 SMART AND FINAL | 544.16 |
| 56771 | 08/28/2012 | 2737 STAPLES INC | 194.28 |
| 56772 | 08/28/2012 | 2737 STAPLES INC | 327.02 |
| 56773 | 08/28/2012 | 2775 SUPERB GRAPHICS | 87.00 |
| 56774 | 08/28/2012 | 3625 SVT PROPERTIES | 4,592.17 |
| 56775 | 08/28/2012 | 3625 SVT PROPERTIES | 16,799.34 |
| 56776 | 08/28/2012 | 2853 THYSSENKRUPP EL | 150.50 |
| 56777 | 08/28/2012 | 2859 TISUTHIWONGSE, | 271.88 |
| 56778 | 08/28/2012 | 2877 TOSHIBA BUSINES | 100.74 |
| 56779 | 08/28/2012 | 2903 TRI-XECUTEX COR | 80.00 |
| 56780 | 08/28/2012 | 2907 TRUGREEN LANDSC | 8,612.49 |
| 56782 | 08/28/2012 | 2958 US POSTMASTER | 408.70 |
| 56783 | 08/28/2012 | 3650 VASIJ INC | 237,287.20 |
| 56784 | 08/28/2012 | 2999 VERIZON CALIFOR | 1,101.98 |
| 56785 | 08/28/2012 | 3023 VULCAN MATERIAL | 227.34 |
| 56786 | 08/28/2012 | 3043 WARREN DISTRIBU | 233.12 |
| 56787 | 08/28/2012 | 3064 WELLDYNERX | 62.23 |
| 56788 | 08/28/2012 | 3075 WEST COVINA, CI | 2,830.00 |
| 56789 | 08/28/2012 | 3102 WILLDAN FINANCI | 71.91 |
| 56790 | 08/28/2012 | 3143 YELLOW CAB OF S | 151.10 |
| | | TOTAL | 3,435,744.84 |

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the City of Covina dated Accounts Payable for August 2012; Payroll for 8/2/12, 8/16/12 and 8/30/12; Voids for August 2012, Workers Compensation for 8/03/12 and 8/30/12; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis
Finance Director

Subscribed and sworn to before me
this 16th day of October, 2012


Catherine M. Lacey, Deputy

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

MEETING DATE: October 16, 2012

ITEM NO.: CC 8

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

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of **\$382,813.68**

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for August 2012 are summarized as follows:

| <u>DATE OF DEMANDS</u> | <u>DEMAND NUMBERS</u> | <u>AMOUNT</u> |
|---------------------------|-----------------------|---------------|
| ACCOUNTS PAYABLE WARRANTS | 656-674 | \$332,661.12 |

PAYROLL

| | | |
|--------------------------|---------------------|-------------|
| 8/3/12 PAYROLL | HISTORY ADJUST 6/30 | \$18,181.56 |
| 8/3/12 PAYROLL | PPE 7/13/12 | \$11,241.64 |
| 8/4/12 PAYROLL INSURANCE | PPE 7/13/12 | \$3,321.80 |
| 8/4/12 PAYROLL | PPE 7/27/12 | \$16,602.58 |
| 8/7/12 PAYROLL INSURANCE | PPE 8/10/12 | \$804.98 |

VOIDS

GRAND TOTAL: \$382,813.68

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

| |
|---|
| REVIEW TEAM ONLY |
| City Attorney: _____ Finance Director: <u><i>DDA</i></u> |
| City Manager: <u><i>DDA</i></u> Other: _____ |

SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY

Check Register

AUG 2012

| Check # | Check Date | Vendor Name | Amount |
|---------|------------|----------------------|-------------------|
| 656 | 08/07/2012 | 2452 RJS FINANCIAL | 49,840.00 |
| 657 | 08/16/2012 | 137 AL-SAL OIL COMP | 7,333.33 |
| 658 | 08/16/2012 | 341 BEST BEST & KRI | 69.88 |
| 659 | 08/16/2012 | 896 DH MAINTENANCE | 95.00 |
| 660 | 08/16/2012 | 3663 DOVE DAY SCHOOL | 86.00 |
| 661 | 08/16/2012 | 1156 GAS COMPANY, TH | 23.61 |
| 662 | 08/16/2012 | 1352 HINDERLITER DEL | 3,150.00 |
| 663 | 08/16/2012 | 1998 MTSAC COLLEGE D | 2,078.46 |
| 664 | 08/16/2012 | 2942 UNITED SITE SER | 68.01 |
| 665 | 08/16/2012 | 2999 VERIZON CALIFOR | 65.58 |
| 666 | 08/16/2012 | 3001 VERIZON WIRELES | 51.62 |
| 667 | 08/16/2012 | 3135 XO COMMUNICATIO | 212.85 |
| 668 | 08/23/2012 | 212 ASSOCIATED COUR | 68.95 |
| 669 | 08/23/2012 | 282 BANK OF THE WES | 352.87 |
| 670 | 08/23/2012 | 3299 Covina Gardens | 195,372.00 |
| 671 | 08/23/2012 | 1605 LA CNTY AUDITOR | 11,905.62 |
| 672 | 08/23/2012 | 2452 RJS FINANCIAL | 49,840.00 |
| 673 | 08/23/2012 | 2955 US BANK | 12,045.99 |
| 674 | 08/23/2012 | 2958 US POSTMASTER | 1.35 |
| | | TOTAL | 332,661.12 |

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the Covina Successor Agency to the Covina Redevelopment Agency dated Accounts Payable for August 2012; Payroll for 8/03/12, 8/04/12 and 8/07/12/12; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis,
Finance Director

Subscribed and sworn to before me
this 16th day of October, 2012

A handwritten signature in cursive script, likely belonging to a notary public, written over a horizontal line.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 16, 2012

ITEM NO.: CC 9

STAFF SOURCE: Daryl Parrish, City Manager *DP*

ITEM TITLE: City Council to receive and file endorsement of Measure J.

STAFF RECOMMENDATION

Receive and file endorsement of Measure J.

FISCAL IMPACT

There is no fiscal impact to receive and file this report; however, should Measure J not pass this November, funding beyond the year 2039 to the City of Covina will be impacted.

BACKGROUND

In 2008, Measure R was approved, which increased the sales tax by one half cent for 30 years; Measure R became effective on January 2, 2009 and is currently set to expire in 2039. To date, the city has received approximately \$1,178,000 from Measure R funds. Measure J, which will be on the November ballot, will extend the sales tax to 2069. Should the ballot measure be approved, it is estimated that a 30 year extension to the tax will continue to provide funds for transit, pothole repairs, streets and other repairs to the infrastructure to the City of Covina. The intent is to get future generations to pay for the infrastructure that is currently being built and yet to be built.

Measure J is on the November ballot as a result of the failed efforts of elected officials in Sacramento and Washington D.C. to not match funding provided by Los Angeles County to build freeway and rail projects that Measure R was to pay for the next 30 years. With the approval of Measure J, funding for various transportation-related projects will be guaranteed so that this and future generations will benefit from these projects.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

None.

| | |
|-----------------------------------|--------------------------------------|
| 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: October 16, 2012

ITEM NO.: CC 10

STAFF SOURCE: Kim Raney, Chief of Police

For Chief

ITEM TITLE: Approve the License Agreement by and between the City of Covina and the Master Wan Ko Yee International Cultural Institute for use of private property for City employee parking.

STAFF RECOMMENDATION:

Approve the agreement between the City of Covina and the Master Wan Ko Yee International Cultural Institute for use of private property for City employee parking.

FISCAL IMPACT:

None.

BACKGROUND:

With the addition of the new park in front of the Police Department, along with the additional handicap parking spaces, the Police Department parking lot does not have enough parking spaces to accommodate the personal vehicles of employees and the visitors to the Department.

The Police Department employees have been using the parking lot located at 170 School Street, with permission from the Masonic Lodge, to park their personal vehicles for the past year during the park renovation in front of the station. The Masonic Lodge has recently been sold and contact was made by staff with the new owners to seek their permission to continue using this lot for Police Department employee parking. The new owners will allow parking with the stipulations that are mentioned in the attached agreement.

The use of the Master Wan Ko Yee International Cultural Institute parking lot is needed and provides the easiest and safest access for Department personnel.

RELEVANCE TO THE STRATEGIC PLAN:

None

EXHIBITS:

A. Copy of agreement

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

**LICENSE AGREEMENT BY AND BETWEEN THE CITY OF COVINA AND
THE MASTER WAN KO YEE INTERNATIONAL CULTURAL INSTITUTE FOR USE
OF PRIVATE PROPERTY FOR CITY EMPLOYEE PARKING**

This LICENSE AGREEMENT (“License Agreement”) is entered into this ____ day of _____, 2012, by and between the CITY OF COVINA, a municipal corporation of the State of California (“City”) and the MASTER WAN KO YEE INTERNATIONAL CULTURAL INSTITUTE, a California nonprofit corporation (“Institute”).

RECITALS

A. The Institute is the record owner of certain property generally located on 170 School Street, in the City of Covina, County of Los Angeles, more particularly depicted in Exhibit A, attached hereto and incorporated herein by reference (“Institute Property”);

B. The Institute Property contains a parking lot for use by visitors and staff of the Institute, located to the west of the Institute’s primary building, and part of the Institute Property (“Parking Lot”);

C. Institute has an organizational mission of assisting the community, including local government;

D. The City has limited parking for employees, visitors, and members of the public in the lot immediately adjacent to the police and fire services building, which is also adjacent to Civic Center Park, and desires to obtain “overflow” parking spaces for City employees and vehicles;

E. Institute desires to make available the western most portion of the Parking Lot on the Institute Property for use by the City for the purpose of employee and City vehicle parking; and

F. Institute desires to grant to City the non-exclusive right to use a portion of the Institute Property Parking Lot for “overflow” City employee parking.

AGREEMENT

NOW, THEREFORE, in consideration of the covenants and agreements contained herein, receipt of which is hereby acknowledged, the City and Institute agree as follows:

1. License. Subject to the terms and conditions of this License Agreement, the Institute hereby grants to City a revocable, non-exclusive, non-transferrable license to use, during the term of this License Agreement, certain portions of the Institute Property Parking Lot for City employee parking purposes. City’s use of the Institute Property Parking Lot shall not in any way convert said property into public property. The Institute Property and Parking Lot is and shall remain private property over which the City has not authority or ability to maintain or control absent some written agreement to the contrary.

2. Term. The term of this License Agreement shall be for a period of two (2) year(s), commencing on the date the City executes this License Agreement, and terminating on that date two (2) years thereafter, unless earlier terminated as provided herein. Unless either side provides notice of an intent to terminate, this License Agreement shall automatically renew at the end of the term, for a maximum of five renewals.

3. Use of the Institute Property Parking Lot. Subject to the provisions of this License Agreement, City may use the western most portion of the Parking Lot of the Institute Property to allow for the parking of City employee vehicles. The Institute shall retain the exclusive use of the remaining portion of the Parking Lot. All City vehicles will display a City parking decal affixed to the lower right (passenger side) corner of the vehicle's windshield, or will otherwise be a clearly identifiable City vehicle.

4. Restrictions on Use of Institute Property. City shall not use, and City shall prohibit its employees from using, the Institute Property Parking Lot for purposes other than those specified in this License Agreement. City shall not cause trash or other debris to be placed on the Institute Property or Parking Lot. City shall have no right or authority to enclose, secure, or otherwise alter the Institute Property without first obtaining the written consent of the Institute.

5. Agreement to Protect the Institute Property Parking Lot. City, on behalf of its employees, agrees to take all reasonable action to protect the Institute Property Parking Lot from damage or injury caused by City's activities under this License Agreement, excluding normal wear and tear that incidentally accompanies such use. City shall immediately notify the Institute of any damage or injury to the Institute Property Parking Lot caused by any City use under this License Agreement. In no event shall City be responsible for any costs related to damage to the Institute Property Parking Lot or any appurtenances thereto except those resulting directly from City's use of the Institute Property Parking Lot.

6. Subordinate Rights. This License Agreement is subject and subordinate to the prior and future rights and obligations of the Institute, its successors and assigns, to use the Institute Property and Parking Lot in the exercise of its powers and rights and in the performance of its duties. Accordingly, there is reserved and retained unto the Institute, its successors, assigns, grantees, and permittees, the right to construct and reconstruct facilities and appurtenances in, upon, over, under, across, and along the Institute Property and Parking Lot, and in connection therewith, the right to grant and convey to others, rights and interests to the Institute Property. This License Agreement is subject to all licenses, leases, easements, restrictions, conditions, covenants, encumbrances, liens, claims, and other matters of title which may affect the Institute Property now or hereafter. Institute will make reasonable effort to contact City prior to engaging in any activity so as to inform City of any potential impact on City's license as provided in this License Agreement.

7. Warranty. The Institute makes no warranty or representation concerning the Institute Property Parking Lot, including without limitation, the condition, fitness or utility of the Institute Property or Parking Lot or any improvements thereon, for any purpose. City's right to use the Institute Property Parking Lot is only on an "as is" basis.

8. Termination of Use of the Institute Property Parking Lot. At the termination of this License Agreement, City shall quit its use of the Institute Property Parking Lot.

9. Non-assignment. The permission, rights, and privileges granted by this License Agreement are non-exclusive and non-transferrable. City shall not, either voluntarily or by action of law, assign or transfer this License Agreement or any obligation, right, title or interest assumed by City herein without the prior written consent of the Institute.

10. Termination. This License Agreement may be terminated by either party for any or no reason with thirty (30) days written notice to the other party.

11. Compliance With Laws. City shall conduct and cause to be conducted all of its activities, including the activities of its employees, on the Institute Property Parking Lot in compliance with all applicable laws, regulations, codes, ordinances, and orders of any governmental or other regulatory entity.

12. Insurance. City shall, at its sole cost and expense and its exclusive discretion, obtain, keep in force during the term of this License Agreement, or otherwise provide for general liability insurance insuring against claims of loss resulting from City's use of the Institute Property Parking Lot as described under this License Agreement, which may include naming the Institute as an additional insured against claims for bodily injury, personal injury and property damage. Institute acknowledges that City is a public entity self-insured under the California Government Code and that such coverage shall be deemed to comply with the requirements of this section 15, and shall be limited accordingly.

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

To Institute:

The Master Wan Ko Yee International Cultural Institute
170 School Street
Covina, CA 91723
Attn: Tyan Tze Hung, President

To the City:

City of Covina
125 E. College Street
Covina, CA 91723
Attn: City Attorney

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

14. Further Actions and Instruments. Each of the parties shall cooperate with and provide reasonable assistance to the other to the extent contemplated hereunder in the performance of all obligations under this License Agreement and the satisfaction of the conditions of this License Agreement.

15. Relationship. In performing the terms of this License Agreement, Institute and the City each remains an autonomous and separate entity, solely responsible for its own actions and those of its officials, employees, agents, officers, and volunteers. No relationship of employment, agency, partnership or joint venture is to be created by or implied from this License Agreement.

16. Governing Law and Venue. This License Agreement shall be governed by the laws of the State of California without regard to conflicts of law principles or rules. Any action to interpret or enforce this License Agreement shall be brought and maintained exclusively in the courts of and for Los Angeles County, California.

17. Construction; Captions. Since the parties or their agents have participated fully in the preparation of this License Agreement, the language of this License Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any party. The captions of the various sections are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this License Agreement.

18. Waiver. No delay or omission in the exercise of any right or remedy of a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. Either parties' consent or approval of any act by the other party requiring its consent or approval shall not be deemed to waive or render unnecessary its consent to or approval of any subsequent act of the other party. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this License Agreement.

19. Rights and Remedies Are Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this License Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party. All warranties and promises to indemnify shall survive the termination, abandonment, or completion of this License Agreement.

20. Severability. In the event any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this License Agreement is declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this License Agreement which are hereby declared to be severable and shall be interpreted to carry out the intent of the parties hereunder.

21. Binding Effect. The terms of this License Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and permitted

assignees.

22. Authorized Representatives. The person or persons executing this License Agreement on behalf Institute and the City warrants and represents that he/she has the authority to execute this License Agreement on behalf of that party and that he/she has the authority to bind that party to the performance of its obligations hereunder.

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

24. Entire Agreement. This License Agreement constitutes the entire agreement and understanding between the parties, and supersedes all offers, negotiations, and other agreements concerning the subject matter contained herein. Any amendments to this License Agreement must be in writing and signed by both parties.

[Signatures on Following Page]

CITY OF COVINA

THE MASTER WAN KO YEE
INTERNATIONAL CULTURAL
INSTITUTE

By: _____
Kevin Stapleton, Mayor

By: _____
Tyan Tze Hung, President

APPROVED AS TO FORM

APPROVED AS TO FORM

Marco M. Martinez, City Attorney

Counsel for Institute

EXHIBIT A
INSTITUTE PROPERTY

[To be inserted]