

Table of Contents

Agenda . . . . . 2

CC 1. Minutes of the October 21, 2015 Special meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.  
Minutes of October 21, 2015 . . . . . 5

CC 2. Payment of City demands in the amount of \$2,162,012.44  
Payment of Demands. . . . . 7

CC 3. Payment of Agency demands in the amount of \$10,934.21.  
Payment of Demands. . . . . 15

CC 4. Amendment of Fiscal Year 2015-2016 Parks and Recreation Department, Library Services Division Budget by \$10,858 and acceptance of grant funding.  
Resolution No. 15-7409. . . . . 17

CC 5. Annual Assessment of the Prospero Park Business Area Enhancement District.  
Resolution No. 15-7410. . . . . 25

CC 6. Confirmation of the continued existence of an emergency condition at Roycove Reservoir and Pump Station.  
Resolution No. 15-7411. . . . . 31

CC 7. Five-Year Grid Trimming Schedule for Street and Park Trees - Informational Report.  
Tree-Trimming Schedule . . . . . 39

CC 8. Declaration of an emergency condition at Jalapa Lift Station and authorization for the City Manager to execute all related necessary contracts and documents.  
Resolution No. 15-7412. . . . . 43

CC 9. Final Acceptance and Notice of Completion for Glendora Avenue and Cienega Street Traffic Signal Installation.  
Resolution No. 15-7413. . . . . 53

CC 10. Annual Assessment of the Downtown Covina Business Area Enhancement District (BAED).  
Resolution No. 15-7414. . . . . 77



## **REGULAR MEETING AGENDA**

125 E. College Street, Covina, California  
Council Chamber of City Hall

**Tuesday, November 03, 2015**

### **CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING AUTHORITY/COVINA HOUSING AUTHORITY JOINT MEETING—OPEN SESSION**

**7:30 p.m.**

#### **CALL TO ORDER**

#### **ROLL CALL**

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

#### **PLEDGE OF ALLEGIANCE**

Led by Mayor Pro Tem Stapleton

#### **INVOCATION**

Given by Chaplain Dave Truax

#### **PRESENTATIONS - NONE**

#### **PUBLIC COMMENTS**

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

#### **COUNCIL/AGENCY/AUTHORITY COMMENTS**

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

## CITY MANAGER COMMENTS

### CONSENT CALENDAR

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

**CC 1. Minutes of the October 21, 2015 Special meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.**

*Report:* [Minutes of October 21, 2015](#)

**CC 2. Payment of City demands in the amount of \$2,162,012.44**

*Report:* [Payment of Demands](#)

**CC 3. Payment of Agency demands in the amount of \$10,934.21.**

*Report:* [Payment of Demands](#)

**CC 4. Amendment of Fiscal Year 2015-2016 Parks and Recreation Department, Library Services Division Budget by \$10,858 and acceptance of grant funding.**

*Report:* [Resolution No. 15-7409](#)

**CC 5. Annual Assessment of the Prospero Park Business Area Enhancement District.**

*Report:* [Resolution No. 15-7410](#)

**CC 6. Confirmation of the continued existence of an emergency condition at Roycove Reservoir and Pump Station.**

*Report:* [Resolution No. 15-7411](#)

**CC 7. Five-Year Grid Trimming Schedule for Street and Park Trees - Informational Report.**

*Report:* [Tree-Trimming Schedule](#)

**CC 8. Declaration of an emergency condition at Jalapa Lift Station and authorization for the City Manager to execute all related necessary contracts and documents.**

*Report:* [Resolution No. 15-7412](#)

**CC 9. Final Acceptance and Notice of Completion for Glendora Avenue and Cienega Street Traffic Signal Installation.**

*Report:* [Resolution No. 15-7413](#)

**CC 10. Annual Assessment of the Downtown Covina Business Area Enhancement District (BAED).**

*Report:* [Resolution No. 15-7414](#)

**PUBLIC HEARING - NONE**

**CONTINUED BUSINESS - NONE**

**NEW BUSINESS - NONE**

**ADJOURNMENT**

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, November 17, 2015, at 5:00 p.m. for study session in the Covina Library Community Room at 234 N. Second Avenue, Covina, California 91723; and at 6:30 p.m. for closed session and 7:30 p.m. for open session inside the Council Chamber, 125 East College Street, Covina, California, 91723.

Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.

**MEETING ASSISTANCE INFORMATION:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.

The Covina City Clerk's Office does hereby declare that, in accordance with California Government Code Section 54954.2(a), the agenda for the Tuesday, November 03, 2015 meeting was posted on October 29, 2015 on the City's website and near the front entrances of: 1) Covina City Hall, 125 East College Street, Covina; 2) the Covina Public Library, 234 N. Second Avenue, Covina; and 3) the Joslyn Center, 815 N. Barranca Avenue, Covina.

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



ITEM NO. CC 1

**MINUTES OF THE OCTOBER 21, 2015  
SPECIAL MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO  
THE COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCE  
AUTHORITY/ COVINA HOUSING AUTHORITY WITH SUPERVISOR MICHAEL D.  
ANTONOVICH, HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST  
COLLEGE STREET, COVINA, CALIFORNIA**

**CALL TO ORDER**

Mayor King called the Council/Agency/Authority meeting to order at 8:20 a.m.

**PLEDGE OF ALLEGIANCE**

Supervisor Antonovich led the Pledge of Allegiance.

**ROLL CALL**

**Council Members Present:** Walter Allen III, Peggy A. Delach, Jorge Marquez (arrived 8:37 a.m.), Mayor Pro Tem/Vice-Chair Kevin Stapleton, and Mayor/Chair John C. King.

**Council Members Absent:** None.

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

**Staff Members Present:** City Manager Andrea Miller, Police Chief Kim Raney, Human Resources Director Danielle Tellez, Community Development Director Brian Lee, Public Works Director Siobhan Foster, Parks and Recreation/Library Director Amy Hall-McGrade, Interim Finance Director John Michicoff, GIS Technician James Knox, and Chief Deputy City Clerk Sharon Clark.

**Los Angeles County Staff Members Present:** Supervisor Michael D. Antonovich; Kathryn Barger, Chief Deputy to Supervisor Antonovich; Acting Fire Chief Dave Richardson, Fire Department; Debbie Aguirre, Assistant Chief Financial Management Division, Fire Department; Acting Assistant Fire Chief Jim Enriquez, Fire Department; Chief Steven B. Johnson, Sheriff's Department; Reaver Bingham, Deputy Chief, Probation Department; Lance Grindle, City Services Coordinator, Department of Public Works; and Mahdad Derakshani, City Services Coordinator, Department of Public Works.

**PUBLIC COMMENTS** – None.

**NEW BUSINESS**

NB 1. Discussion with Los Angeles County Supervisor Michael D. Antonovich on matters of mutual interest between the City of Covina and the County.

Council discussion with Supervisor Antonovich and Los Angeles County Staff included thanks from the Council for the imbedded County mental healthcare worker assigned to the cities of Covina, Azusa, Glendora, and West Covina. Other topics of discussion included: mental health and housing issues related to the homeless; the effects of Assembly Bill 109, Proposition 47 and immigration-policy changes on criminal activity and supervision in Covina and surrounding communities; infrastructure maintenance needs for City streets bordering County areas; a request from the City for funding assistance from the County for replacement of the Joslyn Center; ways to reduce the City’s fire-service contract costs with the County; concerns related to the Los Angeles Regional Interoperable Communications System (LARICS); and gratitude for Supervisor Antonovich’s care for Covina over the years.

**ADJOURNMENT**

At 9:53 a.m., the meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority was adjourned to the next regular meeting of the Council/Agency/Authority scheduled for Tuesday, November 3, 2015, at 6:30 p.m. for closed session and 7:30 p.m. for open session inside the Council Chamber, 125 East College Street, Covina, California, 91723.

Respectfully Submitted:

\_\_\_\_\_  
Sharon F. Clark, CMC  
Chief Deputy City Clerk

Approved this 3rd day of November, 2015:

\_\_\_\_\_  
John C. King, Mayor/Chair



# CITY OF COVINA AGENDA REPORT

ITEM NO. CC 2

---

**MEETING DATE:** November 3, 2015  
**TITLE:** Payment of Demands  
**PRESENTED BY:** John Michicoff, Interim Finance Director  
**RECOMMENDATION:** Approve Payment of Demands in the amount of \$2,162,012.44

---

**BACKGROUND:**

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

<u>DATE OF DEMANDS</u>		<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
<b>ACCOUNTS PAYABLE WARRANTS</b>			
Oct. 2 - Oct. 15, 2015	Wires/EFTs	5024-5028	\$ 14,218.20
	Checks	76709-76950	\$ 1,612,749.48
<b><u>PAYROLL</u></b>			
10/8/2015			\$ 521,940.60
<b><u>VOIDS</u></b>			
		75576	\$ (75.00)
		76554	\$ (55.07)
<b><u>WORKERS COMPENSATION</u></b>			
10/5/2015			\$ 920.00
10/7/2015			\$ 46.45
10/15/2015			\$ 12,267.78
		<b>GRAND TOTAL:</b>	<b>\$ 2,162,012.44</b>

**DISCUSSION:**

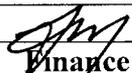
**FISCAL IMPACT:**

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

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

Respectfully submitted,

  
\_\_\_\_\_  
John Michicoff  
Interim Finance Director

			
<b>City Manager</b>	<b>City Attorney</b>	<b>Finance</b>	<b>City Clerk</b>

**ATTACHMENTS:**

Attachment A: Accounts Payable Register

CITY OF COVINA  
Check Register  
OCT. 2 - OCT 15, 2015

Check #	Check Date	Vendor	Name	Amount
5024	10/8/15	4160	ICMA	65.00
5025	10/8/15	1405	ICMA RETIREMENT	4,165.87
5026	10/8/15	4003	MidAmerica	2,671.95
5027	10/8/15	2033	NATIONWIDE RETI	6,565.38
5028	10/8/15	4223	ZUMWALT, KRISTI	750.00
			<b>subtotal EFT/wires</b>	<b>\$14,218.20</b>
76709	10/8/15	14	A1 RENTALS	91.27
76710	10/8/15	23	ABORTA BUG INC	75.00
76711	10/8/15	26	ABSOLUTE SECURI	3,162.00
76712	10/8/15	4209	ADLERHORST INTE	400.00
76713	10/8/15	91	ALAS, NINA	84.00
76714	10/8/15	4117	ARTISTIC RECONS	315.00
76715	10/8/15	254	AZUSA LIGHT & W	145.56
76716	10/8/15	255	AZUSA PLUMBING	188.95
76717	10/8/15	269	BAKER AND TAYLO	771.09
76718	10/8/15	3981	BARBER, CHARLES	28.00
76719	10/8/15	351	BIG ENTERPRISES	40,576.00
76720	10/8/15	3771	BLACK & WHITE E	702.01
76721	10/8/15	370	BOB BARKER CO I	272.16
76722	10/8/15	3929	BOOT BARN INC	250.00
76723	10/8/15	4279	BOSS JANITORIAL	1,813.00
76724	10/8/15	4304	BP ENTERTAINMEN	129.00
76725	10/8/15	4307	BROADSPEC INC	49,810.00
76726	10/8/15	423	BRUNSWICK COVIN	61.22
76727	10/8/15	536	CARQUEST AUTO P	402.62
76728	10/8/15	565	CASTRO, VIVIAN	25.00
76729	10/8/15	587	CDW GOVERNMENT	1,067.20
76730	10/8/15	589	CELAYA, VERA FL	31.50
76731	10/8/15	3173	CENTER POINT LA	198.56
76732	10/8/15	617	CHARTER OAK GYM	1,803.22
76733	10/8/15	639	CHINO TACH & SP	540.00
76734	10/8/15	4303	CHRISTOF MUNOZ	989.10
76735	10/8/15	649	CINTAS CORP #69	353.37
76736	10/8/15	700	COLLEY FORD	125.02
76737	10/8/15	3235	COOK, SHAWNA	329.47
76738	10/8/15	749	COUNSELING TEAM	300.00
76739	10/8/15	766	COVINA DISPOSAL	25,609.05
76740	10/8/15	3982	CUGNU, CAROL A	235.89
76741	10/8/15	849	DAPEER ROSENBLI	8,108.59
76742	10/8/15	4072	DE LEON, JUAN C	252.94
76743	10/8/15	896	DH MAINTENANCE	5,914.29
76744	10/8/15	970	EDISON CO	13,046.31
76745	10/8/15	3911	FACTORY MOTOR P	73.64

CITY OF COVINA  
Check Register  
OCT. 2 - OCT 15, 2015

76746	10/8/15	1055	FEDEX	28.58
76747	10/8/15	1092	FORENSIC NURSE	1,380.00
76748	10/8/15	4126	FUENTES, BRITTA	94.96
76749	10/8/15	4244	GEO-ADVANTEC, I	5,888.75
76750	10/8/15	1180	GIAMMARCO, ANTH	236.60
76751	10/8/15	1197	GLOBAL WATER MA	55,290.48
76752	10/8/15	4338	GOKOO, ROBERT	1,752.60
76753	10/8/15	1204	GOLDEN STATE WA	232.92
76754	10/8/15	1235	GRAINGER	1,069.62
76755	10/8/15	1282	HALL-McGRADE, A	36.19
76756	10/8/15	1312	HAWK INDUSTRY P	150.00
76757	10/8/15	4367	HICKCOX, JOHN P	1,700.00
76758	10/8/15	1361	HOLLIDAY ROCK C	128.89
76759	10/8/15	1387	HUNTER, JOHN L.	800.00
76760	10/8/15	3988	HYDRO CONNECTIO	189.52
76761	10/8/15	1428	INGRAM DIST GRO	336.88
76762	10/8/15	1429	INLAND EMPIRE S	3,573.25
76763	10/8/15	1463	J.G. TUCKER AND	149.66
76764	10/8/15	3654	JEREMIAH DONOVA	204.72
76765	10/8/15	1505	JOHNNY'S POOL S	122.40
76766	10/8/15	1531	JW LOCK CO INC	290.65
76767	10/8/15	1545	KELLEY BLUE BOO	76.30
76768	10/8/15	1547	KELLY PAPER CO	682.07
76769	10/8/15	1561	KEYSTONE UNIFOR	719.02
76770	10/8/15	3987	KYOCERA DOCUMEN	4,687.15
76771	10/8/15	1615	LA CNTY MTA	580.00
76772	10/8/15	1638	LAM, LY CHOU	258.30
76773	10/8/15	3190	LAYNE, JONATHAN	205.22
76774	10/8/15	3209	LAYNE, SHARON	91.00
76775	10/8/15	3735	MAILFINANCE INC	818.17
76776	10/8/15	4212	MALETZ, CHRISTI	179.20
76777	10/8/15	1792	MANNING & MARDE	1,925.49
76778	10/8/15	3932	MAR, ARLENE D.	242.50
76779	10/8/15	1858	MCMASTER CARR S	16.98
76780	10/8/15	4089	MEASOM, DEVIN T	60.31
76781	10/8/15	1933	MISSION LINEN S	143.37
76782	10/8/15	3236	MUNOZ, VINCENT	126.00
76783	10/8/15	2019	MYERS TIRE SUPP	52.30
76784	10/8/15	4302	MYRNA RODRIGUEZ	178.17
76785	10/8/15	3718	NADENE VALDEZ	214.35
76786	10/8/15	2091	O REILLY AUTO P	21.90
76787	10/8/15	4362	O'NEIL VENTURES	3,750.00
76788	10/8/15	2104	OFFICE DEPOT	64.24
76789	10/8/15	2104	OFFICE DEPOT	902.43

CITY OF COVINA  
Check Register  
OCT. 2 - OCT 15, 2015

76790	10/8/15	4201	OFFICE TEAM	444.80
76791	10/8/15	4181	ONE STOP BODY S	5,193.92
76792	10/8/15	99999	CALVARY CHAPEL CORNERSTONE	362.00
76793	10/8/15	99999	CRAIG WARD	55.16
76794	10/8/15	99999	EVELYN GONZALEZ	45.00
76795	10/8/15	99999	JOSEPH ADRIANO	70.00
76796	10/8/15	99999	MIKE MEDLOCK	45.00
76797	10/8/15	99999	SOLAR NETWORK INC	455.50
76798	10/8/15	99999	Suzanne Swanson	18.94
76799	10/8/15	2189	PARADA, MIGUEL	512.69
76800	10/8/15	4238	PETCO ANIMAL SU	183.51
76801	10/8/15	2270	PLUMBING WHOLES	380.73
76802	10/8/15	2275	POIRIER, ROBERT	43.50
76803	10/8/15	4213	PRISK, JOSHUA	61.60
76804	10/8/15	50	PROGREEN BLDG M	1,543.10
76805	10/8/15	2345	QUILL	13.94
76806	10/8/15	4101	RANCHO JANITORI	181.96
76807	10/8/15	2415	REPUBLIC MASTER	275.74
76808	10/8/15	2415	REPUBLIC MASTER	71.77
76809	10/8/15	3796	RICHARD, WATSON	165.74
76810	10/8/15	3276	RISK MANAGEMENT	2,357.50
76811	10/8/15	3655	ROBERT WONG	63.00
76812	10/8/15	3882	ROMAN, LILIANA	56.88
76813	10/8/15	2518	SAINT, MICHELE	120.92
76814	10/8/15	2536	SAN DIEGO POLIC	2,753.34
76815	10/8/15	2546	SAN GABRIEL VAL	4,788.50
76816	10/8/15	2607	SERESINGHE, AJI	1,300.00
76817	10/8/15	2612	SEVOLD, CHERYL	69.45
76818	10/8/15	2635	SHERATON GATEWA	954.50
76819	10/8/15	2689	SNAP ON TOOLS	214.78
76820	10/8/15	2711	SOUTHEAST CONST	486.58
76821	10/8/15	2714	SOUTHERN CA GAS	575.00
76822	10/8/15	2715	SOUTHERN CA TRA	14.00
76823	10/8/15	4192	SOUTHERN CALIF	25.00
76824	10/8/15	2719	SPARKLETTS	20.32
76825	10/8/15	2744	STATE DISBURSEM	366.00
76826	10/8/15	3729	SUNBELT RENTALS	559.17
76827	10/8/15	2778	SUPERIOR PAVEME	26,432.05
76828	10/8/15	2787	SUTMAN, WILLIAM	54.60
76829	10/8/15	2818	TAVANNA	46.20
76830	10/8/15	2832	THE CAKE MAMAS	270.00
76831	10/8/15	2846	THOMAS, TERRI	265.55
76832	10/8/15	2903	TRI-XECUTEX COR	160.00
76833	10/8/15	2900	TRIFORMIS CORPO	185.00

CITY OF COVINA  
Check Register  
OCT. 2 - OCT 15, 2015

76834	10/8/15	2901	TRIFYTT SPORTS	162.00
76835	10/8/15	3940	TYLER BUSINESS	553.26
76836	10/8/15	2935	UNDERGROUND SER	130.50
76837	10/8/15	2954	URBAN GRAFFITI	3,353.78
76838	10/8/15	3234	VELARDE-KUBANIK	140.00
76839	10/8/15	4065	VERIZON BUSINES	609.30
76840	10/8/15	2999	VERIZON CALIFOR	897.66
76841	10/8/15	3001	VERIZON WIRELES	760.58
76842	10/8/15	3187	WAGONER, PAMELA	136.50
76843	10/8/15	3043	WARREN DISTRIBU	59.80
76844	10/8/15	3902	WEBSTERS BEE'S	185.00
76845	10/8/15	3064	WELLDYNERX	16.16
76846	10/8/15	3070	WEST COAST ARBO	3,480.75
76847	10/8/15	3082	WESTERN WATER W	248.02
76848	10/8/15	3137	Y TIRE SALES	1,430.63
76849	10/8/15	3152	YWCA	1,274.74
76850	10/8/15	68	AFLAC	3,942.65
76851	10/8/15	69	AFSCME	840.00
76852	10/8/15	487	CaIPERS	58,415.02
76853	10/8/15	3846	CLEA	490.00
76854	10/8/15	3846	CLEA	73.50
76855	10/8/15	775	COVINA POLICE A	2,750.00
76856	10/8/15	789	COVINA-FSA, CIT	1,094.20
76857	10/8/15	878	DELTA DENTAL OF	7,687.26
76858	10/8/15	1106	FRANCHISE TAX B	250.00
76859	10/8/15	1106	FRANCHISE TAX B	125.00
76860	10/8/15	1247	GREAT WEST LIFE	5,093.72
76861	10/8/15	3795	LEGAL SHIELD	287.53
76862	10/8/15	2234	PERS	142,439.71
76863	10/8/15	2234	PERS	15.05
76864	10/8/15	2235	PERS LONG TERM	166.99
76865	10/8/15	2946	UNITED WAY OF G	17.50
76866	10/8/15	3014	VISION SERVICE	751.60
76867	10/8/15	4255	VOYA FINANCIAL	4,627.16
76868	10/8/15	3764	WAGeworks	26.00
76869	10/8/15	3045	WASHINGTON NATI	76.17
76870	10/15/15	37	ACRYLATEX	254.08
76871	10/15/15	4209	ADLERHORST INTE	179.94
76872	10/15/15	113	ALL CITY MANAGE	6,519.20
76873	10/15/15	123	ALLEN III, WALT	702.34
76874	10/15/15	217	ASTRA INDUSTRIA	959.70
76875	10/15/15	219	AT&T	16.52
76876	10/15/15	219	AT&T	34.59
76877	10/15/15	219	AT&T	34.59

CITY OF COVINA  
Check Register  
OCT. 2 - OCT 15, 2015

76878	10/15/15	219	AT&T	34.59
76879	10/15/15	219	AT&T	34.60
76880	10/15/15	269	BAKER AND TAYLO	2,624.20
76881	10/15/15	283	BANK OF THE WES	8,242.65
76882	10/15/15	477	CALIF, STATE OF	193.00
76883	10/15/15	4203	CALIFORNIA CONT	3,130.44
76884	10/15/15	4039	CALLYO	719.40
76885	10/15/15	536	CARQUEST AUTO P	18.63
76886	10/15/15	4357	CASTELLANOS	130.00
76887	10/15/15	649	CINTAS CORP #69	497.44
76888	10/15/15	653	CITRUS AUTO UPH	88.15
76889	10/15/15	654	CITRUS CAR WASH	229.37
76890	10/15/15	676	CLEARs	400.00
76891	10/15/15	700	COLLEY FORD	28.68
76892	10/15/15	710	COMMUNICATIONS	15.00
76893	10/15/15	4207	CORNERSTONE COM	8,000.00
76894	10/15/15	749	COUNSELING TEAM	780.00
76895	10/15/15	3165	COVINA AUTO BOD	2,861.39
76896	10/15/15	771	COVINA IRRIGATI	201,108.60
76897	10/15/15	783	COVINA WATER	35.78
76898	10/15/15	792	CPOA	375.00
76899	10/15/15	792	CPOA	220.00
76900	10/15/15	799	CRAIG'S CPR&FIR	35.00
76901	10/15/15	835	D & D GOLF CARS	893.80
76902	10/15/15	859	DAVIS, RYAN	58.57
76903	10/15/15	894	DF POLYGRAPH	150.00
76904	10/15/15	962	EAST DISTRICT S	276.00
76905	10/15/15	962	EAST DISTRICT S	7,120.00
76906	10/15/15	970	EDISON CO	48,549.78
76907	10/15/15	971	EDS AUTO PARTS	17.17
76908	10/15/15	1055	FEDEX	47.97
76909	10/15/15	3800	GARVEY EQUIPMEN	117.03
76910	10/15/15	1277	HAEBE, CYNTHIA	4,785.00
76911	10/15/15	1361	HOLLIDAY ROCK C	530.02
76912	10/15/15	1427	INGLEWOOD, CITY	3,113.85
76913	10/15/15	1463	J.G. TUCKER AND	52.32
76914	10/15/15	3731	JUNIOR LIBRARY	88.75
76915	10/15/15	1561	KEYSTONE UNIFOR	92.54
76916	10/15/15	3721	KRIZIA N VIRBIA	130.00
76917	10/15/15	1614	LA CNTY FIRE DE	728,713.00
76918	10/15/15	1644	LANDSCAPE STRUC	569.04
76919	10/15/15	4156	LEVERAGE INFORM	12,794.49
76920	10/15/15	1694	LEWIS ENGRAVING	59.95
76921	10/15/15	1754	LOWE'S COMPANIE	31.04

CITY OF COVINA  
Check Register  
OCT. 2 - OCT 15, 2015

76922	10/15/15	1924	MILLERS & ISHAM	131.77
76923	10/15/15	1933	MISSION LINEN S	22.14
76924	10/15/15	3563	NEWEGG INC	376.32
76925	10/15/15	3998	NEWPORT BEACH M	785.70
76926	10/15/15	2091	O REILLY AUTO P	28.09
76927	10/15/15	2104	OFFICE DEPOT	18.77
76928	10/15/15	99999	GLORIA MATTOX	335.00
76929	10/15/15	99999	JEANNETTE BAAS	268.20
76930	10/15/15	99999	ROXANNA TORRUCO	75.00
76931	10/15/15	3722	OSCAR LUQUE	29.25
76932	10/15/15	2210	PATTON SALES CO	38.59
76933	10/15/15	2309	PROFESSIONAL AC	538.00
76934	10/15/15	4101	RANCHO JANITORI	25.38
76935	10/15/15	2415	REPUBLIC MASTER	268.61
76936	10/15/15	3796	RICHARD, WATSON	2,964.04
76937	10/15/15	2534	SAN BERNARDINO	960.00
76938	10/15/15	3950	STERICYCLE, INC	277.53
76939	10/15/15	2853	THYSSENKRUPP EL	2,548.40
76940	10/15/15	3185	TOSHIBA FINANCI	1,872.31
76941	10/15/15	4247	UNITED WATER WO	1,918.50
76942	10/15/15	2999	VERIZON CALIFOR	1,499.05
76943	10/15/15	3001	VERIZON WIRELES	2,433.02
76944	10/15/15	3006	VIDEO STORE SHO	51.54
76945	10/15/15	3700	Vinnie's	620.00
76946	10/15/15	3023	VULCAN MATERIAL	282.29
76947	10/15/15	3043	WARREN DISTRIBU	12.95
76948	10/15/15	3132	WRIGHT DESIGNS	98.10
76949	10/15/15	3134	XEROX CORPORATI	60.74
76950	10/15/15	3135	XO COMMUNICATIO	4,715.14

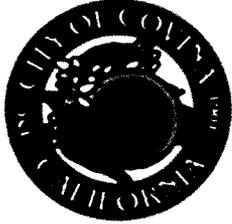
**subtotal checks** **\$ 1,612,749.48**

**subtotal payroll** **\$ 521,940.60**

**subtotal voids** **\$ (130.07)**

**subtotal Worker's Compensation** **\$ 13,234.23**

**TOTAL checks/EFTs** **\$ 2,162,012.44**



**SUCCESSOR AGENCY TO THE  
COVINA REDEVELOPMENT AGENCY**

**AGENDA REPORT**

ITEM NO. CC 3

**MEETING DATE:** November 3, 2015

**TITLE:** Payment of Demands

**PRESENTED BY:** John Michicoff, Interim Finance Director

**RECOMMENDATION:** Approve Payment of Demands in the amount of \$10,934.21

**BACKGROUND:**

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

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
<b>ACCOUNTS PAYABLE WARRANTS</b>		
Oct. 2 - Oct. 15, 2015	Checks 1242-1245	\$359.46
<b><u>PAYROLL</u></b>		
Oct. 8, 2015 Gross Payroll & Taxes		\$10,574.75
<b><u>VOIDS</u></b>		
	<b>GRAND TOTAL:</b>	<b>\$10,934.21</b>

**DISCUSSION:**

**FISCAL IMPACT:**

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

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

Respectfully submitted,

  
 \_\_\_\_\_  
 John Michicoff  
 Interim Finance Director

City Manager	Agency Counsel	 Finance	City Clerk
--------------	----------------	---	------------

**ATTACHMENTS:**

Attachment A: Accounts Payable Register

SUCCESSOR AGENCY TO THE  
 COVINA REDEVELOPMENT AGENCY  
 Check Register  
 OCT. 2 - OCT. 15, 2015

Check #	Check Date	Vendor	Name	Amount
1242	10/8/15	1156	GAS COMPANY, TH	19.20
1243	10/8/15	2942	UNITED SITE SER	68.17
1244	10/15/15	896	DH MAINTENANCE	95.00
1245	10/15/15	3135	XO COMMUNICATIO	177.09
<i>subtotal checks</i>				<b>\$359.46</b>
<i>subtotal Payroll</i>				<b>\$10,574.75</b>
<b>TOTAL CHECKS/EFT's/PAYROLL</b>				<b>\$10,934.21</b>



# CITY OF COVINA

## AGENDA REPORT

ITEM NO. CC 4

---

**MEETING DATE:** November 3, 2015

**TITLE:** **Resolution No. 15-7409** amending the Fiscal Year 2015-2016 Parks & Recreation Department, Library Services Division Budget by \$10,858 for Literacy Services and accepting additional grant funding from the California Department of Education, Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act (WIOA) program.

**PRESENTED BY:** Amy Hall-McGrade, Parks & Recreation and Library Services Director

**RECOMMENDATION:**

1. **Adopt Resolution No. 15-7409** amending the Fiscal Year 2015-2016 Parks & Recreation Department, Library Services Division Budget by \$10,858 for Literacy Services and accept additional grant funding from the California Department of Education, Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act (WIOA) program.
  2. Authorize the Parks & Recreation Director to execute the grant documents on behalf of the City of Covina.
- 

**BACKGROUND:**

On June 23, 2015, the Fiscal Year 2015-2016 budget for the City of Covina was adopted. The Parks & Recreation Department, Library Services Division (Workforce Act Grant fund 2807) budget included an appropriation in the amount of \$10,000 to be received from California Department of Education (CDE), Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act (WIOA) program grant.

The yearly WIOA baseline award amount is \$10,000. However, funding is based upon generated payment points under a pay-for-performance system. Each local agency's grant amount depends upon generated payment points from two years previous. In addition, grant reimbursements by the CDE are contingent upon satisfactory submittal and review of all program deliverables, including budgets, expenditure reports, and quarterly data.

**DISCUSSION:**

On October 15, 2015, the City of Covina received a Grant Award Notification, awarding the Second Start Literacy Program \$ 20,858 for fiscal year 2015-16. This grant award is \$10,858 greater than the anticipated grant funding included in the 2015-16 Adopted Budget. The grant's purpose is to provide supplemental funding to support English literacy instruction for adults, which includes Adult Basic Education (ABE) and English as a Second Language (ESL).

The award will aid the Second Start Literacy Program in providing literacy services to the community by providing adults with educational opportunities to acquire and improve their literacy skills in order to achieve their full potential, be self-sufficient and to participate effectively in society as productive workers, family members, and citizens.

**FISCAL IMPACT:**

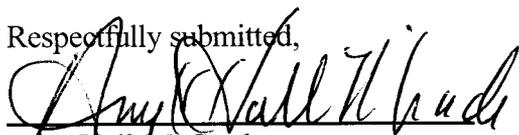
Due to the increase in the grant funding recorded in the Workforce Act Grant Fund (fund 2807), it is necessary to appropriate the additional \$10,858 in expenditures which is offset by an additional \$10,858 in revenue thus making this particular program cost neutral. Since the City offers other literacy programs which are recorded in the Literacy Grant Fund (fund 2800), \$10,858 of those costs will now be borne by this grant award and thus recorded in the Workforce Act Grant Fund (fund 2807). Included in the adopted 2015-16 budget is a \$53,820 contribution from the General Fund to the Literacy Grant Fund (2800-3900-58390) to cover excess costs associated with other literacy programs. This General Fund contribution should also be reduced by \$10,858 (depending on the total excess literacy costs incurred through the end of the fiscal year). The accounts to be amended are as follows:

28073900-42190	Revenue	\$10,858
2807LS82-50010	Full-time Employee	\$ 7,441
2807LS82-50110	Medicare	\$ 107
2807LS82-50130	PERS Contribution	\$ 1,637
2807LS82-50230	Group Life Insurance	\$ 38
2807LS82-50240	Group LTD Insurance	\$ 63
2807LS82-50290	Group Flex Benefits	\$ 1,572

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

None.

Respectfully submitted,



Amy Hall-McGrade  
Parks & Recreation and Library Services Director

<b>City Manager</b>	<b>City Attorney</b>	<b>Finance</b>	<b>City Clerk</b>

**ATTACHMENTS:**

- Attachment A: Proposed Resolution
- Attachment B: Grant Award Notification
- Attachment C: Schedule of Accounts to be Amended

**RESOLUTION NO. 15-7409**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE FISCAL YEAR 2015-16 PARKS & RECREATION DEPARTMENT, LIBRARY SERVICES DIVISION BUDGET BY \$10,858 AND ACCEPTING GRANT FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION, WORKFORCE INNOVATION AND OPPORTUNITY ACT, TITLE II: ADULT EDUCATIO AND FAMILY LITERACY ACT (WIOA) PROGRAM.**

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

**WHEREAS**, the budget for the City of Covina for fiscal year commencing July 1, 2015 and ending June 30, 2016 was adopted on June 23, 2015; and

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

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

**WHEREAS**, the acceptance of this grant funding may be made by the City Council; and

**WHEREAS**, this award will aid the Second Start Literacy Program in providing literacy services to the community;

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

**SECTION 1.** Amend the Fiscal Year 2015-2016 Parks & Recreation Department’s Library Services Division operating budget as follows:

<u>Revenues -</u>	<u>Adopted Budget</u>	<u>Addition/Deletion</u>	<u>Revised Budget</u>
28073900-42190	\$10,000	\$10,858	\$20,858
 <u>Expenditures -</u>			
2807LS82-50010 Full-time Employee	\$7,310	\$ 7,441	\$14,751
2807LS82-50110 Medicare	\$ 110	\$ 107	\$ 217
2807LS82-50130 PERS Contribution	\$1,600	\$ 1,637	\$ 3,236
2807LS82-50230 Group Life Insurance	\$ 20	\$ 38	\$ 58
2807LS82-50240 Group LTD Insurance	\$ 70	\$ 63	\$ 133
2807LS82-50290 Group Flex Benefits	\$ 890	\$ 1,572	\$ 2,463

**SECTION 2.** Grant funding from California Department of Education, Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act (WIOA) program shall be accepted on behalf of the City.

SECTION 3. The City Manager and/or designee is hereby authorized to execute all documents necessary to accept the grant funds.

**PASSED, APPROVED AND ADOPTED** this 3rd day of November, 2015.

---

John C. King, Mayor

ATTEST:

---

Sharon F. Clark, Chief Deputy City Clerk

Approved as to form:

---

Candice K. Lee, City Attorney

**CERTIFICATION**

I, Sharon Clark, Chief Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 15-7409 was adopted by the Covina City Council at a regular meeting of the City Council held this 3rd day of November, 2015, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Sharon F. Clark  
Chief Deputy City Clerk

**Grant Award Notification**

<b>GRANTEE NAME AND ADDRESS</b> Amy Hall-McGrade, Director Covina Public Library 234 North Second Avenue Covina, CA 91723				<b>CDE GRANT NUMBER</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
<b>Attention</b> Lilly Jimenez, Literacy Coordinator				<b>STANDARDIZED ACCOUNT CODE</b>		<b>COUNTY</b>	
				<b>Resource Code</b>	<b>Revenue Object</b>	19	
<b>Program Office</b> Adult Education				15	14508	2130	00
<b>Telephone</b> 626-384-5280				3905		8290	<b>INDEX</b>
<b>Name of Grant Program</b> Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act, Public Law 113-128, Section 225, Section 231, and Section 243						615	
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$20,858		\$20,858		July 1, 2015	June 30, 2016	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>		
84.002A	V002A150005	Adult Education and Family Act			U.S. Department of Education		
<p>I am pleased to inform you that you have been funded for the Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act grant program.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Janet Morrison, Associate Governmental Program Analyst        Adult Education Office        California Department of Education        1430 N Street, Suite 4202        Sacramento, CA 95814-5901</p>							
<b>California Department of Education Contact</b> Janet Morrison				<b>Job Title</b> Associate Governmental Program Analyst			
<b>E-mail Address</b> jamorris@cde.ca.gov					<b>Telephone</b> 916-323-6045		
<b>Signature of the State Superintendent of Public Instruction or Designee</b> Tom Torlakson					<b>Date</b> October 15, 2015		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>E-mail Address</b>					<b>Telephone</b>		
<b>Signature</b> ▶					<b>Date</b>		

**Grant Award Notification (Continued)**

Program Focus Area	Resource Code/PCA	Project Code	Payment Points	Value of Payment Point	2015-16 Grant Award Total
Section 225: Adult Basic Education (ABE), English as a Second Language (ESL), Adult Secondary Education (ASE)	3940/ 13971	38	0	\$169.83	\$0
Section 225 Core Performance Follow-up Survey			0	\$50	
Section 231: ABE, ESL	3905/ 14508	39	95	\$218.51	\$20,858
Section 231: ABE, ESL Core Performance Follow-up Survey			2	\$50	
Section 231: ASE	3913/ 13978	41	0	\$431.71	\$0
Section 231: ASE Core Performance Follow-up Survey			0	\$50	
English Literacy and Civics Education: Civic Participation and Citizenship Preparation	3926/ 14109	42	0	\$95.06	\$0
<b>Total Award</b>					<b>\$20,858</b>

**Schedule of Accounts to be Amended**

<b>Account</b>	<b>Name</b>	<b>Increase/Decrease</b>	<b>Amount</b>
2807 3900 42190	Revenue	Increase	\$ 10,858.00
2807 LS82 50010	Full-Time Employee	Increase	\$ 7,441.00
2807 LS82 50110	Medicare	Increase	\$ 107.00
2807 LS82 50130	PERS Contribution-Employer	Increase	\$ 1,637.00
2807 LS82 50230	Group Life Insurance	Increase	\$ 38.00
2807 LS82 50240	Group LTD Insurance	Increase	\$ 63.00
2807 LS82 50290	Group Flex Benefits	Increase	\$ 1,572.00
<b>Total Increase</b>			\$ 10,858.00
2800 3900 50010	Full-Time Employee	Decrease	\$ 7,441.00
2800 3900 50110	Medicare	Decrease	\$ 107.00
2800 3900 50130	PERS Contribution-Employer	Decrease	\$ 1,637.00
2800 3900 50230	Group Life Insurance	Decrease	\$ 38.00
2800 3900 50240	Group LTD Insurance	Decrease	\$ 63.00
2800 3900 50290	Group Flex Benefits	Decrease	\$ 1,572.00
<b>Total Decrease</b>			\$ 10,858.00



# CITY OF COVINA

## AGENDA REPORT

ITEM NO. CC 5

---

**MEETING DATE:** November 3, 2015

**TITLE:** Annual Assessment of the Prospero Park Business Area Enhancement District (BAED)

**PRESENTED BY:** John Michicoff, Interim Finance Director

**RECOMMENDATION:** A. Approve the Annual Report of the Prospero Park Owners Association Business Area Enhancement District (BAED).

B. Adopt **Resolution No. 15-7410** declaring its intent to levy an annual assessment for the fiscal year 2015-2016 in the Prospero Park Area Enhancement District, and establish the date, time and place for the public hearing.

---

### **BACKGROUND:**

In February 2001, the City of Covina, in cooperation with the Prospero Park Owners Association (PPOA), established a Prospero Park Business Area Enhancement District (Ordinance No. 01-1875) pursuant to the Parking and Business Improvement Area Law of 1989. The boundaries of the BAED include all apartment buildings south of San Bernardino Road, north of Badillo Street, east of Barranca Avenue and west of Forestdale Avenue.

Each business in the BAED has been assessed a fee of \$125 per year, through the City's business license fee collection process, to be used to provide maintenance and upkeep to the common areas.

### **DISCUSSION:**

The PPOA Advisory Board has completed the annual report, which is attached as Attachment A.

Legal requirements for the continuation of this agreement obligate the City to:

- 1) approve the Annual Report
- 2) adopt a resolution of intention to levy an annual assessment
- 3) hold a public hearing on this assessment
- 4) adopt a resolution confirming the Annual Report

This meeting will satisfy the first two of these requirements. The second two items will be addressed at the December 1, 2015 Council Meeting. Council may make changes to the Annual Report after the public hearing.

There are no proposed changes from the Advisory Board this year.

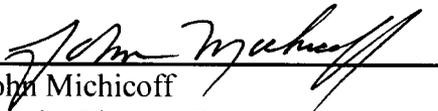
**FISCAL IMPACT:**

None

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

No CEQA involvement

Respectfully submitted,

  
\_\_\_\_\_  
John Michicoff  
Interim Finance Director

		 Finance	
<b>City Manager</b>	<b>City Attorney</b>		<b>City Clerk</b>

**ATTACHMENTS:**

Attachment A: Prospero Park Business Area Enhancement District Annual Report

Attachment B: Resolution No. 15-7410

# PROSPERO PARK OWNER'S ASSOCIATION, INC.

## ANNUAL REPORT 2015 – PROSPERO PARK OWNER'S ASSOCIATION Business Area Enhancement District

### 1. Boundary Changes

The Board of Directors will request no changes to the boundaries of the Prospero Park Area.

### 2. 2015 Activities

The Board of directors plans a similar distribution of funds for the 2016 fiscal year. The funds are currently being used for the Covina Night Out Against Crime block party, monthly newsletter, eradicating graffiti and liability insurance.

The eradication of graffiti in the Prospero Park area will be continued by Urban Graffiti Enterprises to canvas the area on a bi-weekly basis and remove tagging on all properties that have given permission to enter the premise to do work.

A web page has been designed to advertise apartment vacancies in the Prospero Park area. It is now available to Prospero Park Owners.

**3. Projected Costs for 2016** Presently we do not know the exact number of owners that will participate in the association. With the information we have we estimate our budget for the year 2016 to be \$7,240 plus approximately \$11,000.00 to be carried over from year 2015. A copy of the proposed budget is enclosed.

### 4. Method of levying assessment

The 2016 assessment will be \$125.00 per business in the BAED district. This is the same assessment as in 2015.

### 5. Surplus/Deficit

Currently we project \$11,000.00 to be left in the Association fund through December 31, 2015. All budgeted expenses are covered prior to our receiving new owner's dues for 2016.

### 6. Outside funding

We continue to have an interest bearing checking account which should produce an additional \$18.00 annually. The only other source of income would possibly be matching funds from the City of Covina.

On behalf of the owners in the Prospero Park Owner's Association, Inc we thank you for all your support and look forward to the strong relationship with the City of Covina.

Respectfully submitted,



Norman Shintaku  
President  
Prospero Park Owner's Association, Inc.  
City of Covina Letter 2015 BAED

**PROSPERO PARK OWNERS ASSOCIATION, INC**

**PROPOSED BUDGET FOR FISCAL YEAR 2016  
JULY 1, 2015 TO JUNE 30, 2016**

<b>INCOME</b>	Owner's Dues	\$7,222.00
	Interest on checking account	18.00
		<b>\$7,240.00</b>

**EXPENSES**

Postage (Quarterly mailer)	\$ 350.00
Stationary	75.00
P.O. Box 4632	56.00
Insurance	2,134.00
Accountant	375.00
Legal fees	300.00
Covina Night out against crime	800.00
Urban Graffiti Enterprise	3,000.00
Web page maintenance	100.00
Yearly California State Forms	50.00

**TOTAL EXPENSES** \$ 7,240.00

**RESOLUTION NO. 15-7410**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING ITS INTENT TO LEVY AN ANNUAL ASSESSMENT FOR THE FISCAL YEAR 2015-2016 IN THE PROSPERO PARK BUSINESS AREA ENHANCEMENT DISTRICT, AND ESTABLISHING THE DATE, TIME AND PLACE FOR THE PUBLIC HEARING**

**WHEREAS**, the City Council has previously established the Prospero Park Business Area Enhancement District (the "BAED"), created pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code, Sections 36500 et seq.), and;

**WHEREAS**, the City Council desires to continue the BAED by levying the annual assessment permitted by the Ordinance which established the BAED.

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

**SECTION 1.** The City Council of the City of Covina does hereby declare its intent to levy and collect assessments in the BAED for fiscal year 2015-2016 in the time and manner specified in the ordinance which established the BAED.

**SECTION 2.** The boundaries of the BAED shall remain as established.

**SECTION 3.** The type of improvements and activities to be funded by the levy of assessments on the businesses in the BAED include, but are not limited to, the following:

- a) safety and security programs
- b) parking facilities
- c) benches
- d) trash receptacles
- e) street lighting
- f) decorations
- g) parks
- h) fountains
- i) promotion of public events which benefit businesses in the area and which take place on or in public places within the area
- j) furnishing of music in any public place in the area
- k) promotion of tourism within the area
- l) activities which benefit businesses located and operating in the area

No substantial changes will be made to this list of improvements and activities.

**SECTION 4.** The name of the Parking and Business Improvement Area under which this levy and collection is carried out is the Covina Prospero Park Business Area Enhancement

District (“BAED”). The boundaries of the Prospero Park BAED include all apartment buildings south of San Bernardino Road, north of Badillo Street, east of Barranca Avenue and west of Forestdale Avenue.

**SECTION 5.** A full and detailed description of the improvements and activities to be provided for fiscal year 2015-2016, the boundaries of the BAED and any benefit zones within it, and the proposed assessments to be levied upon the businesses within the BAED for that fiscal year can be found in the Advisory Board’s report on file with the City Clerk.

**SECTION 6.** The City Council hereby establishes the date of December 1, 2015 as the time and place for a public hearing on the levy of the proposed assessments for fiscal year 2015-2016. At this public hearing, protests may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of these proceedings shall be in writing and shall clearly set forth the irregularity or defect to which the objection may be made. Any protest made must comply with the provisions of California Streets and Highways Code section 36524 and 36525.

**SECTION 7.** The City Clerk shall give notice of the public hearing by causing this Resolution of Intention to be published once in a newspaper of general circulation in the City at least seven days before the public hearing.

**SECTION 8.** The City Clerk shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

**PASSED, APPROVED AND ADOPTED** this 3<sup>rd</sup> day of November, 2015.

\_\_\_\_\_  
Mayor, City of Covina

**ATTEST:**

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney



## CITY OF COVINA

# AGENDA REPORT

ITEM NO. CC 6

---

**MEETING DATE:** November 3, 2015

**TITLE:** **Resolution No. 15-7411** Confirming Continued Existence of An Emergency Condition for Roycove Reservoir and Pump Station Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code

**PRESENTED BY:** Siobhan Foster, Director of Public Works

**RECOMMENDATION:** Adopt **Resolution No. 15-7411** confirming continued existence of an emergency condition for the Roycove Reservoir and Pump Station pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code

---

### **BACKGROUND:**

Roycove Reservoir and Pump Station, constructed in 1993 and located at 3001 N. Roycove Drive, has a 500,000-gallon capacity and provides water to Water Zone 5, which includes Terry Way, part of Via Verde Street, three residences on East Covina Hills Road, and Roycove Street. Recently two significant impediments to the operation of Roycove Reservoir and Pump Station have emerged and are in need of immediate attention.

The station recently failed two fire flow tests and did not perform adequately when field conditions simulated a third fire flow test due to the aged Variable Frequency Drive (VFD) system that controls the station's booster pumps. Frequent communication failures between the Roycove Reservoir and Pump Station Supervisory Control and Data Acquisition (SCADA) system and the SCADA base station located at City Yard are also occurring.

These conditions are indicative of the station's inability to provide adequate water supply to Water Zone 5 for fire protection purposes, in the event of a major fire in Water Zone 5. Upgrade of the booster pump control panel and VFD and SCADA systems at the Roycove Reservoir and Pump Station, including the associated demolition and installation services, must be performed immediately to safeguard and mitigate the loss or impairment of life, health, property, or essential public services.

On October 6, 2015, the City Council adopted Resolution No. 15-7400 for the Roycove Reservoir and Pump Station Emergency Repair Project, declaring that the public interest and necessity demand the immediate expenditure of public money and completion of certain work without competitive bidding to safeguard life, health, or property pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code and authorizing the City Manager to execute all necessary contracts and documents with qualified contractors and vendors to respond to the emergency conditions at Roycove Reservoir and Pump Station.

On October 20, 2015, the City Council adopted Resolution No. 15-7405 confirming the continued existence of an emergency condition for the Roycove Reservoir and Pump Station pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code.

Public Contracts Code Section 22050 requires a governing body that takes action pursuant to subdivision (a) of that Section to review the emergency action at its next regularly scheduled meeting and, by a four-fifths vote, determine that there is a need to continue the action. Adoption of Resolution No. 15-7411 will confirm the continued existence of an emergency condition for Roycove Reservoir and Pump Station pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code.

**DISCUSSION:**

The City Council’s adoption of Resolution No. 15-7405 on October 20, 2015 made the findings needed pursuant to the Public Contracts Code Sections 20168 and 22050 to allow the City Manager to immediately retain the services necessary to rehabilitate the Roycove Reservoir and Pump Station. The City retained without competitive bidding Brithinee Electric to design and build the booster pump control panel (VFD system), A & B Electric to perform demolition and booster pump control panel installation, and Control Automation Design, Inc. to complete the configuration and installation of the SCADA system controls.

The tentative project schedule is outlined below with project completion expected in mid-December 2015.

<b>October 2015</b>	<b>November 2015</b>	<b>December 2015</b>
Brithinee Electric: Design and build the booster pump control panel (VFD system)		
A & B Electric: Demolition and booster pump control panel installation		
Control Automation Design, Inc.: Configuration and installation of SCADA system controls		

A & B Electric will coordinate with the Water Division to relocate and rewire one operational VFD to a different location in the pump station before the demolition of the existing booster pump control panel. This will allow one motor and pump to remain operational at all times without interruption in pumping services to Zone 5. One pump is sufficient to operate the station to meet daily water needs in Zone 5.

As a contingency, the City’s water distribution system is designed to automatically have Zone 4 open by pressure control valves and pressurize Zone 5, if the Roycove Station fails. When this has occurred previously, the automatic transition occurred as designed. Other zones are also able to provide water to and pressurize Zone 5, if needed. The only repercussion of this zone turnover is it provides the Zone 5 residences with 15 pounds per square inch (psi) of pressure instead of the normal 45 psi.

If there was a major fire in Zone 5, the Roycove Reservoir and Pump Station would not be able to provide adequate water supply for fire protection. While contingency plans are in place to provide Zone 5 with water from other booster stations, ongoing reliance on other stations is not optimal, especially in longer-term, emergency conditions. Zone 4 is able to provide water supply for Zone 5 fire protection with a gravity flow system from Roycove’s 500,000 gallon reservoir. As an added measure of protection, the Water Division will contact the Los Angeles County Fire Department prior to the start of the emergency repair project to alert the Fire Department of possible compromised fire protection in Zone 5. This will allow the Fire Department to be prepared

ahead of time to ensure adequate water supply by, for example, using Zone 4 hydrants, which are located across the street from Zone 5 hydrants.

Pursuant to Public Contracts Code Section 22050, the City Manager, through the Department of Public Works, will provide project updates at every regularly scheduled City Council meeting until the emergency project is completed.

**FISCAL IMPACT:**

The estimated fiscal impact associated with the Roycove Reservoir and Pump Station Emergency Repair Project is approximately \$80,000. Sufficient funding for the proposed project is available in the Department of Public Works Department/Water Utility budget (account no. 6011-5060-55420). The following table represents a summary of the proposed project:

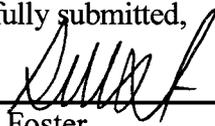
Booster Pump Control Panel/VFD System Upgrade	\$28,127
SCADA Upgrade	\$30,930
Demolition and Installation Services	\$12,570
Contingency Allowance	\$1,210
Contract Administration/Inspection	\$7,163
<b>Estimated Total</b>	<b>\$80,000</b>

The proposed emergency project has no General Fund impact.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

This project has been determined to be categorically exempt under CEQA in accordance with Section 15301 Existing Facilities (Class 1). The project involves negligible or no expansion of an existing use.

Respectfully submitted,

  
 \_\_\_\_\_  
 Siobhan Foster  
 Director of Public Works

<b>City Manager</b>	<b>City Attorney</b>	<b>Finance</b>	<b>City Clerk</b>

**ATTACHMENTS:**

Attachment A: Resolution No. 15-7411

**RESOLUTION NO. 15-7411**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, CONFIRMING THE CONTINUED EXISTENCE OF AN EMERGENCY CONDITION FOR ROYCOVE RESERVOIR AND PUMP STATION EMERGENCY REPAIR PROJECT, PURSUANT TO SECTION 22050 OF THE CALIFORNIA PUBLIC CONTRACT CODE**

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

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

**WHEREAS**, from time-to-time City facilities will experience unexpected failure, stress, or damage in the course of routine operations; and

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

**WHEREAS**, the City of Covina has identified that one of the City's water pumping stations, Roycove Reservoir and Pump Station, is in need of immediate attention. The station recently failed two fire flow tests and did not perform adequately when unexpected field conditions simulated a third fire flow test due to aged Variable Frequency Drive (VFD) system that controls the Station's booster pumps. Frequent communication failures between the Roycove Reservoir and Pump Station Supervisory Control and Data Acquisition (SCADA) system and the SCADA base station located at the City Yard are also occurring. These conditions are indicative of the Station's inability to provide adequate water supply to Water Zone 5 for fire protection purposes, in the event of a major fire in Water Zone 5. Upgrade of the booster pump control panel and VFD and SCADA systems at the Roycove Reservoir and Pump Station, including the associated demolition and installation services, must be performed immediately to safeguard and mitigate the loss or impairment of life, health, property, or essential public services; and

**WHEREAS**, on October 6, 2015, the Covina City Council adopted Resolution No. 15-7400 declaring an emergency condition and declaring that the public interest and necessity requires certain work to be performed without competitive bidding pursuant to California Public Contract Code Sections 20168 and 22050; and

**WHEREAS**, under Section 22050 of the California Public Contract Code "a public agency, pursuant to a four-fifths vote of its governing body may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary

equipment, services, and supplies for those purposes, without giving notice for bids to let contracts;” and

**WHEREAS**, the City Manager immediately retained the services necessary to rehabilitate the Roycove Reservoir and Pump Station without competitive bidding, including Brithinee Electric to design and build the booster pump control panel (VFD system), A & B Electric to perform demolition and booster pump control panel installation, and Control Automation Design, Inc. to complete the configuration and installation of the SCADA system controls; and

**WHEREAS**, the schedule for the Roycove Reservoir and Pump Station Emergency Repair Project runs tentatively from early-October 2015 through project completion estimated to occur in mid-December 2015; and

**WHEREAS**, on October 20, 2015, the Covina City Council adopted Resolution No. 15-7405 confirming the continued existence of an emergency condition for the Roycove Reservoir and Pump Station pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code; and

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

**WHEREAS**, Resolution No. 15-7411 constitutes action specified in subdivision (a) of California Public Contract Code Section 22050; and

**WHEREAS**, emergency repairs to Roycove Reservoir and Pump Station are ongoing.

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

SECTION 1. The City Council hereby reviews the emergency action approved in City Council Resolution No. 15-7400 to repair Roycove Reservoir and Pump Station pursuant to California Public Contract Code Section 22050.

SECTION 2. The City Council hereby determines that the emergency action to repair Roycove Reservoir and Pump Station needs to continue through project completion estimated to occur in mid-December 2015 in order to respond to the emergency pursuant to California Public Contract Code Section 22050.

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

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

**PASSED, APPROVED AND ADOPTED** this 3<sup>rd</sup> day of November 2015.

---

John C. King, Mayor

ATTEST:

---

Sharon F. Clark, Chief Deputy City Clerk

APPROVED AS TO FORM:

---

Candice K. Lee, City Attorney

**CERTIFICATION**

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 15-7411 was adopted by the Covina City Council at a regular meeting thereof held on the 3rd day of November, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Sharon F. Clark  
Chief Deputy City Clerk

**THIS PAGE LEFT INTENTIONALLY BLANK**



# CITY OF COVINA

## AGENDA REPORT

---

**MEETING DATE:** November 3, 2015

**TITLE:** Five-Year Grid Trimming Schedule for Street and Park Trees—  
Informational Report

**PRESENTED BY:** Siobhan Foster, Director of Public Works

**RECOMMENDATION:** Receive and file this informational report. **ITEM NO. CC 7**

---

### **BACKGROUND:**

The benefits of a thriving urban forest are significant and include:

- Contribute to community economic well-being by enhancing property values by seven to 20%;
- Provide sense of place—90% of Americans consider the beauty of trees very important;
- Offer neighborhoods a sense of identify;
- Promote pedestrian activity;
- Improve air quality by extracting 25 pounds of carbon from air per year (mature tree) and capturing airborne particulate pollution, removing dust and chemicals from the atmosphere;
- Provide evaporative cooling effect by lowering temperatures typically by five to nine degrees;
- May reduce the cost of summer cooling by 10 to 50%;
- Improve water quality by intercepting storm water and reducing runoff and soil erosion; and
- Mitigate noise pollution by absorbing traffic and other sounds from the urban environment.

To promote the health of trees and the urban forest as a whole, trees should be trimmed on a systematic basis in accordance with national standards for a variety of reasons including:

- Maintain the health of the tree by removing dead, damaged, or diseased plant tissue to maintain plant health and vigor, correct growth defects, and reduce wind resistance;
- Improve the aesthetic appearance of the trees, parks, and streetscapes;
- Protect public safety by minimizing the risks to the public right-of-way, public property, and citizens and their property; and
- Lessen interference with vehicular traffic, pedestrians, cyclists, streetlights, traffic signals, street and regulatory signs, and buildings.

Pursuant to the contract approved by the City Council on May 5, 2015, street and park tree trimming services in fiscal year 2015-16 are provided by West Coast Arborists Inc. in accordance with the prices specified in the contract, including the grid tree trimming price of

\$49/tree. With the recent transition of park maintenance functions to the Department of Public Works, the department is now solely responsible for the maintenance of the City’s urban forest.

**DISCUSSION:**

For several years, the City has trimmed public street and park trees on a reactive basis. To maximize the potential benefits of Covina’s urban forest and promote the health of the urban forest, the Department of Public Works, working with West Coast Arborists, has developed and is implementing the following five-year grid trimming schedule for street and park trees.

**Table 1 – Five-Year Grid Trimming Schedule for Street and Park Trees**

<b>Year</b>	<b>Trees</b>	<b>Cost*</b>	<b>Schedule</b>
2015-16 (Year 1)	2,059	\$100,891	January to May 2016
2016-17 (Year 2)	2,059	\$100,891	January to Apr 2017
2017-18 (Year 3)	2,063	\$101,087	January to May 2018
2018-19 (Year 4)	2,128	\$104,272	January to May 2019
2019-20 (Year 5)	1,888	\$92,512	January to May 2020
<b>Total</b>	<b>10,197</b>	<b>\$499,653</b>	

*\* Cost based on 2015-16 contract price of \$49/tree for grid trimming; not adjusted in future years*

Attachment A depicts the schedule graphically and will be added to the City’s website so that residents and businesses will be able to determine when their street trees will be trimmed.

Given the current budget for street and park tree maintenance, adherence to the grid trimming schedule will require minimization of discretionary tree maintenance activities, except in the case of emergencies. This will be challenging due to the marginal condition of the urban forest from the lack of routine maintenance and continuing drought conditions.

During the development of the five-year grid trimming schedule, the need for an aggressive tree planting program became evident based on the number of vacant tree sites throughout the City. To begin addressing tree planting needs, the Department of Public Works plans to launch a volunteer effort to plant trees in partnership with West Coast Arborists in the spring and will determinedly pursue tree planting grants.

There is also a need to develop and implement a grid trimming cycle for faster growing trees, otherwise known as “cycle busters.” The prevalent species of fast growing trees in Covina is the palm tree. Palms trees will not last through the five-year trim cycle and require more frequent trimming.

**FISCAL IMPACT:**

The fiscal impact associated with Year 1 of the five-year grid trimming schedule for street and park trees totals \$100,891 for the trimming of approximately 2,059 trees at the contract price of \$49/tree. Currently \$124,347 less outstanding invoices of approximately \$13,000 is available (account nos. 1010-2200-52330, 1010-3400-52330, 1010-PF02-52330, 1010-PF03-52330, and 1010-PF06-52330) to fund Year 1 of the program.

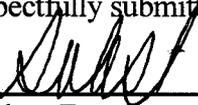
Given the current budget for tree maintenance, adherence to the grid trimming schedule will require minimization of discretionary tree maintenance activities, except in the case of emergencies. In all likelihood, however, due to the marginal condition of the urban forest from the lack of routine maintenance and continuing drought conditions, the department will not be able to balance the implementation of the grid trimming program with the ever-increasing demand for emergency tree services and will exceed the fiscal year 2015-16 tree trimming budget. Should the department exceed the tree trimming budget, the intent will be to identify other departmental budget savings to

augment the tree trimming budget and in the worst case scenario, postpone grid trimming at the end of the fiscal year.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

This project has been determined to be categorically exempt under CEQA in accordance with Section 15301 Existing Facilities (Class 1). The project involves negligible or no expansion of an existing use. Subsection (h) of this exemption specifically includes the maintenance of existing landscaping.

Respectfully submitted,

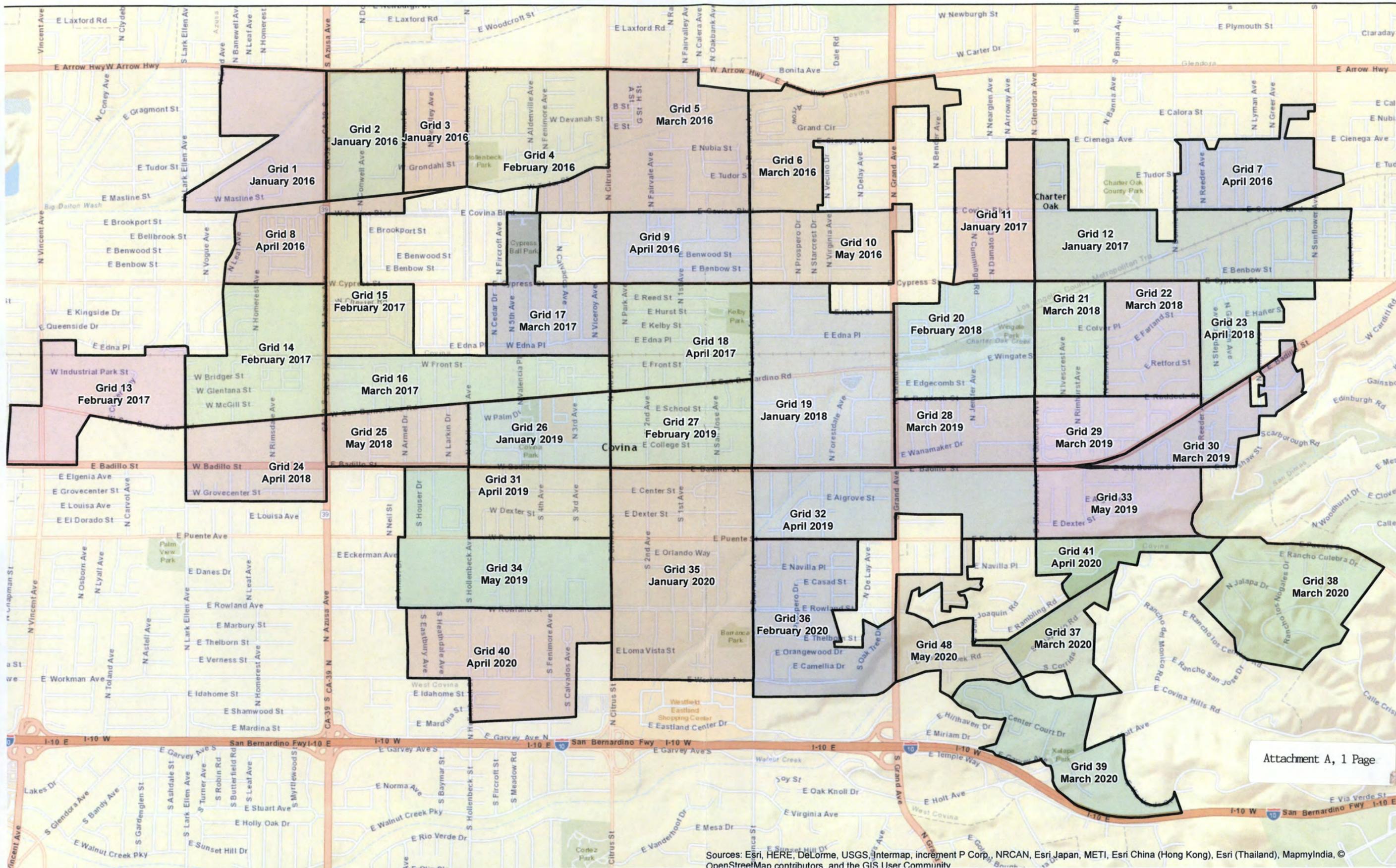
  
\_\_\_\_\_  
Siobhan Foster  
Director of Public Works

			
<b>City Manager</b>	<b>City Attorney</b>	<b>Finance</b>	<b>City Clerk</b>

**ATTACHMENTS:**

Attachment A: City of Covina Grid Trimming Schedule

# CITY OF COVINA GRID TRIMMING SCHEDULE



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Attachment A, 1 Page



# CITY OF COVINA

## AGENDA REPORT

ITEM NO. CC 8

**MEETING DATE:** November 3, 2015

**TITLE:** **Resolution 15-7412** Declaring an Emergency Condition at Jalapa Lift Station and Declaring that the Public Interest and Necessity Requires Certain Work to be Performed Without Competitive Bidding Pursuant to Public Contract Code Sections 20168 and 22050

**PRESENTED BY:** Siobhan Foster, Director of Public Works

**RECOMMENDATION:**

- 1) Adopt **Resolution No. 15-7412** declaring that the public interest and necessity demand the immediate expenditure of public money and completion of certain work without competitive bidding to safeguard life, health, or property pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code; and
- 2) Authorize the City Manager to execute all necessary contracts and documents with a qualified contractor to respond to the emergency conditions at Jalapa Lift Station.

---

**BACKGROUND:**

Jalapa Lift Station, located at 715 N. Jalapa Drive, consists of a 500-gallon wet well equipped with two pumps, serves eight residences and conveys approximately 1,500 gallons of wastewater per day to the sewer trunk line at the top of the grade in Jalapa Drive, from which sewage gravity feeds to the San Jose Creek Water Reclamation Plant operated by the Sanitation Districts of Los Angeles County for treatment. The storm drains adjacent to the station outfall into the Walnut Creek Channel. Recently three interrelated impediments to the operation of the Jalapa Lift Station have emerged.

Lift Station Level Control System

The lift station level control system is no longer functional and needs to be replaced. The level sensor is a critical component to lift station operations, as it provides the feedback necessary to determine when the lift station pumps turn on and off. Without this information, there is risk of sanitary sewer overflow (SSO) from the wet well, which could subject the City to civil monetary remedies from the State Water Resources Control Board for violation of the State Water Resources Control Board Order No. 2006-0003-DWQ Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR).

Pumping System

The risk of SSO is exacerbated by deficient station equipment, which was discovered during the recent station assessment. One pump of the station's two pumps is inoperable. While one pump is generally sufficient to operate the station, redundancy is necessary to equalize run times

between the pumps to prolong equipment life, handle peak flows that are typically realized during storms when inflow and infiltration of rainwater into the collection system occurs, and ensure one pump is always available to facilitate station operation.

#### Check Valves

Additionally, during the inspection, the station's two check valves were discovered to be damaged. Lift station check valves prevent sewage from leaking back into the wet well from the sewer trunk line. When check valves are not operational, as is the current condition, trunk line backflow into the wet well may occur, which results in sewage having to be pumped multiple times, increasing wear and tear on the pumps and other lift station equipment and increasing the SSO risk.

The current conditions at the Jalapa Lift Station necessitate on-site monitoring by Department of Public Works personnel multiple times per day, including evenings and weekends, to reduce the likelihood of an SSO occurring in violation of state regulatory requirements.

As a result, the Department of Public Works, in consultation with the City Manager, City Engineer, and City Attorney, has initiated the immediate replacement of the lift station level control system (40' submersible transducer and liquid level controller programmable with digital display and alternator for duplex operation), one self-priming centrifugal pump, and two 4" check valves (left and right hand). The estimated cost of the emergency project is approximately \$10,000, as outlined in the Fiscal Impact section.

The operation of the City's Sanitary Sewer System is regulated by the State Water Resources Control Board Order No. 2006-0003-DWQ Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). Section C of the WDR identifies and prohibits Sanitary Sewer Overflows (SSOs) that result in a discharge of untreated or partially treated wastewater to waters of the United States and/or creates a nuisance as defined in California Water Code (CWC) Section 13050(m). CWC Section 13050, Subdivision (m), defines a nuisance as anything which meets all of the following requirements:

- a) Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- b) Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the damage inflicted upon individuals may be unequal; and
- c) Occurs during, or as a result of, the treatment or disposal of wastes.

Since the State Water Board has not specifically defined SSOs that are subject to this prohibition and criteria for determining whether or not an SSO violates the above prohibition, the State and/or Regional Board will consider potential violations on a case-by-case basis. In general, however, if an SSO results in a discharge to a surface water or drainage channel, the Water Board will consider this a discharge to the waters of the US. Additionally, if an SSO reaches an enclosed storm drain pipe, and the SSO was not fully contained, captured, and pumped back into the sanitary sewer system, the Water Board will generally assume that the SSO reached a water of the US. In both cases the SSO will probably result in a violation of the WDR. Section K of the WDR specifies that the CWC provides various enforcement options, including civil monetary remedies for violations of this Order.

**DISCUSSION:**

Pursuant to the Public Contracts Code, contracts may be awarded without competitive bidding if the City Council makes a finding by a 4/5 vote that an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property.

The Public Contracts Code Section 1102 defines the term “emergency,” as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.”

The Public Contracts Code Section 20168 provides that “[i]n case of an emergency, the legislative body may pass a resolution by a four-fifths vote of its members declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. Upon adoption of the resolution, it may expend any sum required in the emergency without complying with this chapter. If notice for bids to let contracts will not be given, the legislative body shall comply with Chapter 2.5 (commencing with Section 22050).”

The Public Contracts Code Section 22050 provides the following:

“(a) (1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

(2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

(b) (1) The governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action pursuant to paragraph (1) of subdivision (a).

(2) If the public agency has no county administrative officer, city manager, chief engineer, or other nonelected agency officer, the governing body, by a four-fifths vote, may delegate to an elected officer the authority to order any action specified in paragraph (1) of subdivision (a).

(3) If a person with authority delegated pursuant to paragraph (1) or (2) orders any action specified in paragraph (1) of subdivision (a), that person shall report to the governing body, at its next meeting required pursuant to this section, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

(c) (1) If the governing body orders any action specified in subdivision (a), the governing body shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. If the governing body meets weekly, it may review the emergency action in accordance with this paragraph every 14 days.

(2) If a person with authority delegated pursuant to subdivision (b) orders any action specified in paragraph (1) of subdivision (a), the governing body shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with authority delegated pursuant to subdivision (b) has terminated that action prior to the governing body reviewing the emergency action and making a determination pursuant to this subdivision. If the governing body meets weekly, it may, after the initial review, review the emergency action in accordance with this paragraph every 14 days.

(3) When the governing body reviews the emergency action pursuant to paragraph (1) or (2), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts....”

The City Council’s adoption of Resolution No. 15-7412 would make the findings needed pursuant to the Public Contracts Code Sections 20168 and 22050 to allow the City Manager to immediately retain the services necessary to rehabilitate the Jalapa Lift Station. The Department of Public Works is in the process of retaining, without competitive bidding, Multi W Systems to replace the lift station level control system (40’ submersible transducer and liquid level controller programmable with digital display and alternator for duplex operation), one self-priming centrifugal pump, and two 4” check valves (left and right hand). The firm has completed work for the City of Covina previously and is familiar with the Jalapa Lift Station.

The rehabilitation work must be completed as soon as possible. Therefore, City staff has ordered the necessary parts/equipment to complete the rehabilitation of the Jalapa Lift Station and anticipates that the rehabilitation work will start anywhere between November 1, 2015 and November 15, 2015, depending on the arrival of the parts/equipment. Therefore, Resolution No. 15-7412 would also ratify any emergency expenditure of funds, the procurement of materials, and the emergency rehabilitation activities, without competitive bidding as described above, to the extent that such work began prior to the November 3, 2015 City Council meeting.

The estimated project duration is approximately two days, once the equipment is received. Pursuant to Public Contracts Code Section 22050, the City Manager, through the Department of Public Works, will provide project updates at every regularly scheduled City Council meeting until the project is completed.

**FISCAL IMPACT:**

The estimated fiscal impact associated with the Jalapa Lift Station Emergency Repair Project is approximately \$10,000. Sufficient funding for the proposed project is available in the Department of Public Works Department/Sewer budget (account no. 6300-2700-52420). The following table represents a summary of the proposed project:

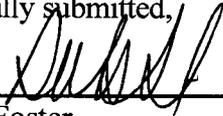
Lift Station Level Control System	\$2,895
Self-priming Centrifugal Pump	\$1,800
Check Valve Replacements	\$3,425
Contingency Allowance	\$1,880
<b>Estimated Total</b>	<b>\$10,000</b>

The proposed emergency project has no General Fund impact.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

This project has been determined to be categorically exempt under CEQA in accordance with Section 15301 Existing Facilities (Class 1). The project involves negligible or no expansion of an existing use.

Respectfully submitted,

  
\_\_\_\_\_  
Siobhan Foster  
Director of Public Works

<b>City Manager</b>	<b>City Attorney</b>	<b>Finance</b>	<b>City Clerk</b>

**ATTACHMENTS:**

Attachment A: Jalapa Lift Station Location Map

Attachment B: Resolution 15-7412



## RESOLUTION NO. 15-7412

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING AN EMERGENCY CONDITION AND DECLARING THAT THE PUBLIC INTEREST AND NECESSITY REQUIRES CERTAIN WORK TO BE PERFORMED WITHOUT COMPETITIVE BIDDING PURSUANT TO PUBLIC CONTRACT CODE SECTIONS 20168 AND 22050

The City Council of the City of Covina hereby finds, determines, and orders as follows:

**Section 1.** The City of Covina has identified that the City's sewer lift station, Jalapa Lift Station, is in need of immediate attention. Due to recent equipment failures, the station is not operating effectively and is at risk of exceeding its wet well resulting in sanitary sewer overflows (SSOs), which are prohibited by the State Water Resources Control Board Order No. 2006-0003-DWQ Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). The lift station level control system is no longer functional and needs to be replaced. The level sensor is a critical component to lift station operations, as it provides the feedback necessary to determine when the lift station pumps turn on and off. Without this information, there is risk of SSO from the wet well. This SSO risk is exacerbated by deficient station equipment, including one inoperable pump and two damaged check valves. These conditions necessitate on-site monitoring by Department of Public Works personnel multiple times per day, including evenings and weekends, and increase the risk of SSOs from the station, which would endanger public health and safety, including habitat in Walnut Creek Channel, the outfall of the storm drains adjacent to the lift station, and subject the City to civil monetary remedies from the State Water Resources Control Board for violations of the WDR. Replacement of the lift station level controls, one pump, and two check valves, including miscellaneous hardware and associated labor for all installations, must be performed immediately to safeguard and mitigate the loss or impairment of life, health, property, or essential public services.

**Section 2.** Due to the urgency of the matter, it is necessary for the City to enter into an agreement and commence work immediately with Multi W Systems to replace and install the lift station level control system (40' submersible transducer and liquid level controller programmable with digital display and alternator for duplex operation), one self-priming centrifugal pump, and two 4" check valves (left and right hand). Staff has researched and received multiple informal quotes from contractors to perform these services.

**Section 3.** Pursuant to Public Contract Code Sections 1102, 20168, and 22050, the City Council hereby finds that an emergency situation exists and declares that the public interest and necessity demand the immediate expenditure of public money for such repair work to safeguard life, health, and property without complying with the competitive bidding requirements of the Public Contract Code. The emergency will not permit a delay resulting from a competitive solicitation for bids, and the action is necessary to respond to the emergency.

**Section 4.** The City Council hereby acknowledges that it must approve this resolution by a four-fifths vote of the entire City Council. Furthermore, the City Council recognizes that it may delegate the authority to order the actions necessary to carry out the required improvements to any non-elected officer of the City. Furthermore, the City Council recognizes that this item must be reviewed at every regularly scheduled meeting hereafter, until the project is completed, to ensure that the need to continue the action continues to exist. If the emergency conditions allow, the action shall be terminated so that the remainder of the project may be completed by giving notice for bids to let contracts.

**Section 5.** The City Council hereby waives competitive bidding under Public Contract Code 22050 and authorizes the City Manager to execute all necessary contracts and documents with a qualified contractor(s) or vendor(s) for the emergency upgrade of the lift station level control system, pumping system, and check valves at the Jalapa Lift Station, including the associated removal and installation services. Furthermore, given that the emergency work must be completed as soon as possible, the City Council also hereby ratifies the emergency expenditure of funds and procurement of materials and the emergency rehabilitation activities for the Jalapa Lift Station, without competitive bidding as described above, to the extent such rehabilitation activities began prior to the adoption of this Resolution.

**Section 6.** The City Manager shall agendize and report on the status of the emergency circumstances at each and every regularly scheduled meeting of this Council until either the project is completed or the Council finds the emergency conditions have ceased.

**Section 7.** The City Clerk shall certify the passage and adoption of this Resolution.

**PASSED, APPROVED, and ADOPTED** this 3rd day of November 2015.

---

John C. King, Mayor

ATTEST:

---

Sharon F. Clark, Chief Deputy City Clerk

APPROVED AS TO FORM:

---

Candice K. Lee, City Attorney

**CERTIFICATION**

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 15-7412 was adopted by the Covina City Council at a regular meeting thereof held on the 3rd day of November, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Sharon F. Clark  
Chief Deputy City Clerk

**THIS PAGE LEFT INTENTIONALLY BLANK**



# CITY OF COVINA

## AGENDA REPORT

ITEM NO. CC 9

**MEETING DATE:** November 3, 2015

**TITLE:** Final Acceptance and Filing Notice of Completion of Public Works Project No. T-0733, Glendora Avenue and Cienega Street Traffic Signal Installation

**PRESENTED BY:** Siobhan Foster, Director of Public Works

**RECOMMENDATION:**

- 1) Accept the work performed by California Professional Engineering, Inc. for the amount of \$245,508;
- 2) Authorize the City Clerk to file a Notice of Completion for Public Works Project No. T-0733, Glendora Avenue and Cienega Street Traffic Signal Installation; and
- 3) Adopt **Resolution No. 15-7413** appropriating \$12,590 in available Measure R Fund Balance (account no. 2410-0000-33000) and increasing the fiscal year 2015-2016 Capital Projects Fund budget (account no. 4010-2350-55340-T-0733) in the amount of \$12,590.

---

**BACKGROUND:**

On February 5, 2013, the City Council approved the City-County Cooperative Agreement for the installation of a new traffic signal at the intersection of Glendora Avenue and Cienega Street, an intersection that is the joint responsibility of the City of Covina and Los Angeles County. The Agreement was adopted by the County of Los Angeles Board of Supervisors on April 2, 2013. Los Angeles County's 22% jurisdictional share of the project in the amount of \$63,000 was paid to the City on November 2013.

On July 15, 2014, the City Council awarded a \$196,000 construction contract to California Professional Engineering for the installation of the traffic signal at the intersection of Glendora Avenue and Cienega Street. The project included:

- Installation of a new traffic signal at the intersection of Glendora Avenue and Cienega Street;
- Signage and striping improvements on Glendora Avenue and Cienega Street; and
- Removal of the existing midblock crosswalk striping at Cienega Avenue and Arroyo Avenue.

The project required three change orders (Change Order Nos. 1, 2 and 4) in the net amount of \$49,508. The former Assistant City Engineer reviewed and approved Change Order No. 1 for completeness and accuracy on March 4, 2015 as to the materials and labor included. The City Council approved this change order on May 5, 2015. The current City Engineer reviewed and

approved Change Order Nos. 2 and 4 on September 30, 2015 as to the materials and labor included. The City Council approved these change orders on October 20, 2015.

- Change Order No. 1: Demolition, additional underground exploration, two additional ADA curb ramps, and changes to the materials ordered by the contractor to meet new design. Change Order No. 1 increased the contract amount by \$44,208.
- Change Order No. 2: Procurement of a Southern California Edison New Signal Permit. The change in contract cost due to Change Order No. 2 is an increase of \$1,582.06 to the contract cost.
- Change Order No. 4: Removal of the existing midblock crosswalk striping at Cienega Avenue and Arroway Avenue. The Contractor performed the removal operations on October 8, 2015 concurrently with the energizing of the new traffic signal. The change in contract cost due to Change Order No. 4 is an increase of \$3,717.60.

Pending Change Order No. 3 was not completed after review and in conjunction with the Department of Public Works, City Engineer, and County of Los Angeles.

- Change Order No. 3: This proposed change order would have improved the existing midblock crosswalk by installing rectangular rapid flashing beacon (RRFB) with wireless push button and solar panel, 200W HPS luminaire with 8' mast arm on existing wood pole, changes to signage and striping, curb ramps and Type II slurry seal. The Department of Public Works, in conjunction with the City Engineer and County of Los Angeles, reviewed the midblock crosswalk and determined it should be removed due to the close proximity to the signalized intersection per the Federal Highway Administration guidelines.

A supplemental appropriation of \$12,590 is also requested at this time to cover the cost of project management, contract administration, and inspection services provided by the City's former and current contract City Engineering firms. On September 1, 2015, the City Council approved a Professional Services Agreement with RKA Consulting Group for City Engineering Services for the period of September 1, 2015 through June 30, 2016. At that time, the Department of Public Works conveyed to the City Council that the costs of project management, contract administration, and construction inspection services would be funded by capital project funds related to specific projects. Since the change to fully contracted engineering and inspection services occurred after contract award for this project, the department needs to seek necessary funding at this time rather than at the preferred time of contract award.

#### **FISCAL IMPACT:**

On July 15, 2014, the City Council awarded a \$196,000 construction contract to California Professional Engineering Inc. The project (T-0733) was funded with \$200,000 of General Fund monies (account no. 4010-2350-55340-T-0733) carried forward from fiscal year 2012-2013. On May 5, 2015, the City Council approved Change Order No. 1 in the amount of \$44,208 increasing the construction contract to \$240,208. On October 20, 2015, the City Council approved Change Order No. 2 in the amount of \$1,582, Change Order No. 4 in the amount of \$3,718 and appropriated \$45,508 from Measure R Fund Balance for Change Order Nos. 1, 2 and 4. At this time, the Department of Public Works is requesting a supplemental appropriation of \$12,590 from Measure R Fund Balance to fund the cost of project management, contract administration, and inspection services.

The following table presents a summary of the sources of funds that were used:

General Fund (4010-2350-55340-T-0733)	\$200,000
Measure R Fund Balance (2410-0000-33000)	\$58,098
<b>Total Sources</b>	<b>\$258,098</b>

The \$200,000 of General Fund revenue consists of \$63,000 from Los Angeles County for its jurisdictional share and \$137,000 from the City's General Fund expenditures.

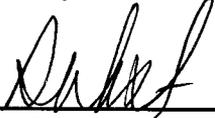
The following table contains the project summary:

Base Bid (California Professional Engineering)	\$196,000
Change Order No. 1 (California Professional Engineering)	\$44,208
Change Order No. 2 (Southern California Edison Permit)	\$1,582
Change Order No. 4 (California Professional Engineering)	\$3,718
Project Management/Contract Administration/Inspection	\$12,590
<b>Total</b>	<b>\$258,098</b>

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

This project has been determined to be categorically exempt under CEQA in accordance with Section 15301 Existing Facilities (Class 1). The project involves negligible or no expansion of an existing use.

Respectfully submitted,



\_\_\_\_\_  
Siobhan Foster  
Director of Public Works

<b>City Manager</b>	<b>City Attorney</b>	<b>Finance</b>	<b>City Clerk</b>

**ATTACHMENTS:**

- Attachment A: Notice of Completion
- Attachment B: Resolution No. 15-7413
- Attachment C: Change Order Nos. 1, 2 and 4
- Attachment D: Check from Los Angeles County for \$63,000

**RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:**

**NAME** City of Covina  
**STREET ADDRESS** 125 E. College Street  
**CITY** Covina  
**STATE** CA  
**ZIP CODE** 91723

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**NOTICE OF COMPLETION**

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)  
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is The City of Covina
3. The full address of the owner is 125 E. College Street Covina, CA 91723
4. The nature of the interest or estate of the owner is: In fee.

(If other than Fee, strike "in fee" and insert, for example, "purchaser under contract of purchase", or "Lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

**NAMES**

**ADDRESSES**

6. The full names and full addresses of all the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

**NAMES**

**ADDRESSES**

7. A work of improvement on the property hereinafter described was completed on: October 15, 2015 . The work done was: Glendora Avenue and Cienega Street Traffic Signal Installation

8. The names of the contractor, if any, for such work improvement was:  
California Professional Engineering, Inc.

July 14, 2014

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

9. The property on which said work of improvement was completed in the City of: Covina  
County of Los Angeles , State of CA , and is described as follows: Installation of traffic signal System and appurtenant work at the intersection of Glendora Avenue and Cienega Street.

10. The street address of said property is None

(If no street address has been officially signed, insert "None".)

Dated October 26, 2015

(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

**VERIFICATION**

I, the undersigned, say: I am the City Engineer The declarant of the foregoing Notice of Completion;  
(President of, Manager of, Partner of, Owner of)

I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 26 , 2015 at Covina , California

  
(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true.)

**RESOLUTION NO. 15-7413**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2015-2016 PUBLIC WORKS DEPARTMENT BUDGET TO REFLECT AN APPROPRIATION OF \$12,590 FROM MEASURE R FUND BALANCE FOR PROJECT T-0733, AND INCREASING THE FISCAL YEAR 2015-2016 CAPITAL PROJECTS FUND BUDGET (ACCOUNT NO. 4010-2350-55340-T0733) IN THE AMOUNT OF \$12,590 FOR EXPENDITURE FOR PROJECT T-0733, GLENDORA AVENUE AND CIENEGA STREET TRAFFIC SIGNAL INSTALLATION**

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

**WHEREAS**, the budget of the City of Covina for fiscal year commencing July 1, 2012 and ending June 30, 2013 was amended on October 16, 2012 to include \$200,000 for the Glendora Avenue and Cienega Street Traffic Signal Installation project (account no. 4010-2350-55340); and

**WHEREAS**, the \$200,000 appropriation for the Glendora Avenue and Cienega Street Traffic Signal Installation project (account no. 4010-2350-55340) was carried forward into the 2013-14 budget and subsequently the 2014-15 budget; and

**WHEREAS**, on July 15, 2014, the City Council awarded a construction contract to California Professional Engineering in the amount of \$196,000 for the construction of Glendora Avenue and Cienega Street Traffic Signal Installation project; and

**WHEREAS**, on May 5, 2015 the City Council amended the construction contract with California Professional Engineering to reflect the approval of Change Order No. 1 in the amount of \$44,208, increasing the value of the construction contract from an initial amount of \$196,000 to \$240,208; and

**WHEREAS**, on May 5, 2015, the Department of Public Works failed to request funding in the amount of \$44,208 required to support the construction contract increase associated with Change Order No. 1; and

**WHEREAS**, on October 20, 2015, City Council approved Change Order Nos. 2 and 4 in the total amount of \$5,300, increasing the value of the construction contract to \$245,508; and

**WHEREAS**, on October 20, 2015, City Council approved an appropriation of \$45,508 to fund the previously-approved Change Order No. 1 in the amount of \$44,208 and Change Order Nos. 2 and 4 in the amount of \$5,300; and

**WHEREAS**, an appropriation of \$12,590 from Measure R Fund Balance is needed at this time to fund the project management, contract administration, and inspection services for the project provided by JMDiaz, Inc. and RKA Consulting Group in the amount of \$12,590; and

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

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

**WHEREAS**, the City of Covina wishes to allocate additional funds for the traffic signal at Glendora Avenue and Cienega Street.

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

**SECTION 1.** Amend the fiscal year 2015-2016 Public Works Department operating budget as follows: \$12,590 from Measure R Fund balance (account no. 2410-000-33000) to (account no. 4010-2350-55340-T0733) for the Glendora Avenue and Cienega Street Traffic Signal Installation, Project No. T-0733.

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

**PASSED, APPROVED AND ADOPTED** this 3rd day of November 2015.

\_\_\_\_\_  
John C. King, Mayor

ATTEST:

\_\_\_\_\_  
Sharon F. Clark, Chief Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee, City Attorney

**CERTIFICATION**

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 15-7413 was adopted by the Covina City Council at a regular meeting thereof held on the 3rd day of November, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Sharon F. Clark  
Chief Deputy City Clerk



# CITY OF COVINA

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

PUBLIC WORKS DEPARTMENT

Engineering

(626) 384-5490 FAX (626) 384-5479

## CHANGE ORDER

Change Order No.1

DATE: March 24, 2015

PROJECT NO. T-0733

CONTRACT: Glendora Avenue and Cienega Street Traffic Signal Installation

CONTRACTOR: California Professional Engineering, Inc.

.....  
.....

- 1. Demo of Culvert, including concrete. Total increase = \$14,030.00
- 2. Additional ADA curb ramps, Qty 2. Total increase = \$16,445.00
- 3. Additional Potholing & Exploration, 2 days. Total increase = \$5,826.18
- 4. SV-2-T Framework Vehicle Signals & SP-2-T Framework w/pedestrian signals (Loc C) & PPB post instead of 15 TS pole (Loc D) (Per Revised Plan). Total increase = \$1,898.40
- 5. 30' Arm instead 25' and rotate luminaire arm (Per Revised Plan) Total increase = \$4,646.50
- 6. Thermoplastic instead of paint. Total increase = \$1,362.75
- 7. Time Extension: 10 days
- 8. Change in contract cost: Increase of \$44,208.83

.....  
Submitted by  Date 3/24/15  
Title: Assistant Civil Engineer

Accepted by:  Date 3/27/15  
Title: Contractor

Approved by:  Date 5/12/15  
Title: Interim Public Works Director

*The City of Covina provides responsive municipal services and manages public resources to enhance the quality of life for our community.*

**ORIGINAL COST PROPOSAL**

CCO#1 (Per City's Request)

Demo of Culvert, Including Concrete.	\$ 14,030.00
--------------------------------------	--------------

Additional Wheel Chair Ramps, Qty 2	\$ 16,445.00
-------------------------------------	--------------

Additional Potholing & Explorations, 2 Days Performed 2/24/15 - 2/25/15	\$ 5,500.00
--	-------------

SV-2-T Framework w/ Vehicle Signals & SP-2-T Framework w/ Pedestrian Signals (Loc C) & PPB Post Instead of 15IS Pole (Loc. D) (Per Revised Plan)	\$ 2,000.00
---	-------------

**DETAILED COST BREAKDOWN (Per City's Request)**

Quote      Mark Up      Extended Total

\$ 12,200.00	15%	\$ 14,030.00
See attached.		

\$ 14,300.00	15%	\$ 16,445.00
See attached.		

3 LABORERS			
\$ 67.63	15%	\$ 3,733.18	
(PER HR)			
BACKHOF			
\$ 41.15	15%	\$ 757.16	
(PER HR)			
AIR COMP.			
\$ 36.56	15%	\$ 672.70	
(PER HR)			
WORK TRUCK			
\$ 36.04	15%	\$ 663.14	
(PER HR)			

\$ 1,582.00	20%	\$ 1,898.40
See attached.		

30' Arm instead of 25' (Per Revised Plan)	\$ 3,460.00
--	-------------

\$ 2,540.00	20%	\$ 3,048.00
See attached.		

Rotate Luminaire Arm (Per Revised Plan)	
--	--

\$ 1,390.00	15%	\$ 1,598.50
See attached invoice.		

CCO #1 Grand Total	\$ 41,435.00
--------------------	--------------

CCO#1 GRAND TOTAL	\$ 42,846.08
-------------------	--------------

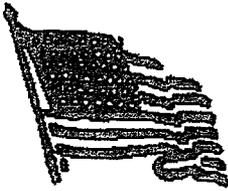
Please allow this breakdown and any revisions to supercede original cost proposal submitted 3/9/15.

CCO#2 Thermoplastic Instead of Paint

Thermoplastic Instead of Paint	\$	1,362.75
Change to Striping Request		

See attached.

CCO #2 Grand Total	\$	1,362.75
--------------------	----	----------



# ALL AMERICAN ASPHALT

Engineering - Contractors - Asphalt Paving

CAL. STATE  
LIC. #267073A

400 East Sixth St.  
P.O. Box 2229

Corona, California 92878-2229

Telephone: (951) 736-7600 FAX: (951) 736-7646

Serving: Los Angeles, Orange, Riverside, and San Bernardino Counties

To: VAN NGUYEN  
CALIFORNIA PROFESSIONAL ENG.  
917 OTTERBEIN AVE., UNIT E  
LA PUENTE, CA 91748  
Phone 626-810-1338 Fax 626-810-1322

Date: 3/18/2015  
From: Cody Gawryluk  
Quote No. 693

We propose to furnish you labor and material in strict accordance with the plans and specifications as follows:

**T.S. INSTALLATION AT CIENEGA ST. & GLENDORA AVE.  
CITY OF COVINA**

Item No.	Description	Quantity	U/M	Unit Price	Total Price
1	1 ABANDON BOX CULVERT & REMOVE AND REPLACE PCC SIDEWALK (6' X 30')	1.0	LS	12,200.000	12,200.00
					12,200.00
<b>Total Proposal Price:</b>					<b>\$12,200.00</b>

**Special Conditions:**

**Quotation Note:**  
\*\*\*\*\*IMPROVEMENTS TO BE CONSTRUCTED PER ORIGINAL COST PROPOSAL CONDITIONS (QUOTE NO. 525) AND THE CITY OF COVINA STANDARD SPECIFICATIONS\*\*\*\*\*

Date: \_\_\_\_\_ Accepted by: \_\_\_\_\_



# ALL AMERICAN ASPHALT

Engineering - Contractors - Asphalt Paving

CAL. STATE  
LIC. #267073A

400 East Sixth St.  
P.O. Box 2229

Corona, California 92878-2229

Telephone: (951) 736-7600 FAX: (951) 736-7646

Serving: Los Angeles, Orange, Riverside, and San Bernardino Counties

To: VAN NGUYEN  
CALIFORNIA PROFESSIONAL ENG.  
917 OTTERBEIN AVE., UNIT E  
LA PUENTE, CA 91748  
Phone 626-810-1338 Fax 626-810-1322

Date: 3/6/2015  
From: Cody Gawryluk  
Quote No. 693

We propose to furnish you labor and material in strict accordance with the plans and specifications as follows:

**T.S. INSTALLATION AT CIENEGA ST. & GLENDORA AVE.  
CITY OF COVINA**

Item No.	Description	Quantity	U/M	UnitPrice	Total Price
1	1 REMOVE AND REPLACE PCC ACCESS RAMP PER CITY OF COVINA STD. PLANS	2.0	EA	7,150.000	14,300.00
					14,300.00
<b>Total Proposal Price:</b>					<b>\$14,300.00</b>

**Special Conditions:**

**Quotation Note:**

\*\*\*\*\*IMPROVEMENTS TO BE CONSTRUCTED PER ORIGINAL COST PROPOSAL CONDITIONS (QUOTE NO. 525) AND THE CITY OF COVINA STANDARD SPECIFICATIONS\*\*\*\*\*

Date: \_\_\_\_\_ Accepted by: \_\_\_\_\_



Attn: Diem Chu  
California Professional Engr

Reg Change Order to  
PO# 14-1725

**QUOTATION**

**Quote #:** SCC022715XO  
**Agency:** Covina City of  
**Job Name:** TS at Glendora Ave & Cienega St  
**Bid Date:** 2/27/15

**Estimator:** Shellie Campbell  
(760)734-5031  
scampbell@mccain-inc.com

Bid Item	Description	Price
	SV-2-T Framework with Vehicle Signals and SP-2-T Framework with Pedestrian Signals (Loc. C) and Post Top PPB Ass'y (Loc. D)	\$1,582.00

NO other material is included with this bid

Bid per receipt of Unapproved revised plans. Please review for accuracy.  
Any request for revision will result to a price change.

NO BID on Pole Package. Records show that CP Engr did NOT buy the material from McCain.

McCain Inc. is an international corporation with factories, vendors and suppliers located throughout the world. Unless specifically noted, we are not aware and/or may not comply with Buy America requirements particular to this project.

This quote valid for 30 days.

**Reference Total** \$1,582.00

Prices firm for 30 days. Freight included. Add sales tax.  
Sale is subject to McCain's standard terms and conditions.

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or legally privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

If you received this in error, please contact the sender and delete the material from any computer.



Logan - Q.C. & Engineering  
P.O. Box 111 Valyermo, CA 93563-0111  
Cell: 661/609-8956, Phone/Fax: 661/944-5144, email: loganqce@gmail.com, www.loganqce.com

**STATEMENT/INVOICE**

March 19, 2015

INVOICE No. 12-078

Job/Project No.: 801/Covina

**Terms: Payment at Work Site**

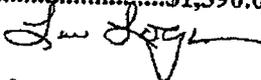
To: California Professional Engineers, Inc.  
929 Otterbein Avenue, Unit E  
La Puente, CA 91748  
626/810-1338  
Attn: Ms. Diem Chu  
email: diem@cpengineeringinc.com

Quantity	Description	Amount
----------	-------------	--------

**Work Location:**  
C.P.E.I. Yard  
La Puente, CA 91748

- |       |   |  |
|-------|---|--|
| 1 Job | Alter one (1) Type 19 Signal Standard as follows:<br>A.) Part/remove 1'-0" from upper (top) shaft, as directed.<br>A.1) Part/salvage/prepare Luminaire Mast Arm Connection assy.<br>B.) Fit-up and install by welding Luminaire Mast Arm Connection [A.1.) above] at perspective location on lower reconfigured pole system, positioned 90° counter-clockwise (in the plan view) to the Signal Mast Arm Connection, as directed.<br>C.) Paint welds (by brush), heat affected and 'exposed' metal surfaces w/2 coats of CalTrans approved Organic Zinc Rich Primer (Gray) ['KoldGalv' #920Z]. |  |
|-------|---|--|

Amount Due: (per LQCE email 3-18-15).....\$1,390.00 Lot.

Paid Check No.: 33203 THANK YOU. 

Notes: 1.) Certificate of Compliance furnished 2 business days-after completion of work.



Superior Pavement Markings, Inc.  
 5312 Cypress St  
 Cypress, Ca 90630  
 Phone 714.995.9100  
 Fax 714.995.9400

License# 776306  
 Union Local 1184  
 darren@superiorpavementmarkings.com

**Change Order #1 for Job 3768**

Submit To:	Contact	Job Site
California Professional Engineering 929 Otterbein Ave, Unit E La Puente, Ca 91748	Van Office 626-810 -1338 Fax 626-810 -1322-van@cpengineeringinc.com	Glendora Avenue and Cienega Street Traffic Signal Installation Covina, CA TG: 140801

Date	Project Manager	Job#
3/4/15	Andrew Lucas	3768

#	Description	Qty	um	Price	Ext Price
-	Additional Cost To Install Thermoplastic In Lieu Of Paint	1	Ls	1,185.00	1,185.00
					<b>\$1,185.00</b>

Description: \_\_\_\_\_

Field Memo reference: \_\_\_\_\_

Terms: Due and payable upon completion.	<i>Superior Pavement Markings,</i> by: _____ <small>Subject to office approval</small>	<b>ADDITIONAL COST / CREDIT FOR THIS CHANGE ORDER</b> <b>\$1,185.00</b>
---	--	--

**Acceptance of Change Order:** I/we accept the within change order. You are authorized to perform the work comprehended hereunder and I/we agree to pay the said amount in accordance with the terms set forth. By signing this change order below I/we agree to the attached Terms and Conditions.

Date: \_\_\_\_\_ Owner/Customer: \_\_\_\_\_ by: \_\_\_\_\_

**PLEASE SIGN AND REMIT COPY TO ABOVE ADDRESS**



# CITY OF COVINA

125 East College Street • Covina, California 91723-2199

www.covinaca.gov

PUBLIC WORKS DEPARTMENT

Engineering

(626) 384-5490 FAX (626) 384-5479

## CHANGE ORDER

Change Order No.2

DATE: August 19, 2015

PROJECT NO. T-0733

CONTRACT: Glendora Avenue and Cienega Street Traffic Signal Installation

CONTRACTOR: California Professional Engineering, Inc.

.....  
.....

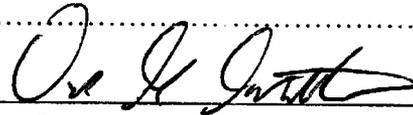
1. Procurement of a Southern California Edison Permit as authorized per proposal dated August 19, 2015

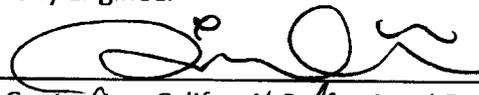
Total increase = \$1,582.06

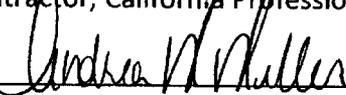
2. Time Extension: None.

3. Change in contract cost: Increase of \$1,582.06

.....

Submitted by:  Date 10/8/15  
 Title: City Engineer

Accepted by:  Date 10/8/2015  
 Title: Contractor, California Professional Engineering, Inc.

Approved by:  Date 10/22/15  
 Title: City Manager

.....  
**California Professional Engineering, Inc.**

**Quality Beyond Expectations**

Wednesday, August 19, 2015

City of Covina  
125 East College Street  
Covina, CA 91723-2199  
Attn: Kristen Weger, P.M.

**Reference: City of Covina – Glendora/Cienega Traffic Signal Project**

**Subject: CCO Request #2 – Payment to Southern California Edison**

Dear Ms. Kristen Weger,

California Professional Engineering, Inc. is pleased to provide the following cost proposal in response to the City's request pertaining to the above project:

<i>Description</i>	<i>Costs</i>
<b>SCE Invoice #214230, Document #7590010313</b>	<b>\$ 1,552.06</b>
<b>Overnight FedEx Delivery</b>	<b>\$ 30.00</b>

<b>CCO #2 Grand Total</b>	<b>\$ 1,582.06</b>
---------------------------	--------------------

Please provide a change order or written directive to proceed.

Please feel free to contact me with any questions or concerns.  
Sincerely,



Diem Chu  
Project Manager  
626-810-1338 x 102

Agency Acceptance: \_\_\_\_\_  
Name & Title: \_\_\_\_\_  
Date: \_\_\_\_\_



An EDISON INTERNATIONAL Company  
Southern California Edison Company

800 WEST CIENEGA  
SAN DIMAS CA 91773

DIEM, CHU

929 OTTERBEIN AVE UNIT E  
LA PUENTE CA 91748

Document #	7590011372
Invoice #	215304
Invoice Date:	08/18/2015
SCE Contact:	Casey Coleman O'Brien
Telephone:	(909)-592-3705
Install - Billing Option:	SCE INSTALL - DISCOUNT

Description	Amount
Service Request Number: 2022414 Project: TD1025049 NEW TC1/LS2 SIGNAL PER R15. 1211 N GLENDORA AVE COVINA CA 91724  Item # 230983 Product: 1025049 - LINE EXTENSION Design #: 719226  Previous Payment	   \$1,552.06   \$0.00
<b>COMMENTS:</b> * Enclosed are two copies of your invoice. Please return one copy of the invoice with your payment to Accounts Receivable in the enclosed return-addressed envelope. The other copy of the invoice is for your records. * All prices are applicable for a period of 90 days from this date and are subject to change thereafter. * Please complete all applications and/or contracts and return to your planning office, using the enclosed return-addressed envelope. * For the Refundable and Discount Option appendices, choose only one option. Sign "Has Chosen" on the appropriate option and sign "Has Not Chosen" on the other option. Only sign each form once. Return both forms in the enclosed self-addressed envelope. * If a street light work order is associated with this project, contracts for that project will be enclosed. * Easement documents will be mailed directly to you from our Right of Way department. Please complete and return them as soon as possible, as we will not be able to proceed with the project without clearance. * Call the Edison company at 1-800-655-4555 to make application for electrical service. * An Edison Inspector must approve all underground systems. Please call your designated inspector 48 hours prior to construction to schedule an inspection. * Final electrical inspection from the local governmental building and safety department must be received before we can energize your service.	
<b>TOTAL PROJECT INVOICE AMOUNT: \$ 1,552.06</b>	



SOUTHERN CALIFORNIA  
**EDISON**

An EDISON INTERNATIONAL Company  
Southern California Edison Company

800 WEST CIENEGA  
SAN DIMAS CA 91773

DIEM, CHU

929 OTTERBEIN AVE UNIT E  
LA PUENTE CA 91748

Document #	7590011372
Invoice #	215304
Invoice Date:	08/18/2015
SCE Contact:	Casey Coleman O'Brien
Telephone:	(909)-592-3705
Install - Billing Option:	SCE INSTALL - DISCOUNT

Description	Amount
Service Request Number: 2022414 Project: TD1025049 NEW TC1/LS2 SIGNAL PER R15. 1211 N GLENDORA AVE COVINA CA 91724	

**ADDITIONAL PAYMENT INSTRUCTIONS:**

**If paying by check, please follow instructions on payment stub**

Instructions for wire or ACH payments:

JP Morgan Chase Bank  
New York, NY  
ABA#: 021000021 - Acct#: 323-394434  
SCE Taxpayer ID No. 95-1240335

SCE Contact: Casey Coleman  
Document #: 7590011372

\*\*\* Failure to properly identify your document number and SCE contact may delay the application of funds and initiation of your project

Special Instructions for overnight delivery methods:



Please detach and return payment stub with payment

Payment  
Stub

Please pay total amount now due:

\$ 1,552.06

Invoice #: 215304

Document #: 7590011372

DIEM, CHU  
929 OTTERBEIN AVE UNIT E  
LA PUENTE CA 91748

Thank you for paying promptly  
Make check payable to Southern California  
Edison

ATTN: Accounts Receivable  
PO Box 800  
Rosemead, CA 91771-001



# CITY OF COVINA

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

PUBLIC WORKS DEPARTMENT

Engineering

(626) 384-5490 FAX (626) 384-5479

## CHANGE ORDER

Change Order No. 4

DATE: September 30, 2015

PROJECT NO. T-0733

CONTRACT: Glendora Avenue and Cienega Street Traffic Signal Installation

CONTRACTOR: California Professional Engineering, Inc.

.....  
.....

- Existing Midblock Crosswalk Removal as authorized per proposal dated September 30, 2015

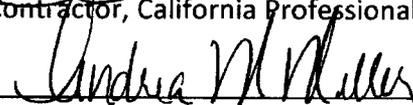
Total increase = \$3,717.60

- Time Extension: 30 days.

- Change in contract cost: Increase of \$3,717.60

.....  
 Submitted by:  Date 10/8/15  
 Title: City Engineer

Accepted by:  Date 10/8/2015  
 Title: Contractor, California Professional Engineering, Inc.

Approved by:  Date 10/22/15  
 Title: City Manager

.....  
**California Professional Engineering, Inc.**

**Quality Beyond Expectations**

Wednesday, September 30, 2015

City of Covina  
125 East College Street  
Covina, CA 91723-2199  
Attn: Kristen Weger, P.M.

**Reference: City of Covina – Glendora/Cienega Traffic Signal Project**

**Subject: CCO Request #4 – Existing Midblock Crosswalk Marking Removals REV**

Dear Ms. Kristen Weger,

California Professional Engineering, Inc. is pleased to provide the following change order request in response to the City's revised plans received Sept. 14, 2015 and comments Sept. 30, 2015 pertaining to the above project:

<i>Description</i>	<i>Costs</i>
<b>Grind Existing Midblock Crosswalk; Grind Slow School Xing Legends; Additional Mobilization by Superior Pavement Markings (Subcontractor)</b>	<b>\$ 3,098.00</b>
<b>Markup 20%</b>	<b>\$ 619.60</b>
<b>CCO #4 Grand Total</b>	<b>\$ 3,717.60</b>

Please provide a change order or written directive to proceed.

Please feel free to contact me with any questions or concerns.  
Sincerely,



Diem Chu  
Project Manager  
626-810-1338 x 102

*last modified 10.15.15*



# COUNTY OF LOS ANGELES

## TS 0018281859

AUDITOR-CONTROLLER'S GENERAL WARRANT  
WARRANT CLEARANCE FUND, LOS ANGELES, CALIFORNIA

THE TREASURER OF THE COUNTY OF LOS ANGELES  
500 W. TEMPLE ST. ROOM 502, LOS ANGELES, CA 90012

June 04, 2013

NOT PAYABLE AFTER TWO  
YEARS FROM DATE ISSUED

CONTROLLED DISBURSEMENT  
PAYABLE THROUGH BANK OF AMERICA  
NORTHBROOK, ILLINOIS

70-2328  
0719

PAY TO THE ORDER OF:

505254 CITY OF COVINA  
01 125 E COLLEGE ST  
715 COVINA, CA 91723-2199

Amount
\$*****63,000.00

PAY: Sixty Three Thousand And 00/100 Dollars

APPROVED  
WENDY L. WATANABE, AUDITOR-CONTROLLER  
BY *[Signature]*

⑈0018281859⑈ ⑆071923284⑆ 87659⑈15848⑈

↑ DETACH HERE ↑

↑ DETACH HERE ↑

↑ DETACH HERE ↑

↑ DETACH HERE ↑

### COUNTY OF LOS ANGELES REMITTANCE ADVICE

PAYEE NAME CITY OF COVINA		PAYEE NUMBER 505254		HANDLING CODE 1	
PAYMENT REFERENCE NUMBER GAX-PW-13000007212		DISB CAT 715	ISSUE DATE 06/04/2013	AMOUNT \$63,000.00	WARRANT NUMBER 0018281859

CD	DEPT	ID	INVOICE NUMBER	INV.DT	DESCRIPTION	AMOUNT
GAX	PW	13000007212	418	06/04/2013	77928- PROJECT 6 T-0733 CIENEGA AVE AT	63,000.00

NOT NEGOTIABLE

NOT NEGOTIABLE

NOT NEGOTIABLE

4010-2350-55340  
Project T0733  
Cienega / Glendora  
New Traffic Signal

For more information about this payment, please contact  
THE DEPARTMENT OF PUBLIC WORKS AT (626) 458-6590.

NOT NEGOTIABLE

NOT NEGOTIABLE

NOT NEGOTIABLE

*Received by Aliet Smith*



# CITY OF COVINA

## AGENDA REPORT

ITEM NO. CC 10

---

**MEETING DATE:** November 3, 2015

**TITLE:** Annual Assessment of the Downtown Covina Business Area Enhancement District (BAED)

**PRESENTED BY:** John Michicoff, Interim Finance Director

**RECOMMENDATION:** A. Approve the Annual Report of the Downtown Covina Business Area Enhancement District (BAED).

B. Adopt **Resolution No. 15-7414**, declaring its intent to levy an annual assessment for the fiscal year 2015-2016 in the Downtown Covina Business Area Enhancement District, and establish the date, time and place for the public hearing.

---

### **BACKGROUND:**

In May 1996, the City of Covina, in cooperation with the Covina Downtown Association (CDA), established a Downtown Business Area Enhancement District (Ordinance No. 96-1805) pursuant to the Parking and Business Improvement Area Law of 1989. The boundaries of the BAED are within downtown Covina, and more specifically include all ground floor businesses fronting on Citrus Avenue between Badillo Street and San Bernardino Road.

Each business in the BAED had been assessed a fee of \$100 per year, through the City's business license fee collection process, to be used to promote and market the Downtown area and to provide general maintenance of common areas. The assessment was increased to \$125 per year beginning with the 1999 business licenses.

### **DISCUSSION:**

The CDA Advisory Board has completed the annual report, which is attached as Attachment A.

Legal requirements for the continuation of this agreement obligate the City to:

- 1) approve the Annual Report
- 2) adopt a resolution of intention to levy an annual assessment
- 3) hold a public hearing on this assessment
- 4) adopt a resolution confirming the Annual Report

This meeting will satisfy the first two of these requirements. The second two items will be addressed at the December 1, 2015 Council Meeting. Council may make changes to the Annual Report after the public hearing.

There are no proposed changes from the Advisory Board this year.

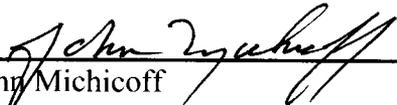
**FISCAL IMPACT:**

None

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

No CEQA involvement

Respectfully submitted,

  
\_\_\_\_\_  
John Michicoff  
Interim Finance Director

		 Finance	
<b>City Manager</b>	<b>City Attorney</b>		<b>City Clerk</b>

**ATTACHMENTS:**

- Attachment A: Business Area Enhancement District Annual Report
- Attachment B: Resolution No. 15-7414

October 8, 2015

Theresa Franke  
City of Covina  
125 East College Street  
Covina, California 91723

RE: Benefit Area Enhancement District

Dear Theresa,

The Board of Directors of the Covina Downtown Association has prepared the following report in order to levy BAED assessment in the Downtown area for the year 2016.

**1. Boundary Changes**

The Board of Directors requests no changes in the boundaries of the BAED district at this time.

**2. Planned Activities for 2016**

The Board of Directors has adopted a plan for the fiscal year 2016 which includes continued print and direct mail advertising, promoting the Downtown shopping experience through our website and directories, light pole banner program, and the lighting of the trees on Citrus Avenue.

We also plan to continue our Frist Saturday Art Walk, the Covina Charities Wine Walks, Hops Madness and Oktoberfest, the Thunderfest Car & Music Festival and our Winter Wonderland Christmas promotions.

**3. Projected budget for 2016 fiscal year**

Our budget for the fiscal year 2016 will be \$55,600 with estimated \$7,500.00 coming from the BAED. We have budgeted 77% to advertising and promotional events, 15% for the Covina.com website, and 5% for insurance and other operating expenses.

**4. Method of levying Assessment**

The fiscal assessment would be the same as in past years at \$125.00 per business.

**5. Carryover Revenues**

Our 2015 fiscal budget will fund all of the CDMA activities, leaving an estimated \$2000.00 to begin the next fiscal year.

**6. Outside Contributions**

We will continue to solicit associate members, using Puente Street to the railroad track, and Second Street to Fourth Avenue as our perimeters for the district. We will continue to solicit sponsorships to bring in additional funds to supplement our events and assessments.

On Behalf the Covina Downtown Association, I would like to thank the City for your continued support of our activities in the Downtown area.

Respectfully submitted,



Galen Metz  
President  
Covina Downtown Association

Downtown Covina Business Area Enhancement District

Proposed Budget for Fiscal Year 2016

Jan 1, 2016 to Dec 31, 2016

INCOME

Assesment	7500.00	
Associate Memberships	900.00	
Events (Wine Walks, Beer Walks)	12225.00	
Art Walk	1900.00	
Thunderfest	35000.00	
<b>Total Income</b>		<b>57525.00</b>

EXPENSES

Administrative	2750.00	
Advertising Events	42200.00	
Business District Map	2300.00	
Web Development	8350.00	
<b>Total Expenses</b>		<b>55600.00</b>

**NET INCOME** 1925.00

**RESOLUTION NO. 15-7414**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING ITS INTENT TO LEVY AN ANNUAL ASSESSMENT FOR THE FISCAL YEAR 2015-2016 IN THE DOWNTOWN BUSINESS AREA ENHANCEMENT DISTRICT, AND ESTABLISHING THE DATE, TIME AND PLACE FOR THE PUBLIC HEARING**

**WHEREAS**, the City Council has previously established the Downtown Business Area Enhancement District (the “BAED”), created pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code, Sections 36500 et seq.), and;

**WHEREAS**, the City Council desires to continue the BAED by levying the annual assessment permitted by the Ordinance which established the BAED.

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

**SECTION 1.** The City Council of the City of Covina does hereby declare its intent to levy and collect assessments in the BAED for fiscal year 2015-2016 in the time and manner specified in the ordinance which established the BAED.

**SECTION 2.** The boundaries of the BAED shall remain as established.

**SECTION 3.** The types of improvements and activities to be funded by the levy of assessments on the businesses in the BAED include, but are not limited to, the following:

- a) safety and security programs
- b) parking facilities
- c) benches
- d) trash receptacles
- e) street lighting
- f) decorations
- g) parks
- h) fountains
- i) business promotion
- j) other improvements and activities which confer special benefits upon the businesses for which the improvements and activities are provided

No substantial changes will be made to this list of improvements and activities.

**SECTION 4.** The name of the Parking and Business Improvement Area under which this levy and collection is carried out is the Covina Downtown Business Area Enhancement District (“BAED”). The boundaries of the BAED are within downtown Covina, and more specifically include all ground floor businesses fronting on Citrus Avenue between Badillo Street and San Bernardino Road.

**SECTION 5.** A full and detailed description of the improvements and activities to be provided for fiscal year 2015-2016, the boundaries of the BAED and any benefit zones within it, and the proposed assessments to be levied upon the businesses within the BAED for that fiscal year can be found in the Advisory Board's report on file with the City Clerk.

**SECTION 6.** The City Council hereby establishes the date of December 1, 2015 as the time and place for a public hearing on the levy of the proposed assessments for fiscal year 2015-2016. At this public hearing, protests may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of these proceedings shall be in writing and shall clearly set forth the irregularity or defect to which the objection may be made. Any protest made must comply with the provisions of California Streets and Highways Code section 36524 and 36525.

**SECTION 7.** The City Clerk shall give notice of the public hearing by causing this Resolution of Intention to be published once in a newspaper of general circulation in the City at least seven days before the public hearing.

**SECTION 8.** The City Clerk shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

**PASSED, APPROVED AND ADOPTED** this 3<sup>rd</sup> day of November, 2015.

---

Mayor, City of Covina

**ATTEST:**

---

City Clerk

**APPROVED AS TO FORM:**

---

City Attorney

**THIS PAGE LEFT INTENTIONALLY BLANK**