



City of Covina/

Covina Redevelopment Agency

Mayor Peggy Delach – Mayor Pro Tem John King

Council Members Walt Allen, III – Bob Low – Kevin Stapleton

REGULAR MEETING AGENDA

125 E College Street, Covina, CA

Council Chambers of City Hall

Tuesday, July 6, 2010

6:30 p.m.

- **The City Council/Redevelopment Agency will meet in closed session from 6:30 p.m.-7:30 p.m.**
- As a courtesy to Council/Agency Members, staff and attendees, everyone is asked to silence all pagers, cellular telephones and any other communication devices.
- Any member of the public may address the City Council, and Redevelopment Agency during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Agency Chair amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.
- Please provide 10 copies of any information intended for use at the City Council/Covina Redevelopment Agency meeting to the City Clerk prior to the meeting.
- **MEETING ASSISTANCE INFORMATION:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk Department at (626) 384-5430. Services such as American Sign Language interpreters, a reader during the meeting, and/or large print copies of the agenda are available. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are now available. Please see the City Clerk before the meeting or during a break for more information.
- **DOCUMENT AVAILABILITY:** Any writings or documents provided to a majority of the City Council/Redevelopment Agency regarding any item on this agenda will be made available for public inspection at the City Clerk counter at City Hall located at 125 E. College Street and the Reference Desk at the Covina Library located at 234 N. Second Avenue during normal business hours. In addition, such writings and documents are available in the City Clerk's office and may be posted on the City's website at <http://www.covinaca.gov/clerk/agendas.htm>.
- Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the City Council/Redevelopment Agency unless listed on agenda, which has been posted not less than 72 hours prior to meeting.
- The Deputy City Clerk of the Covina City Council hereby declares that the agenda for the **July 6, 2010**, Regular City Council meeting was posted on July 1, 2010 near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with Section 54954.2 (a) of the Government Code.

**CITY COUNCIL/REDEVELOPMENT AGENCY
JOINT MEETING—CLOSED SESSION**

6:30 p.m.

CALL TO ORDER

ROLL CALL

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

PUBLIC COMMENTS

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

The City Council and Redevelopment Agency will adjourn to Closed Session for the following:

CLOSED SESSION

- A. G.C. 54956.9(b) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: TWO (2)
- B. G.C. 54957(b) – PERSONNEL MATTERS
Evaluation of Performance – Title: City Manager Daryl Parrish
- C. G.C. 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS
AGENCY DESIGNATED REPRESENTATIVE: Anthony Arroyo, Human Resources Director
EMPLOYEE ORGANIZATIONS: A.F.S.C.M.E. – American Federation of State, County & Municipal Employees
P.A.C. – Police Association of Covina
P.M.G. – Police Management Group
Unaffiliated Employees (see attached)
- D. G.C. 54956.8 - CONFERENCE WITH REAL PROPERTY NEGOTIATOR – NEGOTIATIONS TO INCLUDE BOTH PRICE AND TERMS:
 - Covina Valley Unified School District – 120 East School Street (APN: 8430-027-900)
 - Covina Valley Unified School District – Vacant Land South Side Puente Street at Third Avenue (APN: 8444-021-904)
 - Mercy Moreno – 147-151 East College Street (APN: 8445-001-918)
 - The Bergman Companies – 611 S. Citrus Avenue (APN: 8453-001-001) and 635 South Citrus Avenue (APN: 8453-001-906 & 8453-001-900)
 - Enterprise – 602 South Citrus Avenue (APN: 8451-001-911)

RECESS

**CITY COUNCIL/REDEVELOPMENT AGENCY
JOINT MEETING—OPEN SESSION
7:30 p.m.**

CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Led by Council Member Allen.

INVOCATION

Led by the Covina Police Chaplain Patti Venegas.

PRESENTATIONS

Recognition of Covina High School Student Athlete and CIF State Champion Remontay McClain.

Recognition of Tim Burlingame.

Recognition of the South Hills Kiwanis Club for their years of support to the Parks & Recreation Department Library Services Division's Summer Reading Program.

PUBLIC COMMENTS

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

COUNCIL/AGENCY COMMENTS

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

CITY MANAGER COMMENTS

CONSENT CALENDAR

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

- CC 1. City Council to approve the Minutes of the Tuesday, June 15, 2010 Regular City Council/Redevelopment Agency Meeting.
- CC 2. City Council to:
- a.) Approve the County population and the State of California's Per Capita cost of Living Change as the factors to calculate the appropriation limit; and
 - b.) Adopt **Resolution No. 10-6833**, establishing the 2010 – 2011 Appropriation Limit for the City of Covina.
- CC 3. City Council to adopt **Resolution No. 10-6859**, adopting Investment Policy for the City's Investment Portfolio for the Fiscal Year 2010 – 2011.
- CC 4. City Council to award the bid for the maintenance and repair of the city's traffic signal maintenance systems to Computer Service Company as the lowest responsive and responsible bidder in the base amount of \$37,800.
- CC 5. City Council to approve the Agreement between the City of Covina and the County of Los Angeles for an integrated traffic control system and authorize the City Manager to execute the Agreement.
- CC 6. City Council to award a contract for a planning study on Citrus Avenue between Cypress Boulevard and Badillo Street – Project No. T-0814A, Federal Project No. HPLUL-5118(015) to Advantec Consulting Engineers in the amount of \$215,000 and authorize the City Manager to execute the necessary agreement after its review and approval by the City Attorney.
- CC 7. City Council to approve the conclusion of parking permit sales pilot program with Clancy Systems, Incorporated, and approve system conversion of www.ParkCovina.com for Citywide parking permit sales.
- CC 8. City Council to adopt **Resolution No. 10-6857**, amending the Fiscal Year 2009 – 2010 Public Works Department, Transit Operations operating budget to reflect an appropriation of \$25,402.53 from Proposition A reserve funds for Bikestation Covina project F-0908 completion.
- CC 9. City Council to adopt **Resolution No. 10-6858**, participating in the California Product Stewardship Council and support Extended Producer Responsibility.
- CC 10. City Council to:
- a.) Approve title changes for the positions of Street Maintenance Supervisor, Building and Code Enforcement Coordinator and Administrative Services Manager; and
 - b.) Approve salary adjustment for the position of Parks and Recreation Manager.
- CC 11. City Council to accept the letters of resignation from David M. Grijalva of the Youth Accountability Board, Mary I. Butterworth of the Youth Accountability Board and Shoshana Puccia of the Cultural Arts Advisory Committee.

CONSENT CALENDAR CONT.

- CC 12. Redevelopment Agency to adopt **Agency Resolution No. 10-630**, adopting an Investment Policy for the Agency's Investment Portfolio for Fiscal Year 2010 – 2011.
- CC 13. City Council and Redevelopment Agency to adopt **Agency Resolution No. 10-629**, amending the fiscal year 2010-2011 Covina Redevelopment Agency Budget to reflect an appropriation of \$200,000 from Project Area One, Private Purpose Bond, undesignated funds to complete a redevelopment study for Covina Revitalization Redevelopment Project No. 1 and Project No. 2.
- CC 14. City Council and Redevelopment Agency to authorize the City Manager or his designee to execute an Agreement for the McGill Transitional House Operation and Supportive Services with Catholic Charities of Los Angeles, Inc.
- CC 15. City Council and Redevelopment Agency to approve the proposed design of Heritage Plaza and authorize Executive Director to execute applicable Professional Services Agreements during the project design and construction phases for an amount not to exceed 15% of total redevelopment funds appropriated for the project, or \$158,550.

PUBLIC HEARING

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

Staff Recommendation:

- a.) Adopt **Ordinance No. 10-1984**, amending the Municipal Code of the City of Covina with respect to animals and adopting by reference the Los Angeles County Code, Title 10, Animals; and
- b.) Adopt **Resolution No. 10-6850**, providing for the adoption of an Animal Control Fee Schedule.
- PH 2. Approval of closing of CDBG Microenterprise Program 600289-09 in Fiscal Year 2009 – 2010; placing funds in unallocated funds; re-allocate the funds to a new CDBG Microenterprise Program for Fiscal Year 2010 – 2011.

Staff Recommendation:

Approve **Resolution No. 10-6856**, approving appropriation of CDBG revenue and expenditures for Microenterprise Program and authorize City Manager or his designee to enter agreement with Los Angeles County Community Development Commission.

CONTINUED BUSINESS

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

Staff Recommendation:

City Council to appoint and/or schedule interviews of all applicants for City Boards, Committees and Commissions for Tuesday, July 6, 2010.

CONTINUED BUSINESS CONT.

CB 2. Update of the City of Covina Strategic Plan.

Staff Recommendation:

City Council to receive and file the updated City of Covina Strategic Plan from the June 7, 2010 Strategic Planning Meeting.

JOINT NEW BUSINESS

JNB 1. Consider cancellation of the August 3, 2010 regular City Council and Redevelopment Agency Meeting.

Staff and Agency Recommendation:

Support the 27th Annual National Night Out event by canceling the City Council and Redevelopment Agency Meeting of August 3, 2010 and continue the scheduled City Council and Redevelopment Agency Meeting to August 17, 2010.

ADJOURNMENT

The Covina City Council/Redevelopment Agency will adjourn the next Regular Meeting to be held on **Tuesday, July 20, 2010 at 6:30 p.m.** in the Council Chambers of City Hall, 125 E College Street, Covina, CA 91723.

UNAFFILIATED MANAGEMENT

Mid-Management

Supervisory, and Professional

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

Confidential

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

Executives

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

PART-TIME UNAFFILIATED

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



**MINUTES OF THE JUNE 15, 2010 REGULAR MEETING OF
THE COVINA CITY COUNCIL/REDEVELOPMENT AGENCY
HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 125
EAST COLLEGE STREET**

CALL TO ORDER

Mayor Delach called the City Council meeting to order at 7:34 p.m.

ROLL CALL

Council Members Present: Allen, Delach, King, Low, Stapleton

Council Members Absent: None

Other Elected Officials Present: Jack Fielding, City Treasurer

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

**AGENDA
POSTING
DECLARATION**

The Deputy City Clerk of the Covina City Council hereby declares that the agenda for the June 15, 2010 Regular City Council/Redevelopment Agency meeting was posted on June 10, 2010 near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with Section 54954.2 (a) of the Government Code.

**CLOSED
SESSION**

A. G.C. 54957(b) – PERSONNEL MATTERS

Evaluation of Performance – Title: City Manager
Daryl Parrish

**B. G.C. 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS
AGENCY DESIGNATED REPRESENTATIVE: Anthony Arroyo,
Human Resources Director**

EMPLOYEE ORGANIZATIONS:

A.F.S.C.M.E. – American Federation of State, County & Municipal Employees

P.A.C. – Police Association of Covina

P.M.G. – Police Management Group

Unaffiliated Employees

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

- Covina Valley Unified School District – 120 East School Street (APN 8430-027-900)
- Covina Valley Unified School District – Vacant Land South Side Puente Street at Third Avenue (APN 8444-021-904)
- Covina Redevelopment Agency – 114 E. Italia Street (APN 8445-001-905)
- Rene Ortiz – 211-217 N. Citrus Ave. (APN 8431-032-008)

**CITY ATTORNEY
ANNOUNCEMENT**

City Attorney Edward Lee announced that no reportable action was taken in closed session.

**PLEDGE OF
ALLEGIANCE
INVOCATION**

Mayor Delach led the Pledge of Allegiance.

Covina Police Chaplain David Truax gave the invocation.

PRESENTATIONS

None.

PUBLIC COMMENTS

Bob Gorski invited the community to the Covina Concert Band's 55th Annual Concert Season in the Park which begins on July 1st through August 5, 2010 beginning at 7:30 p.m. He also invited the community to the July 4th "Breakfast with the Band" event beginning at 8:00 a.m. until 10:30 a.m. at Covina Park. Mr. Gorski also announced that the Swing Band Festival will take place in September.

Oscar Luque introduced himself to Council as the new AFSCME President and as the representative of the 50 City of Covina employees.

Hank Jannace spoke on his dismay regarding the current conditions and maintenance of the streets located near his residence at Darfield Ave. and Palm Drive. He stated that the streets were in total disrepair and inquired having the streets repaired.

Mayor Delach informed Mr. Jannace to speak to the Public Works Director Steve Henley to obtain more information on the repair of the streets. Mayor Delach also asked for a follow up report from the Public Works Department on the outcome to Mr. Jannace's request.

**COUNCIL/AGENCY
COMMENTS**

Council Member Stapleton cautioned the community to drive safely due to children being out of school and to have a great 4th of July.

Council Member Allen commended the Downtown Business Association and other various organizations such as the "Yellow Ribbon Committee" in raising funds during the "Wine Walk" which took place on Saturday, June 12, 2010. Council Member Allen spoke regarding his participation in the Cancer Relay for Life event held in the City of Glendora and encouraged individuals to participate in this event next year because all money raised from this event goes directly to Cancer research. He also had Boyscout Joseph Eggers from Troop 448 introduce himself. Mr. Eggers was attending the Council meeting as a requirement to earn his merit badge.

Council Member Stapleton recommended Hamilton's Steakhouse and their excellent food and encouraged the community to support all local businesses.

Mayor Pro Tem King spoke regarding his participation in the “Wine Walk” and stated the great time that he had participating in this event. He also reported that his daughter currently became a graduate from International Polytechnic High School.

Mayor Delach commented on her attendance at a grand opening of a KaBOOM! Playground for kids at the Arrow Community Center located on Arrow Highway. She stated that only seven of these safe playgrounds were to be constructed in the United States and Covina was one of these seven locations where a KaBOOM! Playground was to be built.

Mayor Delach made the following community announcements:
Boy Scout 40th Annual Car Show on Saturday, June 26, 2010 from 9:00 a.m. to 3:00 p.m. at Royal Oak Middle School; Saturday swimming classes at Covina Plunge begin June 19, 2010, Weekday classes begin June 21, 2010; Recreational Swimming and Aqua Fitness programs begin the week of June 21, 2010; Teen Center at Covina Park opens – Hours are 3-7 p.m.; Summer Reading Program at the Covina Public Library begins Tuesday, June 22, 2010; Summer Evening Entertainment at Covina Park begins June 28, 2010.

Mayor Pro Tem King added that the Summer events held at Covina Park are sponsored by local businesses and other organizations and churches.

**CITY MANAGER
COMMENTS**

City Manager Daryl Parrish recognized the Long Term Financial Stability Committee and the work they have done on the water rate issue and the balancing of the budget. City Manager Parrish also recognized the General Manager of the Covina Irrigating Company, David De Jesus, and his participation during the Council meeting. He also thanked Mr. Jannace for speaking on the current conditions of the streets and stated that due to the current economy and the state’s budget, it is more challenging for cities to do street improvements.

**CONSENT
CALENDAR**

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council/Redevelopment Agency approved Consent Calendar items CC 1, CC 2, CC 5, CC 6, CC 7, CC 8, CC 9, CC 11, CC 12, CC 13, CC 14, CC 15 & CC 16. Motion carried by a vote of 5-0.

**JUNE 1, 2010 REGULAR
CITY COUNCIL/CRA
MEETING MINUTES
CC 1**

City Council approved the Minutes of the Tuesday, June 1, 2010 Regular City Council/Redevelopment Agency Meeting.

**JUNE 7, 2010
STRATEGIC
PLANNING MEETING
MINUTES
CC 2**

City Council approved the Minutes of the Monday, June 7, 2010 Strategic Planning Meeting.
(NOTE: Council Member Low was not in attendance of this meeting.)

**AWARD OF BID FOR
SLURRY SEALING
PROJECT NO. P-0902
CC 5**

City Council awarded the bid for slurry sealing of municipal parking lots, Project No. P-0902, to Wheeler Paving, Incorporated, as the lowest responsive and responsible bidder in the amount of \$58,912 and adopted **Resolution No. 10-6854**, amending the Fiscal Year 2009 – 2010 Public Works Department, Municipal Parking District Budget to reflect an appropriation of \$58,912 from Municipal Parking District Reserve Funds for the Slurry Sealing and Striping of Municipal Parking Lots and allocate those funds to Account No. 2600-2800-00-55360 for expenditure.

**PUBLIC WORKS
DEPT. MONTHLY
ACTIVITY REPORT
CC 6**

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

**ATHENS SERVICES
EXTENSION OF
CONTRACT
CC 7**

City Council approved Amendment No. 2 to the Street Sweeping Contract with Athens Services to extend contract for one year.

**TRUGREEN
LANDCARE SERVICES
CONTRACT
CC 8**

City Council approved Contract Amendment No. 1 to Park Landscape Maintenance Services Contract with TruGreen LandCare for the Parks & Recreation Department effective July 1, 2010 through June 30, 2013.

**KARE YOUTH LEAGUE
AGREEMENT
CC 9**

City Council approved the Agreement between the City of Covina and Kare Youth League.

**ABC ENFORCEMENT
PROGRAM
CC 11**

City Council adopted **Resolution No. 10-6849**, accepting grant funding from the Department of Alcoholic Beverage Control for the City of Covina Police Department ABC Enforcement Program and adopted **Resolution No. 10-6855**, amending the Fiscal Year 2010-2011 Police Department Budget to include funding for a grant funded Alcoholic Beverage Control Enforcement Program and authorized the Chief of Police to execute the agreement on behalf of the City of Covina.

**LOS ANGELES COUNTY
ENERGY PROGRAM
CC 12**

City Council adopted **Resolution No. 10-6851**, consenting to inclusion of properties within the incorporated area of the City in the Los Angeles County Energy Program to finance distributed generation renewable energy sources and energy and water efficiency improvements, approving the report setting forth the parameters of the referenced program and certain matters in connection therewith.

**CONFLICT OF
INTEREST CODE
CC 13**

City Council directed staff to publish a Notice of Intent to change the Conflict of Interest Code, to review the City's adopted Conflict of Interest Code, and submit any proposed amendments no later than October 1, 2010, pursuant to the mandatory action required by Government Code § 87306.5.

CRA PAYMENT OF DEMANDS
CC 14

Redevelopment Agency approved Payment of Demands in the amount of \$287,184.54.

OLSON CITRUS WALK PROJECT
CC 15

Redevelopment Agency adopted **Agency Resolution No. 10-626**, amending Agency Resolution No. 10-623 and Resolution No. 10-6840 and the Fiscal Year 2009 – 2010 Covina Redevelopment Agency Budget to reflect the increased funds anticipated at the close of escrow of the Olson Citrus Walk Project.

COVINA ECONOMIC DEVELOPMENT COUNCIL (EDC)
CC 16

Redevelopment Agency received and filed the Annual Report of the Economic Development Council and approved the 2010 – 2011 program budget for the Covina Economic Development Council (EDC).

CITY PAYMENT OF DEMANDS
CC 3

Council Member Low inquired on the criteria for the medical insurance allocation expenditure pertaining to previous City Manager, Paul Philips. He stated that after reading in the newspaper, Mr. Philips was employed as the City Manager of another city and that retirement benefits were to go to retirees.

Human Resources Director Anthony Arroyo stated the expenditure was for retiree medical benefits and that Mr. Philips was no longer employed as a contract City Manager for the agency he was working for due to not renewing his contract.

Mayor Delach informed Council Member Low that staff would report back with further information regarding his inquiry.

On a motion by Council Member Allen and seconded by Mayor Pro Tem King, the City Council approved the Payment of Demands in the amount of \$4,299,661.49. Motion carried by a vote of 5-0.

ANDY DE SILVA SOFTWARE CONVERSION CONTRACT
CC 4

Council Member Low shared he had read in the newspaper that this contract was for the purchase of software and that the total cost was for \$50,000. He stated that in the staff report, it is indicated that the contract is to hire a consultant to determine the cost of the software.

Finance Director Dilu De Alwis indicated that the information in the newspaper was not worded correctly. He stated that at a previous Council meeting, Council approved a contract with Edgesoft to bring a permitting software system to the City. The contract being presented to Council is to have the consultant manage the project and not to purchase software.

Council Member Low asked what the cost would be to purchase the software.

Finance Director De Alwis stated the software that was approved by Council would be rented at a cost of \$3,500 a month instead of purchasing the software at \$600,000. He also indicated that this particular software would be used for permitting uses and that the IFAS financial software currently in place would be replaced in the future with the approval by Council.

Council Member Low asked what the purchase cost would be for renting the two softwares.

Finance Director De Alwis shared that the financial system could run \$150,000 a year and the Council approved permitting software could run \$35,000 a year.

Council Member Allen asked if a dual system would be in place during the implementation of the new system.

City Manager Parrish indicated that the financial system of IFAS would not be taken offline until the new system was in place and the Edgesoft system would run parallel with the current system until it was in place.

On a motion by Mayor Pro Tem King and seconded by Council Member Allen, the City Council authorized the City Manager to negotiate a contract with Andy de Silva, for software conversion project management services effective July 1, 2010 for an amount not to exceed \$50,000. Motion carried by a vote of 5-0.

**CALIFORNIA JOBS
INITIATIVE
CC 10**

Council Member Low questioned the proposal being presented to Council for approval and urged the resolution be rejected and support the state legislator and the governor in their efforts to improve the energy availability to the people in this country.

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City Council adopted **Resolution No. 10-6842**, supporting the California Jobs Initiative, proposed to be considered by voters on the November 2010 ballot and opposing AB 32, the "Global Warming Solutions Act of 2006." Motion carried by a vote of 4-1 with Council Member Low in opposition.

**INT'L COUNCIL OF
SHOPPING CENTERS
CONVENTION
CC 17**

Council Member Stapleton thanked staff on a great job done during the convention. He stated that it was a great opportunity for the City and money well spent.

Mayor Delach added that this is an event that one can not understand until one attends. She also stated that the booth set up by City staff was a show stopper and was at a great location.

On a motion by Council Member Stapleton and seconded by Mayor Delach, the City Council received and filed the report on the International Council of Shopping Centers Global Retail Real Estate Convention. Motion carried by a vote of 5-0.

**COVINA LANDSCAPING
DISTRICT NO. 1
PH 1**

Council Member Low inquired about an opinion by the City Attorney regarding his participation on the discussion pertaining to Landscaping District No. 1 and Lighting District No. 1978 – 1979 because of his residence being located in both districts.

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

Mayor Delach declared the public hearing opened at 8:16 p.m. and asked if a majority protest existed.

City Attorney Lee commented that a majority protest consideration was not required because this public hearing was only re-establishing a rate within a previously approved rate structure and Proposition 218 does not apply to Public Hearings 1, 2 and 3.

Mayor Delach declared the public hearing closed at 8:18 p.m. and asked for Council comments. After seeing none, she accepted a motion for approval.

On a motion by Council Member Allen and seconded by Mayor Pro Tem King, the City Council adopted **Resolution No. 10-6844**, confirming the Engineer's Report dated May 18, 2010, and ordering the levying of assessments on the Covina Landscaping District No. 1 for the 2010 – 2011 Fiscal Year. Motion carried by a vote of 3-2 with Council Member Low and Council Member Stapleton in opposition.

**COVINA LIGHTING
DISTRICT NO. 1978-1979
PH 2**

Mayor Delach declared the public hearing opened at 8:18 p.m.

Mayor Delach closed the public hearing at 8:18 p.m. after seeing no public comment.

Council Member Stapleton expressed the unfairness of the landscaping and lighting districts due to the fact that they are not city wide and only pertain to certain areas and are a general public benefit.

Council Member Allen stated that one of the reasons for the establishment of the Long Term Financial Stability Committee was to take a look at this issue and deal with it and come up with a better solution.

Mayor Delach indicated that Council will look forward to recommendations made by the Financial Committee but that this item needs to be passed in order to keep the lights and the landscape going.

City Manager Parrish stated that this item has been discussed with the Committee and an in depth analysis will be coming to a meeting in August. He also indicated that a general fund subsidy currently exists in the amount of \$137,000 with the assessment. If this same assessment were to go away, the subsidy would go up another \$125,000 which would be a \$125,000 cut in the general fund.

On a motion by Council Member Allen and seconded by Mayor Delach, the City Council adopted **Resolution No. 10-6845**, confirming the Engineer's Report dated May 18, 2010 and ordering the levying of assessments for Covina Lighting District No. 1978-1979 for the 2010-2011 Fiscal Year. Motion carried by a vote of 3-2 with Council Member Low and Council Member Stapleton in opposition.

**VEHICLE PARKING
DISTRICT NO. 1
PH 3**

Mayor Delach declared the public hearing opened at 8:23 p.m.

Mayor Delach closed the public hearing at 8:23 p.m. after seeing no public comment.

On a motion by Council Member Stapleton and seconded by Mayor Pro Tem King, the City Council adopted **Resolution No. 10-6846**, confirming the Engineer's Report dated May 18, 2010, and ordering the levying and collection of assessments for Vehicle Parking District No. 1 for the 2010-2011 Fiscal Year. Motion carried by a vote of 5-0.

**CITY'S WATER UTILITY
SERVICE RATES
PH 4**

City Manager Parrish introduced a Powerpoint presentation on the City's proposed water utility service rates.

Public Works Director Steve Henley presented and explained the Powerpoint presentation on the City's proposed water utility service rates.

Mayor Delach stated that the water situation is not going to get any better and asked all interested parties to submit their written protests to the City Clerk.

Mayor Delach declared the public hearing opened at 8:35 p.m. and began the public comment portion of the public hearing.

Gil and Erica Furman commented on their concern regarding the cut back of watering trees located on their property and the impact this will have on the environment and their fear of the trees becoming a fire hazard. Mr. Furman also stated that he was concerned that another public hearing was not needed if these rates were passed and the rates could go up to 692%.

Mayor Delach asked for clarification of this percentage.

Public Works Director Henley clarified the percentage by stating that if something were to happen to Covina Irrigating Company's (C.I.C.) treatment facility and the City was unable to obtain water from them, the City would then have to obtain water from an outside supplier such as the Metropolitan Water District (M.W.D.). A penalty phase at a rate of \$3,000 to \$4,000 an acre foot would kick in raising the City's water bill from \$4,000,000 to almost \$17,000,000, passing this cost on to the customer because the City financially could not afford to buy water at this rate. Although this situation is not anticipated to happen, under Proposition 218, the potential for this situation could happen and it has to be noticed and advised to consumers that it is a possibility.

Erica Furman inquired about the base unit rate and if these same rates are given to all consumers.

City Manager Parrish stated that rates are based on the size of a consumers water meter.

Council Member Stapleton said that between court rulings and state and federal mandates, the price of water is being forced to go up.

City Attorney Lee suggested that David De Jesus, President and General Manager of C.I.C., should comment during the public comment period.

David De Jesus explained that his position as the elected representative for Covina on the Three Valleys Municipal District Board of Directors, who brings in the City's import water supply, he is the person to go to regarding the City's water supply. Mr. De Jesus explained that politically speaking, the subject of water will be controversial and in a few short years, imported water will exceed \$1,000 per acre foot. He stated that due to this development, C.I.C. has taken the steps to prepare the City for the necessary improvements and insure system reliability in turn protecting consumers from the increasing cost of importing water. Mr. De Jesus also shared that the cost of water is a flat rate, inclusive of all costs, that equally burdens all users which is no longer based on shared ownership but on the amount of water which is used. He also stated that the amount of water required by the City has remained stable for many years and is expected to remain as such in the distant future. Mr. De Jesus commented that it is important for the City to hold on to its C.I.C. shares and enjoy the wholesale water rates of nearly half of the cost of imported water.

Mayor Delach inquired on how the new rates will affect consumers bills.

Public Works Director Henley stated that the consumption charge increase will be about 36% and the meter charge itself will be about \$12 to \$13 a month. Mr. Henley indicated that the purpose behind the tiered rate structure and the increasing of the rates, is to not see a linear progression but a diagonal progression. He also said that by state law, all urban areas will be required to reduce their water consumption by 20% by the year 2020.

City Manager Parrish gave actual bill examples of how the increase would affect two random water customers.

Mayor Pro Tem King asked about the C.I.C. price.

Public Works Director Henley said that the City has 4,200 shares that it owns and the City leases about 1,000 to 1,300 shares. The lease price is a composite price of \$425, plus the amount which is paid to the holder of the share in order for the City to lease that share. Mr. Henley also stated that once the City goes over its shares, a \$600 replenishment rate would go to the Water Basin Master.

Mayor Pro Tem King asked how many acre feet the City uses.

Mr. De Jesus stated the average used is about 6,500 acre feet within a year.

Public Works Director Henley said depending on the time of year, 15 to 20 acre feet a day is being used.

Council Member Stapleton commented that these increases are being forced upon the City by policy of those who run our country.

Mr. De Jesus added that the state is currently coming out of a natural drought but having to deal with a man-made imposed drought which restrains the amount of water which comes through the Bay Delta. Mr. De Jesus explained that the man-made drought was caused by a three inch fish called the Delta Smelt which gets pushed into the water ways which leads into the pumps in Northern California that pumps water to both the Central Valley and Southern California. After a large amount of these fish became caught in these pumps, it was ruled through court that these pumps stop pumping to preserve these fish. Due to this action, 300,000 acre feet of water was lost to Southern California and the replenishment of surface and ground water basins due to this restriction.

Council Member Allen re-emphasized that the water rate increases deal with issues that are out of the City's control.

Judy Grynchel stated that there are many homeowners who would like to be proactive and make their homes more drought tolerant. She

inquired about rebates which could help these homeowners become more proactive.

Mayor Delach advised Ms. Grynchel to look at the www.bewaterwise.com website to obtain more information regarding suggestions on how to become more drought tolerant. She also commented that she was able to make her home more drought friendly by putting in artificial grass which reduced her water bill 70%.

Public Works Director Henley added that www.bewaterwise.com is where all water districts are consolidated under regarding rebates and water conservation advise.

Mayor Delach stated that the City falls under the Three Valleys Water District.

Mayor Delach declared the public hearing closed at 9:09 p.m.

Council Member Low asked about the the various increased costs regarding water in the budget. He asked the reason for the drastic increases since they are not associated with the price of water. He also inquired about the selling of bonds.

Public Works Director Henley explained these costs are related to a Council approved acquisition of an automated billing software system and other capital expenditures and also staff costs to re-establish and reconfigure exact costs of operation. He also explained that the increase in production and storage costs are due to reservoir maintenance, cleaning and capital projects such as the La Merced water tank project which cost over \$1,000,000. Mr. Henley also stated that the transmission and distribution costs are related to the providing of the maintenance and repair of the system. He explained that although these increased costs do not have anything to do with directly purchasing the City's water, these costs pertain to the storage and delivery of water. Mr. Henley added that it is anticipated that the selling of bonds will be coming back to Council if the rates are approved. The selling of these bonds will be a way for the City to get its capital needs met and the cost will be shared by everyone and not just the current residents.

Mayor Pro Tem King stated that if the proposed rates are not accepted, then the general fund will be affected significantly.

Finance Director Dilu De Alwis shared that in addition to the increase in water rates, if the City continues to under collect in its coverage of its water bonds, the City could be in violation regarding its bond covenants.

Council Member Stapleton expressed that there is no room for local flexibility concerning these rate increases due to state and federal regulations and that it is not fair to the community.

Council Member Allen stated that he did not like these increases but there was no other alternative.

Mayor Delach asked the Deputy City Clerk if the count of the letter of protests was complete and if a majority protest existed.

Deputy City Clerk Rosalia Conde stated the count of protest letters was complete and a total of 50 written protests out of 8,338 customers was received which constituted a 6/10 of 1% protest. Due to these facts, a majority protest did not exist.

On a motion by Council Member Allen and seconded by Council Member Stapleton, the City Council adopted **Resolution No. 10-6847**, increasing the City's water utility service rates and charges effective July 1, 2010. Motion carried by a vote of 4-1 with Council Member Low in opposition.

Mayor Delach introduced the item.

Charles and Amy O'Brien spoke regarding their interest in opening a massage establishment in the City of Covina. Mr. O'Brien stated that he has followed the law to open up such a business and would like for the City to allow he and his wife to finish the process in doing so in spite of the current moratorium. He commented that if such action could not be done, he asked Council if all fees which he has paid to the City to begin the application process in opening his business, could be returned to him.

Council Member Low asked the opinion of City Attorney Lee if the City could let the O'Briens continue with the application process in order for them to open their massage establishment.

City Attorney Lee stated that at the Council's wishes, an exception could be possible in order for the O'Briens to continue with their application process and deferred to staff on the option of returning paid fees to the O'Briens.

Council Member Stapleton inquired on how many applications were pending as of May 4, 2010.

Chief of Police Kim Raney stated the only application pending at the Police Department was for the O'Briens and that it was denied in April 2010 due to Mrs. O'Brien's school not being recognized by the California Massage Therapy Council (C.A.M.T.C.). Chief Raney

**NEW MESSAGE
ESTABLISHMENTS
AND TECHNICIANS
CB 1**

added that this issue was cleared up when the O'Briens went to Sacramento to appeal the decision and she received certification.

Community Development Director Robert Neiuber stated only one pending application existed in the Planning Department and this application pertained to the O'Briens.

After further discussion, a motion by Mayor Pro Tem King and seconded by Council Member Stapleton was made for City Council to direct staff to refund Mr. and Mrs. O'Brien's fees paid to the City and adopt **Urgency Ordinance No. 1985**, extending Interim Urgency Ordinance No. 10-1983 for an additional period of 10 months and 15 days and thereby extending the moratorium on the permitting of new massage establishments and massage technicians and directed staff to continue studying possible revisions to the City's existing massage regulations in light of the passage of SB 731. Motion carried by a vote of 5-0.

**LOANS FOR PROJECT
NOS. 1 & 2
JNB 1**

Community Director Neiuber explained that the City and the Agency have entered into loan agreements for the past number of years in order to assist the Agency in securing debt and also provides a source of income for the City through the loan repayment.

On a motion by Council Member Stapleton and seconded by Council Member Allen, the City Council adopted **Resolution No. 10-6853**, approving and authorizing loans to the Covina Redevelopment Agency for Fiscal Year 2010-2011 and adopted **Agency Resolution No. 10-628**, approving and authorizing execution of Promissory Notes made by the Agency to the City of Covina for Fiscal Year 2010-2011. Motion carried by a vote of 5-0.

**CITY & CRA ANNUAL
BUDGET
JCB 1**

Finance Director De Alwis gave a brief Powerpoint presentation of the budget being presented to the City Council for approval.

City Manager Parrish added that the expenditures in the general fund presented in the budget have been reduced by \$3.7 million.

Council Member Stapleton shared that the local generated taxes such as the property tax and utility user's tax are used for various services in the City such as Public Safety.

Finance Director De Alwis stated a revised budget of the water fund would be presented to Council in July showing the impacts of the new Council approved water rates. He also added that since the last presentation of the budget given to Council at a previous Council meeting, a \$10,000 change to the general fund was made due to the addition of the service and hardware to webcast future Council meetings.

Council Member Allen asked about the reduction in revenue from Redevelopment and if it was based from a state take away.

Community Development Director Neuber stated it was part of the low moderate income loan and project funds.

City Manager Parrish added that a small surplus of \$52,000 existed in revenues over expenditures.

On a motion by Mayor Pro Tem King and seconded by Council Member Stapleton, the City council adopted **Resolution No. 10-6848**, adopting the City of Covina Budget for July 1, 2010 through June 30, 2011 and adopted **Agency Resolution No. 10-625**, adopting the Covina Redevelopment Agency Annual Budget for the Fiscal Year commencing July 1, 2010 and ending June 30, 2011. Motion carried by a vote of 4-1 with Council Member Low in opposition.

ADJOURNMENT

At 10:04 p.m., Mayor Delach adjourned the City Council/Redevelopment Agency meeting to the next Regular meeting to be held on Tuesday, July 6, 2010 at 6:30 p.m. at the City Hall Council Chambers.

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

Approved this 6th day of July, 2010.

Peggy Delach, Mayor

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 2

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Consider establishing the 2010-2011 Appropriation Limit for the City of Covina

STAFF RECOMMENDATION

- a. Approve the County population and the State of California's Per Capita cost of Living Change as the factors to calculate the appropriation limit; and
- b. Adopt **Resolution No. 10-6833**, establishing the 2010-2011 Appropriation Limit for the City of Covina

FISCAL IMPACT

None.

BACKGROUND

The establishment of the appropriation limit for the following fiscal year is required by each agency per Article XII B of the California Constitution-Gann Initiative.

The appropriation limit calculations were modified in fiscal year 1993-1994 as a result of the passage of Proposition 111 (which also increased the State Gas Tax). The measure provides several factors for the calculation of the appropriation limit. The basic factors are growth in population and inflation.

The City can select the larger of the percentage population growth of the city or county for growth.

The larger of the percentage increase in the State's per capita income or the increase in the City's new construction non-residential assessed valuation can be utilized for inflation.

The population factor for fiscal year 2010-2011 is the County's percentage population growth of .83% (compared to .53% for the City). The inflation factor is the State's Per Capita income change of -2.54% compared to the City of Covina's new construction non-residential valuation change of -10.02%.

The City of Covina's appropriation limit for fiscal year 2010-2011 is \$73,773,025 (see Exhibit B). The 2010-2011 adopted appropriation subject to the limitation is \$24,583,970 that provides a safety margin of \$50,189,055.

The proceeds from taxes are \$23,583,970 and are below the appropriation limit. There is no excess of taxes over the appropriation limit as defined by Article XIII B.

Any challenge to the 2010-2011 appropriation limit calculation must be done within forty-five days of the adopted resolution effective date.

EXHIBITS

- A) Resolution No. 10-6833
- B) Appropriation Limit and Proceeds of Taxes for Fiscal Year 2010-2011
- C) Proceeds/Non-proceeds of Taxes for Fiscal Year 2010-2011

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

RESOLUTION NO. 10-6833

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, ESTABLISHING THE 2010-2011
APPROPRIATION LIMIT FOR THE CITY OF COVINA**

WHEREAS, Chapter 1205, 1980 Statutes of the Government Code, Section 7910 requires that each local government establish its appropriation limit by resolution each fiscal year at a regular City Council meeting or a noticed special meeting; and

WHEREAS, any challenge to the 2010-2011 fiscal year appropriation limit must be brought within forty-five days of the resolution effective date; the City Council reviewed and approved the Preliminary Fiscal Year 2010-2011 Budget on June 15, 2010; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

SECTION 1: The City Council does hereby determine that the annual adjustment factors to be selected in modifying the prior-year appropriation limit are the increase in the County's population and the State of California's Per Capita cost of Living Change.

SECTION 2: The City Council does hereby determine and declare that the City of Covina's appropriation limit for fiscal year 2010-2011 is \$73,773,025 per attached Exhibit B.

SECTION 3: The City Clerk shall certify to the passage and adoption of this resolution, and the same shall thereupon take effect and be in force.

APPROVED AND ADOPTED this 6th day in July, 2010.

Peggy Delach, Mayor

ATTEST:

Rosalia Conde, CMC
Deputy City Clerk

APPROVED AS TO FORM:

Edward W. Lee, City Attorney

EXHIBIT B
CITY OF COVINA, CALIFORNIA
2010-2011
Appropriation Limit Calculation

Appropriation Limit Calculation

Appropriation limit for the 2009-2010 fiscal year		\$ 71,353,373
PER Capita Cost of Living Change	1.0254	
Percent Growth in County Population	1.0083	
Total Adjustment	<u>1.0339</u>	
2010-2011 Appropriation Limit		<u>\$ 73,773,025</u>

Appropriation Subject to Limitation

2010-2011 Appropriation Limit		\$ 73,773,025
Less: Proceeds from taxes		(23,583,970)
Add: Users Fees in excess of costs		-
Total Appropriations Under Limitation		<u><u>\$ 50,189,055</u></u>

EXHIBIT B

CITY OF COVINA

**SCHEDULE OF ESTIMATED REVENUES
PROCEEDS AND NON-PROCEEDS FROM TAXES
Based on 2010/2011 Budget**

	Proceeds from Taxes	Non-Proceeds from Taxes	Total Proceeds/Non- Proceeds
General Fund			
Taxes			
Property Taxes - Current Year Secured	\$ 5,184,600		\$ 5,184,600
Sales and Use Taxes	5,255,500		5,255,500
Franchises	1,170,000		1,170,000
Utility Users Tax	5,698,000		5,698,000
Other Taxes	935,150		935,150
License & Permits		\$ 390,650	390,650
Fines & Foreitures		720,500	720,500
Intergovernmental		927,230	927,230
Property Tax in Lieu of Sales Tax	1,718,500		1,718,500
Property Tax in Lieu of MVL	3,622,220		3,622,220
Motor Vehicle In-Lieu of Fees			-
Other Inter-agency revenue			-
Charges for Current Services - User Fees		1,697,190	1,697,190
Miscellaneous Revenue		690,030	690,030
Net - Transfers		-	-
	<u>\$ 23,583,970</u>	<u>\$ 4,425,600</u>	<u>\$ 28,009,570</u>
Total proceeds from taxes			
Total nonproceeds from taxes			
Total Proceeds/Nonproceeds			

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 3

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

ITEM TITLE: Resolution Adopting Investment Policies for Fiscal Year 2010-2011 for City of Covina

STAFF RECOMMENDATION

Adopt **Resolution No. 10-6859** adopting an investment policy for the City's investment portfolio for fiscal year 2010-2011. Staff further recommends that the Council authorize the City Manager to direct staff to revise this policy relative to strengthening internal control matters. Staff will bring a revised policy for Council consideration during the second quarter of this fiscal year.

FISCAL IMPACT

None.

BACKGROUND

Annually, the City Treasurer is required by Government Code Section 5346 to submit a statement of investment policy to the City Council for Council Adoption.

The policy has been reviewed by the Assistant City Attorney, William J. Priest, and by the City Treasurer, John B. Fielding. The investment policies are submitted for adoption for fiscal year 2010-2011 in accordance with legislation that became effective as of January 1, 1996.

The investment policy for authorized investments (Section 8) was revised by the City Council on September 17, 2002. There are no changes from the previously adopted investment policies.

The adoption of the investment policies at the start of the fiscal year does not preclude the City Council from amending the policy at any time during the fiscal year.

EXHIBITS

- A. City of Covina Investment Policy for FY 2010-2011
- B. Memo of Review – City Treasurer
- C. Memo of Review – City Attorney
- D. Resolution No. 10-6859

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u><i>DL</i></u>
City Manager: <u><i>CP</i></u>	Other: _____

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011

PURPOSE:

- A. This Investment Policy is set forth by the City of Covina (City) for the following purposes:
1. To establish a clear understanding for the Council, City management, responsible employees, and third parties of the objectives, policies, and guidelines for the investment of the City's idle and surplus funds.
 2. To offer guidance to investment staff and any outside advisers on the investment of City funds.
 3. To establish a basis for evaluating investment results.
- B. The general purpose of this Investment Policy is to outline a philosophy and attitude that will guide the investment of City funds toward the desired investment goals. It is intended to be sufficiently specific to be meaningful, yet adequately flexible to be practical.

POLICY

It is the policy of the City to invest public funds in a manner that will provide the highest investment return with maximum security while meeting the daily cash flow demands of the City and conforming to all State and local statutes governing the investment of public funds.

1.0 SCOPE:

This Investment Policy applies to all cash assets of the City. Cash assets held by the City in order to effectively manage shall be pooled in order to effectively manage City cash resources. All pooled cash assets are accounted for in the City of Covina's Comprehensive Annual Financial Report and include the following funds:

FUNDS:

- 1.1.1 General Fund
- 1.1.2 Special Revenue Funds
- 1.1.3 Debt Service Funds
- 1.1.4 Capital Projects Funds
- 1.1.5 Enterprise Funds
- 1.1.6 Internal Service Funds
- 1.1.7 Trust and Agency Funds

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

The scope of this investment policy does not extend to cash assets held by fiscal agents, deferred compensation cash assets or other cash assets over which the City does not exercise specific control.

2.0 PRUDENCE:

The standard of prudence to be used by investment officials shall be the “**prudent person**” standard and shall be applied in the context of managing the overall portfolio. This standard states that investments shall be made with judgment and care—under circumstances then prevailing—which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.0 OBJECTIVES:

The primary objectives, in priority order, of the City’s investment activities shall be:

3.1 **Safety.** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio by limiting investment risk in the portfolio. Additionally, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets.

3.2 **Liquidity.** The City’s investment portfolio shall be structured in a manner that will provide funds from maturing securities and interest payments to meet anticipated cash flow demands.

3.3 **Return On Investment.** The City’s investment portfolio shall be designed with the objective of attaining a return on investments through budgetary and economic cycles. Return on investment is of least importance compared to the safety and liquidity objectives described above.

4.0 REPORTING:

In accordance with amended Section 53646 of the Government Code, the Treasurer will annually render to the City Council in July of each fiscal year, a statement of investment policy. The Treasurer shall review the policy on an annual basis. Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such moneys shall be reinvested only as provided by this policy.

Pursuant to Section 53607 and Section 53646 of the Government Code, the Treasurer shall render a report to the City Council and City Manager, containing detailed information on all securities, investments, and moneys of the City. The report will be submitted on a quarterly basis and be provided to the Council within 30 days following the end of the quarter.

The report will contain the following information on the funds that are subject to this investment policy: 1) the type of investment, name of the insurer, date of maturity, par and cost in each investment; 2) any investments, including loans and security lending programs, that are under the management of contracted parties; 3) the market value and source of the valuation; 4) a

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

description of the compliance with the statement of investment policy; and 5) a statement denoting the City's ability to meet its expenditure requirements for the next six months.

To the extent the City has funds invested in County investment pools the Treasurer shall request copies of all the investment reports generated by the Counties pursuant to Government Code Section 27133 and the annual audit required by Government Code Section 27134. The investment report shall reflect a summary of these reports and audits.

5.0 INTERNAL CONTROL:

The City's Finance Director shall establish and maintain a system of appropriate internal controls to ensure compliance with policies and procedures. The controls are designed to prevent losses of public funds arising from fraud, error or imprudent actions by employees and officers of the City. The most important controls are: separation of duties, separation of transaction authority from accounting and bookkeeping, third-party custody of securities, delegation of authority, written confirmation of telephone transactions, documentation of transactions and strategies, and periodic review of controls.

6.0 EXTERNAL AUDIT:

On at least an annual basis the City shall have an external auditor review the City's investments and provide an opinion to the City respecting the City's compliance with this Investment Policy.

7.0 QUALIFIED DEALERS AND INSTITUTIONS:

The City shall transact business only with banks, savings and loans, registered investment securities dealers, and authorized representatives of investment pools. The purchase of any investment, other than those purchased directly from the issuer, shall be purchased either from an institution licensed by the State as a broker/dealer, as defined in Section 25004 of the Corporation Code, who is a member of the National Association of Securities Dealers, or a member of a Federally regulated securities exchange, a National or State-Chartered Bank, a Federal or State Association (as defined by Section 5102 of the Financial Code), or a brokerage firm designed as a Primary Government Dealer by the Federal Reserve Bank. The Treasurer's staff shall review all institutions that wish to do business with the City in order to determine if they are adequately capitalized, make markets in securities appropriate to the City's needs, and agree to abide by the conditions set forth in this Investment Policy. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must provide a current audited financial statement.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS:

All investments shall be made in accordance with Sections 53600 *et seq.* of the Government Code of California and as described in the "Permitted Investments" section of this Investment Policy:

8.1 **PERMITTED INVESTMENTS** under this policy shall include:

- 8.1.1 **Securities issued by the U.S. Government or an agency** of the U.S. Government and fully guaranteed as to payment by the U.S. Government or agency of the U.S. Government. Permitted securities shall have fixed coupons,

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

fixed maturity dates and no-call provisions, provided **that the stated final maturity does not exceed five years from the date of purchase.** This Section 8.1.1 does not govern investment in mortgage-backed bonds and Collateralized Mortgage Obligations, even if such bonds are issued by agencies of the U.S. Government. Investment in Collateralized Mortgage Obligations is prohibited. See Section 8.1.2 for conditions of purchase of mortgage-backed securities. Investment in securities issued by agencies of the U.S. Government shall be limited to a maximum of 30 percent of the total and 10 percent of the total portfolio in securities issued by any one Federal agency.

- 8.1.2 **Mortgage-backed securities** with a fixed coupon issued by an agency of the U.S. Government, provided that the stated final maturity of such securities does not exceed five (5) years from the date of purchase. Investments in securities permitted under this section are subject to the specific limitations of Section 8.1.1 above.
- 8.1.3 **Commercial paper** of “prime” quality rated a minimum of P-1 by Moody’s Investor Services (Moody’s) or A-1 by Standard & Poor’s, Inc. (S&P) provided that: (a) the maturity does not exceed 180 days from the date of purchase; (b) the issuer is a corporation organized and operating in the United States with assets in excess of \$500 million; (c) no more than 15 percent of the City’s portfolio is invested in commercial paper.
- 8.1.4 **Banker’s acceptance** of “prime” quality issued by institutions the short-term obligations of which are rated a minimum P-1 by Moody’s or A-1 by S&P provided that: (a) the acceptances are eligible for purchase by the Federal Reserve system; (b) the maturity does not exceed 180 days; and (c) no more than 20 percent of the City’s total portfolio may be invested in banker’s acceptances.
- 8.1.5 **Medium-term (or corporate) notes** with fixed coupons, fixed maturity and no-call provisions, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, the long-term obligations of which are rated at least AA- by S&P or Aa- by Moody’s. No more than 10 percent of the City’s portfolio may be invested in eligible medium-term or corporate notes. The maximum maturity of medium-term corporate notes is two (2) years. Investments in medium-term notes issued by agencies of the Federal Government are governed by Section 8.1.1 of this policy.
- 8.1.6 **Mutual funds** invested in U.S. Government securities that strive to maintain a price of \$1.00 per share (“Government money market funds”) with a minimum of \$500 million in total portfolio value and a rating of Aaa by Moody’s and AAA by S&P. Investment in such funds shall not exceed ten percent (10%) of the City’s total portfolio.
- 8.1.7 **Certificates of deposit (CDs)** with fixed coupons and fixed maturity date that may not exceed two (2) years.

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

- 8.1.7.1 **Insured deposits**, time deposits not exceeding \$250,000, shall be permitted only in those financial institutions that are active members of the Federal Deposit Insurance Corporate (FDIC). Total insured deposits may not exceed ten percent (10%) of the City's total portfolio.
- 8.1.7.2 **Secured (collateralized) time deposits** shall be permitted only in those financial institutions meeting the following criteria: (a) in good standing with the California State Collateral Pool; and (b) having a net operating profit in the two (2) most recently completed years; and (c) having long-term debt currently rated A- or higher by S&P or A-3 or higher by Moody's; or having short-term debt rated at least A-1 by S&P or P-1 by Moody's. Total secured time deposits may not exceed ten percent (10%) of the City's total portfolio.
- 8.1.7.3 **Unsecured (negotiable) deposits (NCDs)** shall be permitted only in those financial institutions meeting the criteria listed in Subsection 8.1.7.2 and, in addition, having total assets in excess of \$1 billion. Total NCDs may not exceed ten percent (10%) of the City's total portfolio.
- 8.1.8 **Local Agency Investment Funds (LAIF)** administered by the State Treasurer's Office.
- 8.1.9 **Passbook accounts that are** maintained solely to provide for ongoing operational needs should be subject to the requirements of this policy.
- 8.1.10 **Municipal bonds** issued by the City or any component unit of the City at limits and maturity as approved by the City Council.
- 8.1.11 **Legal settlements.** Any noncash financial instrument, promissory note or other form of indebtedness acquired by the City as part of a legal settlement.
- 8.2 **Prohibited Investments.** Investments not specifically delineated in Section 8.1 are prohibited. Prohibited investments include, but are not limited to:
 - 8.2.1 Collateralized mortgage obligations, even if issued by agencies of the U.S. Government.
 - 8.2.2 Repurchase agreements and reverse repurchase agreements.
 - 8.2.3 Futures and options.
- 8.3 **Securities** may be sold at a loss in order to improve the risk or return characteristics of the portfolio, to prevent anticipated further erosion of principal or when trading for securities that result in an expected net economic gain to the City.

If both Moody's and S&P downgrade securities owned by the City to a level below the quality required by this Investment Policy, it shall be the City's policy to sell such securities promptly.

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

9.0 DIVERSIFICATION REQUIREMENTS:

- 9.1 With the exception of securities issued by the U.S. Government and its agencies, and the Local Agency Investment Fund, no more than 5 percent of the portfolio may be invested in securities of any one issuer.
- 9.2 No more than 30 percent of the portfolio may be invested in securities issued by agencies of the U.S. Government.
- 9.3 No more than 10 percent of the portfolio may be invested in securities issued by any single agency of the U.S. Government.
- 9.4 No individual holding shall constitute more than 5 percent of the total debt outstanding of any issuer.
- 9.5 No more than 20 percent of the portfolio may be invested in banker's acceptances.
- 9.6 No more than 15 percent of the portfolio may be invested on commercial paper.
- 9.7 No more than 10 percent of the portfolio may be invested in medium-term (corporate) notes.
- 9.8 No more than 10 percent of the portfolio may be invested in government money market funds.
- 9.9 No more than 10 percent of the portfolio may be invested in insured certificates of deposit.
- 9.10 No more than 10 percent of the portfolio may be invested in secured time deposits.
- 9.11 No more than 10 percent of the portfolio may be invested in unsecured (negotiable) deposits.

The book value of the security will be used when calculating diversity compliance.

10.0 INVESTMENT POLICY ADOPTION:

The City of Covina's Investment Policy shall be adopted by resolution of the City Council of the City of Covina. The policy shall be reviewed each fiscal year, and any modifications thereto must be approved by the City Council.

CITY OF COVINA
INTEROFFICE MEMORANDUM

TO: Dilu de Alwis, Finance Director *Ddt*
FROM: John Fielding, City Treasurer
DATE: June 28, 2010
SUBJECT: Statement of Investment Policy

This memo is to confirm that I have reviewed the City of Covina Statement of Investment Policy for fiscal year 2010-2011 that you will be presenting to the City Council on July 6, 2010.

John B. Fielding

CITY OF COVINA
INTEROFFICE MEMORANDUM

TO: Edward Lee, City Attorney
FROM: Dilu de Alwis, Finance Director
DATE: June 28, 2010
SUBJECT: Investment Policy

Attached is a Statement of Investment Policy for fiscal year 2010-2011, that will be presenting to the City Council/Agency Board at the July 6, 2010 meeting.

This investment policy is the same as the one approved by the City Council on August 18, 2009.

Please send us a letter confirming that you had reviewed this Statement of Investment Policy for fiscal year 2010-2011.

Thank you

RESOLUTION NO.10-6859

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA ADOPTING AN INVESTMENT POLICY FOR THE CITY'S
INVESTMENT PORTFOLIO FOR FISCAL YEAR 2010-2011**

WHEREAS, the City council wishes to clarify and establish investment policies to guide the City Manager, Finance Director, and City staff regarding City investments.

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

SECTION 1: Investments of City funds shall be made in accordance with the Statement of Investment Policy attached hereto as Exhibit A, and made a part hereof.

SECTION 2: The policies adopted by this resolution are in addition to and supplements any other legal requirements.

SECTION 3: The City Clerk shall certify to the passage and adoption of this resolution and the same shall take effect and be in force.

APPROVED AND ADOPTED this 6th day of July 2010.

Peggy Delach, Mayor

ATTEST:

Rosalia A. Conde, CMC
Deputy City Clerk

APPROVED AS TO FORM:

Edward Lee, City Attorney

EXHIBIT D

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 4

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

ITEM TITLE: Award Bid for Traffic Signal Maintenance and Repair

STAFF RECOMMENDATION

Award the bid for the maintenance and repair of the city's traffic signal maintenance systems to Computer Service Company as the lowest responsive and responsible bidder in the base amount of \$37,800.

FISCAL IMPACT

The cost of routine maintenance and repair of the city's traffic signal systems is budgeted within the approved Fiscal Year 2010-2011 budget; with basic routine costs being funded by the Gas Tax fund. Accordingly, the recommended action will have no fiscal impact.

BACKGROUND

The City is responsible for the operation and maintenance of 48 signalized intersections, 2 flashing pedestrian beacon locations, and approximately 150 street lights. Due to the high level of specialized expertise needed to maintain these systems, maintenance and repair of the systems has traditionally been provided by contract forces. To this end, in 2004 Computer Services Company was awarded a contract to provide maintenance and repair services of the city's traffic signals and street lights. At this time, all renewal options of that contract have been exhausted. Accordingly, a Notice Inviting Bids was issued for a new contract term.

The contract was duly noticed and advertised, and bids for the project were received in the City Clerk's office on June 15, 2010. At the time of the bid opening, Republic ITS of Anaheim, California was the apparent low bidder. However, further review of Republic's submittal revealed that Bid Package Items D-1 (Faithful Performance Bond) and D-2 (Labor and Material Bond) had not been completed and submitted as a part of their bid package, as required. As the Contractor's Proposal sheet specifically stated, "Failure by the bidder to submit a fully executed copy of each of the above pages will constitute a non-responsive bid, making the bidder ineligible for consideration," Republic's bid was determined to be non-responsive. Based on this error, Computer Service Company then became the apparent low bidder. Consequently, after review and verification of the accuracy of its submittal, Computer Service Company was ultimately determined to be the lowest responsive and responsible bidder.

EXHIBITS

- A. Bid Opening Summary
- B. Contractor's Proposal sheet – Republic ITS

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

CITY OF COVINA
 TRAFFIC SIGNAL MAINTENANCE
 BID SUMMARY - JULY 2010

BID SUMMARY										
TRAFFIC SIGNAL MAINTENANCE										
ITEM NO	DESCRIPTION	QTY	UNIT	UNIT COST	1) Computer Service Company	2) Republic ITS	3) Christopher Morales Inc.	Engineer's Estimate		
1	Monthly maintenance of signalized intersection	48	EA	65.00	3,120.00	2,832.00	8,400.00	3,600.00		
2	Monthly maintenance of flashing beacon locations	2	EA	15.00	30.00	56.00	262.00	100.00		
	Monthly sub-total				3,150.00	2,888.00	8,662.00	3,700.00		
	ANNUAL COST				37,800.00	34,656.00	103,944.00	44,400.00		

CONTRACTOR'S PROPOSAL REQUIREMENTS

TRAFFIC SIGNAL MAINTENANCE

**** NOTICE TO ALL BIDDERS *****

When submitted, the Bid Package must include the following pages from these specifications, fully completed and signed as indicated:

1. A-15: This page
2. B-1: Contractor's Proposal;
4. B-2: Bid Proposal;
5. C-11, 12: Information Required of Bidders;
6. C-13: List of Subcontractors;
7. C-14: Examination of Site;
8. C-15: Bidder's Bond;
9. D-1 Faithful Performance Bond;
10. D-2 Labor and Material Bond;
11. D-3: Addenda Acknowledgment;
12. D-4: Worker's Compensation;
13. D-5: Certificate of Compliance with Department of Transportation Title 49 Regulations.

Failure by the bidder to submit a fully executed copy of each of the above pages will constitute a non-responsive bid, making the bidder ineligible for consideration.



Authorized Signature

Jerry Pancer, UP Finance

Name and Title of Signer

REPUBLIC ITS

Name of Bidder

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 5

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



ITEM TITLE: Approval of Agreement Between the City of Covina and the County of Los Angeles for an Integrated Traffic Control System

STAFF RECOMMENDATION

Approve the Agreement between the City of Covina and the County of Los Angeles for an integrated traffic control system and authorize the City Manager to execute the Agreement.

FISCAL IMPACT

All costs to be incurred for the acquisition and installation of the necessary hardware and software to make the system operable will be absorbed by the County of Los Angeles. The City's fiscal exposure will be limited solely to the on-going maintenance of the system and an approximate \$2,000 per year cost for the County to maintain the connection between the City's signals and the integrated County system. These costs are included within the Fiscal Year 2011 approved budget. As such, the recommended action will have no fiscal impact.

BACKGROUND

The San Gabriel Valley Traffic Forum (SGVTF) Project is one of the planned Intelligent Transportation Systems (ITS) improvement projects that the Los Angeles County Department of Public Works (County) has been developing as part of the Traffic System Management (TSM) program in order to improve traffic flow and enhance arterial capacity in a cost-effective way where roadway widening is not an option. The purpose of the SGVTF Project is to design, develop, and deploy an Advanced Traffic Management System (ATMS) that can be tailored to each Agency's operational needs so that traffic signals can be synchronized and ITS systems integrated across jurisdictional boundaries.

Through this Agreement, the County will fund and implement the following improvements at the 11 locations referenced within Exhibit A:

- Perform controller and/or cabinet upgrades as necessary - \$57,000
- Install wireless communications - \$221,500
- Connect Covina's signals to LA County TCS - \$10,000
- Install and integrate information exchange network - \$16,000

- Install T-1 line between City and County terminals - \$48,300
 - Install CCTV camera and integrate with system - \$35,000
- \$387,800

Once all work has been completed, the City's signals will be integrated with those of the other 24 municipalities of the Valley, as well as with the County and Caltrans District 7. This will allow all participating agencies the ability to synchronize their signals and exchange traffic information in real-time with neighboring agencies. While some agencies will handle system monitoring and coordination in-house, Covina's coordination responsibilities will be handled by the County pursuant to this Agreement.

EXHIBITS

A. Agreement

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

A G R E E M E N T

This AGREEMENT is made and entered into by and between the CITY OF COVINA, a municipal corporation in the County of Los Angeles (hereinafter referred to as CITY) and the COUNTY OF LOS ANGELES, a political subdivision of the State of California (hereinafter referred to as COUNTY):

W I T N E S S E T H

WHEREAS, on October 19, 2004, COUNTY entered into an agreement with Kimley-Horn and Associates, Inc. for the procurement of a traffic control system; and

WHEREAS, the traffic control system is known as the Kimley Horn Integrated Transportation System (herein after referred to as KITS); and

WHEREAS, CITY has indicated their desire to connect their traffic signals to the COUNTY's KITS; and

WHEREAS, on September 18, 2007, COUNTY executed an amendment with Systems Analysis & Integration, Inc. for the expansion of a wireless communication system (herein after referred to as "WIRELESS COMMUNICATION"); and

WHEREAS, COUNTY's agreement for WIRELESS COMMUNICATION includes a provision for placement at specified CITY TRAFFIC SIGNALS as denoted in Attachment A; and

WHEREAS, use of KITS requires that a communication link be established between a remote location and the CITY's traffic signals listed in Attachment A (herein after referred to as CITY TRAFFIC SIGNALS); and

WHEREAS, a KITS workstation is required in order for CITY to monitor and control their TRAFFIC SIGNALS from a remote location (herein after referred to as "WORKSTATION");

WHEREAS, basic traffic signal timing involves the timing parameters for the general operation of a traffic signal, which typically include, but is not limited to, defining the phases, attributes and timing values for each permitted phase, pedestrian movement and assigning detection;

WHEREAS, coordination traffic signal timing involves the timing parameters that allow multiple traffic signals to be synchronized with each other, which typically include defining coordination cycle lengths, offsets and time of day operations for each traffic signal coordination plan; and,

WHEREAS, COUNTY has developed LACO-4E traffic signal controller firmware to enable basic and coordination timing for traffic signals connected to KITS; and;

WHEREAS, COUNTY will install LACO-4E at CITY TRAFFIC SIGNALS listed in Attachment A; and

WHEREAS, COUNTY and CITY desire to memorialize their understanding regarding their relative rights, obligations, and duties with respect to connecting CITY TRAFFIC SIGNALS to KITS.

NOW, THEREFORE, in consideration of the mutual benefits to be derived by COUNTY and CITY and of the promises herein contained, it is hereby agreed as follows:

(1) COUNTY AGREES:

- a. To convert and install LACO4-E basic and coordination traffic signal timing at CITY TRAFFIC SIGNALS to enable operations with KITS, at no cost to CITY;
- b. To install WIRELESS COMMUNICATION at CITY TRAFFIC SIGNALS at no cost to CITY, unless another form of communication is denoted on Attachment A;
- c. To install WORKSTATION in CITY for their use to monitor and control CITY TRAFFIC SIGNALS, with the installation to be completed at no cost to CITY;
- d. To not alter basic or coordination traffic signal timing at CITY TRAFFIC SIGNALS without prior approval from CITY. In the event that COUNTY alters basic or coordination traffic signal timing at CITY TRAFFIC SIGNALS following prior approval by the CITY, COUNTY shall provide CITY with updated traffic signal timing sheets reflecting the changes made. If CITY believes COUNTY improperly or negligently altered basic or coordination traffic signal timing at CITY TRAFFIC SIGNALS, CITY shall notify COUNTY in writing within 30 days of the completion of COUNTY's work on the CITY TRAFFIC SIGNALS. Should CITY fail to so notify COUNTY, CITY shall be deemed to have accepted and approved the timing alterations performed by COUNTY.
- e. Subsequent to CITY's approval in 1 (d). above, and upon receipt of a Service Request from CITY pursuant to the terms and conditions of the County/City General Service Agreement no. 76141, to review, observe, and if necessary, recommend revisions to and/or modify basic and/or coordination traffic signal timing at CITY TRAFFIC SIGNALS. Upon approval from CITY, to download basic and/or coordination traffic signal timing at CITY TRAFFIC SIGNALS from COUNTY's KITS workstation to improve traffic signal operations. If revisions are required, COUNTY will provide CITY with updated traffic signal timing sheets to enable CITY to maintain a current copy.

(2) CITY AGREES:

- a. To be solely responsible for maintaining the basic and coordination traffic signal timing for CITY TRAFFIC SIGNALS to promote coordinated traffic operations, multi jurisdictional cooperation, and improve arterial traffic conditions;
- b. To inform the COUNTY of any changes implemented to the basic and coordination timing that may impact the coordination of CITY TRAFFIC SIGNALS;
- c. If CITY believes COUNTY improperly or negligently revised CITY TRAFFIC SIGNALS pursuant to section 1(d) hereinabove, CITY shall notify COUNTY in writing within 30 days of the completion of COUNTY's work on the CITY TRAFFIC SIGNALS. Should CITY fail to so notify COUNTY, CITY shall be deemed to have accepted and approved the timing revisions performed by COUNTY;
- d. To inform the COUNTY of new traffic signal installations and any traffic signal modifications which would affect coordination timing;
- e. To accept full and complete ownership of, responsibility for, and to maintain in good condition and at CITY expense WORKSTATION and WIRELESS COMMUNICATION (or other communication if denoted on Attachment A) that is installed at CITY TRAFFIC SIGNALS;
- f. If requested by the COUNTY, to issue a Service Request pursuant to the terms and conditions of the County/City General Service Agreement no. x76141, pursuant to which the CITY will reimburse the COUNTY for the annual costs incurred by COUNTY to operate and maintain CITY TRAFFIC SIGNALS on the COUNTY's KITS system. Said cost is currently estimated to be \$2,000 per year;
- g. If CITY desires COUNTY to observe, recommend revisions to, and/or modify the traffic signal timing at CITY TRAFFIC SIGNALS, to submit to COUNTY a Service Request pursuant to the terms and conditions of the County/City General Service Agreement no. 76141;
- h. To ensure the traffic signal timing sheets located in the cabinet for CITY TRAFFIC SIGNALS at each intersection contain the most recently installed version of the traffic signal timing and accurately reflect all changes made to CITY TRAFFIC SIGNALS;
- i. To allow COUNTY to monitor the operation of CITY TRAFFIC SIGNALS.

(3) IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

- a. The terms and provisions of Agreement No. 76141 regarding the COUNTY and CITY's roles and responsibilities in carrying out traffic signal synchronization projects shall remain in full force and effect.
- b. Nothing in this AGREEMENT shall be construed as changing the role of CITY in operating and maintaining CITY TRAFFIC SIGNALS.
- c. CITY shall be solely responsible for detecting and correcting malfunctions of CITY TRAFFIC SIGNALS and COUNTY shall not be required to notify CITY of or correct any traffic signal malfunctions detected by KITS.
- d. The term of this AGREEMENT shall commence on the date it is approved by the Board of Supervisors and shall continue until any party terminates it upon thirty (30) days prior written notice.
- e. Any correspondence, communication, or contact concerning this AGREEMENT shall be directed to the following:

CITY: Steve Henley
Director of Public Works
City of Covina
125 East College Street
Covina, CA 91723-2199

COUNTY: Mr. William J. Winter
Assistant Deputy Director
Traffic and Lighting Division
County of Los Angeles, Department of Public Works
P.O. Box 1460
Alhambra, CA 91802-1460

- f. COUNTY and CITY acknowledge and recognize that the improvements contemplated by this AGREEMENT provide significant regional and local benefits with respect to reducing traffic congestion. COUNTY and CITY further acknowledge and recognize that the cost of defending claims and lawsuit arising from the improvements contemplated by this AGREEMENT is paid for by public monies and both parties share an interest in reducing the amount of public monies spent on defending claims and lawsuits where possible without prejudicing their respective defenses.

- g. In the event that a claim or lawsuit is brought against COUNTY and CITY based on the allegation that the design, construction, maintenance, or operation of the improvements constructed under this AGREEMENT proximately caused injuries or damage, COUNTY and CITY agree to cooperate as much as possible with respect to defending the claim or lawsuit without causing prejudice to their respective defenses to the claim or lawsuit. Upon receipt of the claim or lawsuit, the COUNTY and CITY, through their respective agents if appropriate, shall promptly investigate the matter. COUNTY and CITY shall then meet and confer promptly regarding whether a joint defense is appropriate or if one party should tender its defense and indemnification to the other party.
- h. In the event that COUNTY and CITY cannot agree regarding a joint defense or a tender of defense and indemnification, COUNTY and CITY agree to meet and confer promptly with respect to 1) entering into a tolling agreement with respect to any claims they may have against each other, and 2) submitting to mediation regarding any claims they may have against each other, which mediation will take place before a third party neutral selected by a fair process. COUNTY and CITY agree to meet and confer as set forth in the preceding sentence prior to presenting claims or filing cross-complaints for indemnity against each other. COUNTY and CITY agree to toll all applicable statutes of limitations for a reasonable period of time if necessary for COUNTY and CITY to meet and confer prior to the time to present a claim or file a cross-complaint for indemnity.
- i. Neither COUNTY nor any officer or employee of COUNTY shall be responsible for any damage or liability occurring by reason of any act or omission on the part of CITY under or in connection with any work, authority, or jurisdiction delegated to, assumed by, or determined to be the responsibility of CITY under this AGREEMENT. It is also understood and agreed that, pursuant to Government Code, Section 895.4, CITY shall fully indemnify, defend, and hold COUNTY harmless from any liability imposed for injury (as defined by Government Code, Section 810.8) occurring by reason of any act or omission on the part of CITY under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of CITY under this AGREEMENT. Where liability for injury (as defined by Government Code, Section 810.8) is sought to be imposed under Section 830, et seq., of the Government Code for a dangerous condition of property owned by or under the control of CITY, CITY shall fully defend, indemnify, and hold COUNTY harmless from any and all liability arising from such dangerous condition.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their respective officers, duly authorized, by the CITY OF COVINA on _____, 2010, and by the COUNTY OF LOS ANGELES on _____, 2010.

ATTEST:

COUNTY OF LOS ANGELES

By _____
Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By _____
Deputy

CITY OF COVINA

By _____
City Manager

ATTEST:

By _____
City Clerk

By 
City Attorney

ATTACHMENT A

CITY OF COVINA		
City Hall: 534 North Barranca Avenue, Covina, CA 91723		
Central System Location: 900 South Fremont Avenue, Alhambra, 91803		
Number	Arterial Street Name	Cross Street Name
1	Azusa Avenue	Covina Boulevard
2	Azusa Avenue	Cypress Street
3	Azusa Avenue	Grondahl Street
4	Azusa Avenue	SEARS
5	Azusa Avenue	Arrow Highway
6	Grand Avenue	Arrow Highway
7	Grand Avenue	Badillo Street
8	Grand Avenue	Edna Place
9	Grand Avenue	San Bernardino Road
10	San Bernardino Road	Barranca Avenue
11	San Bernardino Road	Azusa Avenue

P:\t\pub\XLFILES\Traffic\Contracts\KITS-Downey co-op signal list

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 6

STAFF SOURCE: Steve Henley, Public Works Director
Alex Gonzalez, Senior Management Analyst



ITEM TITLE: Award a Contract for Planning Study on Citrus Avenue between Cypress Boulevard and Badillo Street – Project No. T-0814A, Federal Project No. HPLUL-5118(015)

STAFF RECOMMENDATION

Award a contract for a planning study on Citrus Avenue between Cypress Boulevard and Badillo Street – Project No. T-0814A, Federal Project No. HPLUL-5118(015) to Advantec Consulting Engineers in the amount of \$215,000 and authorize the City Manager to execute the necessary agreement after its review and approval by the City Attorney.

FISCAL IMPACT

This project will be funded with a combination of Federal SAFETEA-LU High Priority Project funds and local Proposition A Transportation reserve funds (2400-4350-00) as noted in the adopted budget for Fiscal Year 2010-2011. Accordingly, the award of the contract will have no impact on the General Fund.

BACKGROUND

Project T-0814A consists of a Planning Study to Improve the Efficiency of Transportation Facilities related to modes of travel for Pedestrians and Bicycles on Citrus Avenue from Cypress Boulevard to Badillo Street. A Request for Qualifications for the project was duly noticed and advertised in Bid Net, FW Dodge Greensheet, A/E Consultant's Information Network, Hotsheet, and E-bid Board. Several calls for information were received on the RFQ, and interested parties were notified that due to funding guidelines the project needed to be completed by the end of the Federal Fiscal Year. One proposal for the project with separately sealed hourly rates was received in the Transportation office on May 24, 2010. Advantec Consulting Engineers with Alta Planning and Design as a subcontractor submitted a qualified proposal, based on their understanding of the project requirements, previous work experience, references, and previous work in the City of Covina. The hourly rates that were submitted were found to be reasonable based on previous architectural and engineering services submittals received in FY 2009-2010 and there is no expectation that re-advertising will result in an award that is significantly different.

EXHIBITS

- A. Proposed Hourly Rates and Statement of Qualifications

REVIEW TEAM ONLY

City Attorney: Approved via e-mail

Finance Director: 

City Manager: 

Other: _____

EXHIBIT A
PROPOSED HOURLY RATES AND STATEMENT OF QUALIFICATIONS



May 21, 2010

Alex Gonzalez
Senior Management Analyst
City of Covina
125 East College Street
Covina, CA 91723

SUBJECT: Proposed Hourly Rates to Provide Development of Conceptual Master Plan to Improve the Efficiency of Transportation Facilities

Dear Mr. Gonzalez,

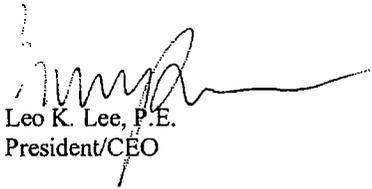
ADVANTEC Consulting Engineers (ADVANTEC) is pleased to submit the accompanying hourly rates in response to the Request for Qualification/Proposal (RFQ/RFP) for the subject project issued by the City of Covina. The proposed hourly rates are prepared in conjunction with the statement of qualifications, which is provided under separate cover.

Per the RFQ/RFP, the proposed hourly rates attached are for both ADVANTEC and Alta Planning + Design based on the staff members that will be working on this project.

As Principal of the company, I am fully authorized to make representations on behalf of ADVANTEC. These hourly rates shall remain valid for this year.

If you need any further information, please do not hesitate to call me at (909) 860-6222.

Sincerely,
ADVANTEC Consulting Engineers, Inc.


Leo K. Lee, P.E.
President/CEO

21700 Copley Drive • Suite 350 • Diamond Bar • CA 91765
Tel: (909) 860-6222 • Fax: (909) 860-6722 • www.advantec-usa.com

ADVANTEC Consulting Engineers

**Hourly Rates
Effective January 2010**

<u>Classification</u>	<u>Staff Name</u>	<u>Rate</u>
Project Director III	Leo Lee	\$260 / hour
Project Director II	Bernard Li Ed Miller	\$220 / hour
Project Manager VI	Arief Naftali Jasper Domingo	\$200 / hour
Project Manager V	Tracy Moriya	\$180 / hour
Engineer / Planner VII	Kenny Chao	\$140 / hour
Engineer / Planner VI	Hussein Sakr	\$130 / hour
Engineer / Planner V		\$120 / hour
Engineer / Planner IV	Shirley Lau	\$110 / hour
Engineer / Planner III	Delfino Esquer	\$100 / hour
Engineer / Planner II	Vikas Sharma	\$ 95 / hour
Assistant Engineer I	John Nguyen	\$ 75 / hour
Technician II	Robert Korman	\$ 65 / hour
Administrative VI	Pauline Yip	\$ 90 / hour
Administrative I	Lupe Sanchez	\$ 75 / hour

**Direct Costs
Effective January 2010**

Mileage	\$0.50/mile
In House Plotting (Mylar)	\$20.00 per D-size sheet
In House Plotting (Bond)	\$10.00 per D-size sheet
Other Direct Costs	At Cost + 10% admin

Billing Rates for Alta Planning + Design

Brett Hondorp, AICP, Principal in Charge – \$185/hour

Matt Benjamin, Project Manager – \$120

Mark J. Brown, PTP, AICP, Transportation Planning Manager – \$100

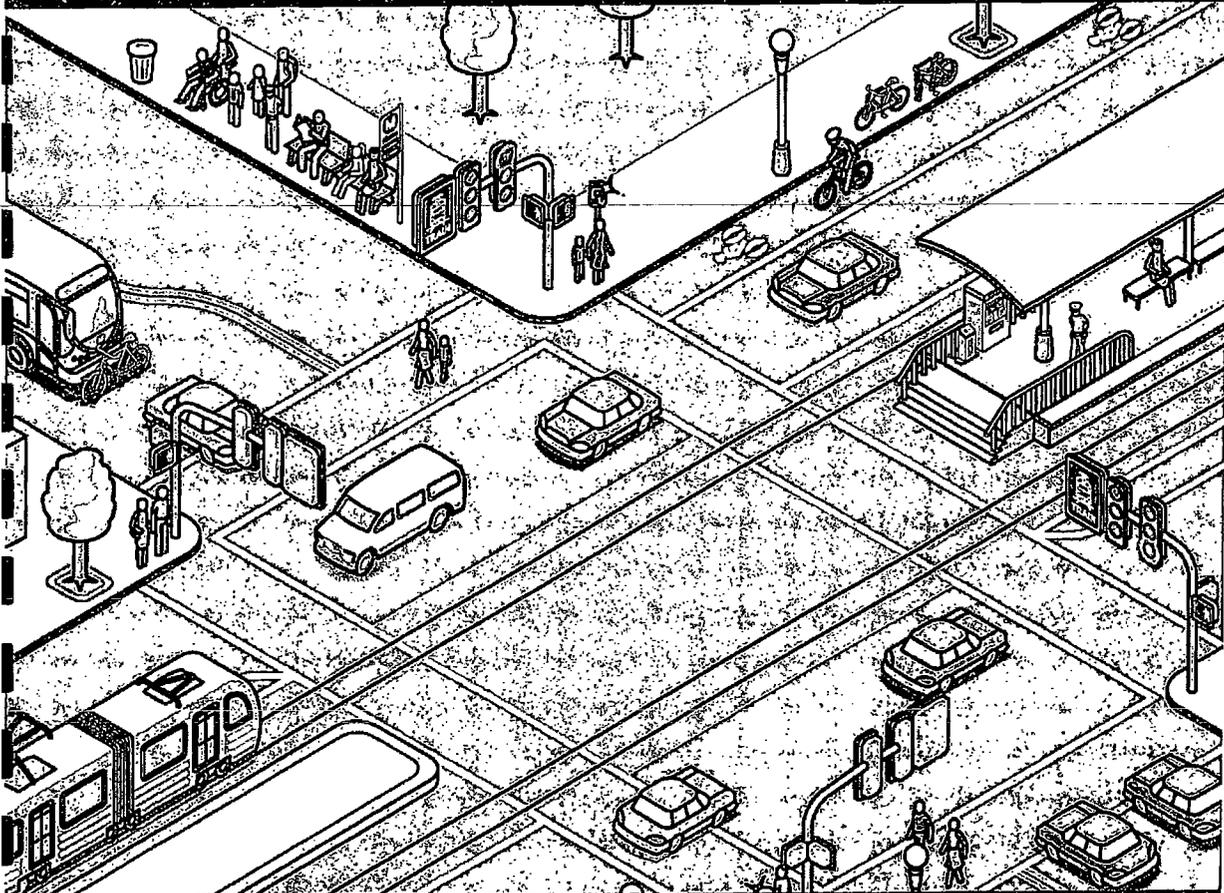
David Pulsipher, Planner – \$75

Emily Duchon, Designer – \$80

PROPOSAL TO PROVIDE : DEVELOPMENT OF
CONCEPTUAL MASTER PLAN TO IMPROVE THE
EFFICIENCY OF TRANSPORTATION FACILITIES
PEDESTRIAN AND BICYCLE PLANNING STUDY



SUBMITTED TO THE CITY OF COVINA



PREPARED BY:



IN ASSOCIATION WITH



SUBMITTED ON:

MAY 24, 2010

May 21, 2010

Alex Gonzalez
Senior Management Analyst
City of Covina
125 East College Street
Covina, CA 91723

SUBJECT: Proposal to Provide Development of Conceptual Master Plan to Improve the Efficiency of Transportation Facilities – Pedestrian & Bicycle Study

Dear Mr. Gonzalez,

ADVANTEC Consulting Engineers, Inc. (ADVANTEC), in association with our sub-consultant Alta Planning + Design (ALTA), is delighted to submit the accompanying proposal to the City of Covina to provide engineering services in the development of conceptual master plan to improve the efficiency of transportation facilities. We are very excited about this opportunity and are committed to providing you with the quality services that you desire.

ADVANTEC is a traffic and transportation engineering firm that specializes in transportation planning and traffic engineering. Our commitment to providing our clients with quality services has earned us a reputation for excellence, and has fueled our growth in southern California.

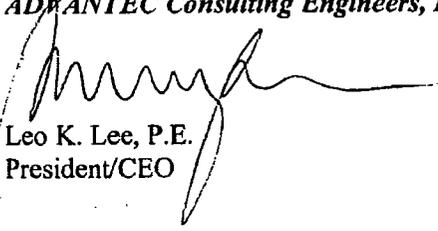
The key strengths of the ADVANTEC team are:

1. A highly experienced team with relevant recent experience for pedestrian, bike and vehicular traffic operations within the City of Covina and other municipalities. This team is currently completing the 2010 parking study of the project area (prepared by Advantec) and a 2010 bicycle network study (prepared by Alta)
2. Substantial recent experience in providing similar traffic engineering services to other cities. In our 12½ year history, Advantec has contracted with over 95 cities in southern California to perform similar services, with a 100% on-time within-budget track record.

As President/CEO of Advantec, I guarantee that the personnel resources listed in this proposal will be made available to the City to the extent necessary. Our Project Manager, Jasper Domingo, may spend up to 80% of his time devoted to this project.

In closing, we thank you for the opportunity to offer our proposal for this effort to further enhance the quality of life for the residents in the City of Covina.

Sincerely,
ADVANTEC Consulting Engineers, Inc.



Leo K. Lee, P.E.
President/CEO



1. INTRODUCTION

1.1 ADVANTEC Qualifications

ADVANTEC Consulting Engineers, Inc. (ADVANTEC), a California corporation founded in 1998, is a consulting engineering firm specializing in Traffic Engineering and Transportation Planning. The company was founded based on the principle of providing professional services with the best value and quality for our clients, on time and within budget.

ADVANTEC’s multi-disciplined staff includes transportation planners and civil, electrical, and traffic engineers. In specific relations to Railway & Station Area Projects, Advantec has provided services in:

- Rail station area circulation and parking design
- Rail station area pedestrian access design
- Rail station area signage, signing/stripping, and lighting design
- Security surveillance camera system design and implementation at transit stations
- Metrolink, heavy rail, and LRT gated crossing traffic analysis
- Rail-road grade separation evaluation
- Rail gated crossing design & Quiet Zones railroad crossing design
- Light Rail Transit (LRT) alignment studies
- LRT at-grade traffic signal operations, including hardware & firmware modifications
- Engineering design of at-grade LRT operations
- Engineering design for at-grade gated railroad crossings
- Street lighting design of roadways near rail crossings

ADVANTEC has earned a reputation for dependability and problem solving. In the past 12 years, we have a 100% on-time within-budget record on over 350 projects, serving over 100 satisfied clients, most of which are cities and public agencies. We maintain our reputation by upholding our firm’s high standards of quality, client service, and professional integrity.

1.2 Alta Planning + Design Qualifications (Sub-Consultant)

Alta Planning + Design (Alta) is one of North America’s leading sustainable transportation firms specializing in the planning, design and implementation of bicycle, pedestrian, greenway, park and trail corridors and systems. With 65 professional staff, Alta has branches throughout the U.S. including offices in Arlington, VA; Benicia, CA; Berkeley, CA; Boston, MA; Bozeman, MT; Charlotte, NC; Las Vegas, NV; Los Angeles, CA; Madison, WI; Portland, OR; San Diego, CA; San Rafael, CA; and Saratoga Springs, NY. Alta provides a full range of planning and design services including:

- | | |
|--|--------------------------|
| ● Bicycle, pedestrian, trails, park, open space master plans | ● Park system plans |
| ● Safe routes to school | ● Corridor plans |
| ● Construction documents and observation | ● Bicycle parking design |
| ● Environmental review & documentation | ● Landscape architecture |
| ● Bicycle & pedestrian integration with transit | ● Signage plans |
| | ● Green complete streets |
| | ● Trail safety audit |



Proposal to City of Covina for Development of Conceptual Master Plan to Improve the Efficiency of Transportation Facilities – Pedestrian & Bicycle Planning Study

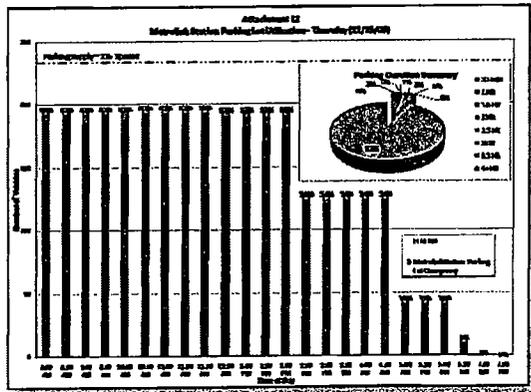
For this project, Alta’s role is to provide engineering services relating to improving accessibility and safety of pedestrians and bicycles at the commuter rail station and along Citrus Avenue between Badillo Street and Cypress Street.

Alta has experience working in all sizes of communities, from a few thousand to millions, from rural to mountain and desert to suburban and urbanized areas. Alta strive to tailor each project to the community’s unique setting, history, and culture through an active public participation process. Alta staff is proud to have designed and implemented over 5,000 miles of bikeways, walkways, and trails in hundreds of communities.

Alta is proud to be a founding sponsor of the new NACTO (National Association of City Transportation Officials) Cities for Cycling Project, and is working to produce a design guide based on the best national and international bikeway practices, policies and programs.

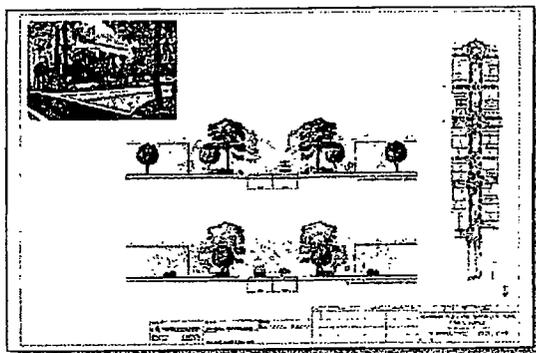
1.3 Relevant Project Experience

ADVANTEC Consulting Engineers



City of Covina: Downtown Parking Study – ADVANTEC prepared a comprehensive parking study to quantify the City’s parking needs in the downtown area and Shoppers Lane area. The objective of the study was to quantify existing parking demand in both areas to develop short and long-term parking recommendations. The study included identifying each parking space within the downtown area, and observing the current parking demand, and duration. The study was conducted and developed in a manner that is comprehensive and ready to be presented to various stakeholders. This comprehensive study is intended to be the

foundation in formulating a plan for parking that optimally resolves conflicting goals while meeting the City’s needs.



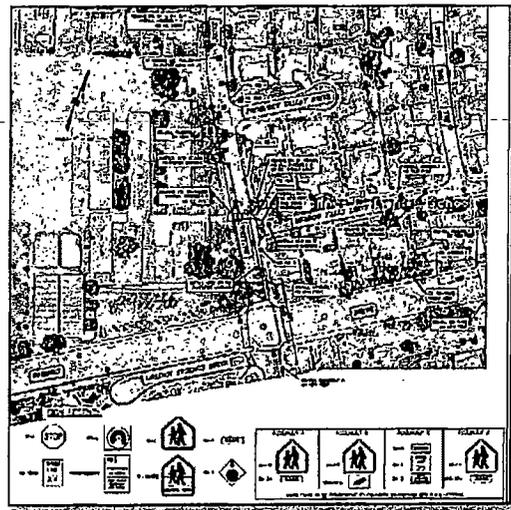
City of Covina: Metro’s Call for Projects 2009 – ADVANTEC assisted the City of Covina in the preparation of the Metro’s 2009 Call for Projects applications for the development of the pedestrian improvements grant program. ADVANTEC prepared conceptual design for the downtown area to help transit commuters and improve pedestrian safety. The primary function is to promote walking as a viable form of transportation to access the downtown shops, activity centers, and improve multimodal connections for the County’s regional transportation system.



City of Covina: Traffic Signal Design – ADVANTEC prepared plans, specifications and estimates (PS&E) for a new traffic design at Glendora Avenue and Cienega Street in the City of Covina. A traffic signal warrant study was conducted and approved by City of Covina and County of Los Angeles. A new signal was designed per city and county specifications. Also, the intersection upgraded the handicap ramps to conform to latest ADA guidelines. The design also took into account the overhead wires on all approached to the intersection was not affected by the new signal standards.

City of Diamond Bar: Safe Routes to School Program with Pedestrian focus – ADVANTEC, as a consultant traffic engineer for the City of Diamond Bar, has performed Safe Routes to School recommendations and design for the following schools within the City:

- Castle Rock Elementary School
- Chaparal Middle School
- Evergreen Elementary School
- Golden Springs Elementary School
- Quail Summit Elementary School
- South Pointe Middle School
- Walnut Elementary School



ADVANTEC performed field review of the surrounding areas of each school to inventory all existing signs and pavement markings, locations of crosswalks; and to evaluate both pedestrian and vehicular traffic patterns and activities. Our recommendations included new signage and pavement markings; addition and/or removal of crosswalks; and new regulatory and warning signs and pavement markings to improve overall safety.

Los Angeles Unified School District (LAUSD) – Traffic Pedestrian & Parking Studies – ADVANTEC staff performed traffic and parking studies for LAUSD throughout the district encompassing multiple jurisdictions in and around City of Los Angeles. Potential traffic impacts of the proposed schools (elementary, middle and high schools) to the surrounding street system were analyzed as part of the traffic impact studies for Environmental Impact Report prepared for each school. Pedestrian control needs analyses were also conducted to assess the needs for signalized crosswalks and/or crossing guards. An in-depth analysis of the pedestrian circulation as well as traffic safety issues were performed to enhance the safety of the school children walking to/from school. Sidewalks and roadway conditions were examined to determine if the existing pedestrian network were in compliance according to Americans with Disabilities Act (ADA) standards. Safe routes to school were evaluated and recommended for each of the proposed school project studied. In addition to analyzing key study intersections within each study area of the school, residential street segments were evaluated to determine whether the proposed school within the residential neighborhood would negatively affect the traffic operations along local roadways. Neighborhood traffic management plans were strategically recommended along key residential streets to minimize the cut-through traffic to occur throughout the study area. Drop-off/pick-up operations were also studied to ensure that sufficient curb space is available for loading and unloading activities.

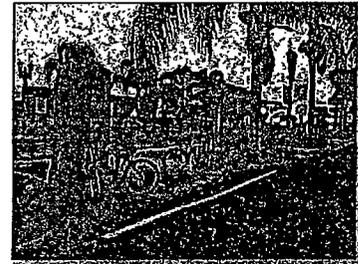


City of Long Beach: Safe Routes to School Grant Application with Pedestrian & Bike Focus – ADVANTEC staff assisted the City of Long Beach in preparing grant application from Safe Routes to School program established by the State of California. Preliminary engineering and studies were prepared to determine the feasibility of the improvements such as bike lanes, sidewalks, and crosswalks. The studies include the potential benefits of implementing a bicycle boulevard along a residential roadway/corridor that runs through several schools within the City.

Rail Station Access and Design – ADVANTEC’s CEO has over 25 years of experience working on rail related projects, including both light rail (LRT) and heavy rail. Starting from the Metro Blue Line (Los Angeles to Long Beach) in 1986, ADVANTEC staff has been involved in all the traffic engineering design of the station area access, pedestrian circulation, and parking needs, as well as the engineering design of at-grade LRT crossings both in downtown and in the mid-block railroad grade crossings. For downtown Long Beach, ADVANTEC staff has developed unique signing and pedestrian/bicycle friendly facilities that facilitates safe operations of the LRT as well as pedestrian and traffic operations. For downtown Los Angeles, ADVANTEC staff designed all the station area pedestrian and vehicular circulation including signage, safety devices, traffic operations, and parking needs, as well as developed LRT priority algorithms within the City of Los Angeles Automated Traffic Surveillance and Control System (ATSAC). For the 18 mid-block railroad gated crossings, ADVANTEC designed suitable safety and circulation needs for pedestrians, bikes and vehicles.

ALTA Planning + Design

Covina Bikeway Network Development – Alta developed a Technical Memorandum with recommendations for a bikeway network for the City of Covina. The analysis phase included a review of existing conditions and plans, followed by an extensive field review of roadways to determine appropriate bikeway locations and facility types. The recommended bikeway network will be incorporated into a broader Bicycle Master Plan for the City.



Glendale Bicycle and Pedestrian Field Assessment – Alta conducted a field assessment and identified potential improvements to enhance the bicycling and walking environment along portions of Riverdale Drive and Maple Street in the City of Glendale. This project was funded by a grant from the Los Angeles County Department of Public Health.

Santa Clara Valley Transportation Authority Pilot Bicycle Parking Program – Alta led a major study for the Valley Transportation Authority (VTA) in Santa Clara County focusing on prototype bike parking designs and locations in transit stations, public streets, and private property. The project included extensive research on appropriate designs, siting conditions and requirements, legal aspects, and capacity needs for the mid- to long-term.

West Covina Safe Routes to School Study – Alta worked with the City of West Covina to develop programmatic and infrastructure recommendations for reducing traffic and improving safety around 26 public and private schools.



1.4 Key Personnel

ADVANTEC understands that when you choose a consulting firm/team, you are really choosing the people who bring you the hands-on experience with similar projects, proven project management capabilities, and commitment to providing you with timely and high quality deliverables. Our team for this project brings together all of the skills and expertise required to ensure satisfactory completion of all elements of the RFQ/RFP. For this project, the Project Manager will be **Jasper Domingo, P.E.** All key staff members and sub-consultants do not have other project commitments which would interfere with their timely performance of this project.

Brief resumes for key members are provided below, and detailed resumes of the ADVANTEC team can be provided upon request.

Leo K. Lee, P.E. Project Director

Education:
B.Eng. Sc. (Civil) University of Western Ontario
Master of Public Administration, University of HK

Professional Registration:
Registered Civil Engineer: 42445 (California)

Years of Experience: 31

Leo Lee, P.E. has 31 years of experience in the planning and design of traffic engineering facilities involving vehicles, pedestrian and bicycles. He was considered the pioneer of traffic engineering applications towards light-rail transit (LRT), having served as the Project Traffic Engineer of the Blue Line LRT (Long Beach-Los Angeles LRT) from 1986 to 1990. Being the first LRT system in LA

County, the design of the traffic engineering elements of the Blue Line involves development of new and unique design features to handle the traffic access, pedestrian access at stations, parking and safety needs. In the downtown Los Angeles and Long Beach segments, Mr. Lee designed all the at-grade intersection improvements to accommodate LRT, including the traffic signal system hardware and software needs to provide LRT priority. In the mid-block segment involving 18 gated rail crossings, Mr. Lee designed suitable pedestrian and vehicular control devices that allow safe and efficient operations of rail and roadway traffic, including pedestrians. Mr. Lee has also designed the signage, access and pedestrian/bicycle safety needs of all the stations.

Jasper Domingo, P.E. Project Manager

Education:
B.S. Civil Engineering,
Cal State Polytechnic University, Pomona 1995

Professional Registration:
Registered Engineer (Civil): 70394 (California)

Years of Experience: 15

Jasper Domingo P.E. has 15 years of experience in the management of transportation planning and traffic engineering. He has performed engineering studies and design of numerous engineering facilities, including roadway corridor improvements that enhance pedestrians and bicyclists safety as much as vehicle safety. He has prepared traffic studies approved by municipalities throughout Southern California that evaluated the accessibility of vehicles,



pedestrians and bicyclists along a network of streets. He conducted travel pattern and traffic circulation studies that made recommendations for commercial developments and institutional facilities that minimize the conflict between vehicular and pedestrian traffic. His transportation planning expertise includes traffic impact analysis, parking studies, transportation master plans, and signal warrant analysis.

Relevant Project Experience:-

Downtown Covina Parking Study -- Mr. Domingo prepared a comprehensive parking study to quantify the City’s parking needs in the downtown area and Shoppers Lane area. The objective of the study was to quantify existing parking demand in both areas to develop short and long-term parking recommendations. The study included identifying each parking space within the downtown area, and observing the current parking demand, and duration. The study was conducted and developed in a manner that is comprehensive and ready to be presented to various stakeholders. This comprehensive study is intended to be the foundation in formulating a plan for parking that optimally resolves conflicting goals while meeting the City’s needs.

Los Angeles Unified School District School Projects -- Mr. Domingo performed traffic studies of about twenty LAUSD schools being proposed within and around the City of Los Angeles. He analyzed the potential traffic impacts of the proposed schools to the surrounding street system and conducted pedestrian studies to assess the needs for signalized crosswalks and/or crossing guards. In addition to analyzing key study intersections within study area, residential street segments were evaluated to determine whether the proposed school within residential neighborhood would negatively affect the traffic operations along local roadways. Neighborhood traffic management plans were strategically recommended along key residential streets to minimize the cut-through traffic.

Vista Street Bicycle Boulevard Project -- Mr. Domingo prepared a traffic study report that analyzed proposed bicycle boulevard as a pilot project. The report’s objective is to test the feasibility of providing a network of bicycle boulevards to facilitate or encourage the increased usage of bicycling as a significant mode of transportation throughout the City. In addition, implementation of traffic circles and roundabouts were evaluated based on the guidelines/specifications from FHWA and cities such as Seattle and Portland.

Kenny Chao **Project Engineer**

Education:
Executive Master in Business Administration,
Chapman University, 2006

Bachelor of Science in Civil Engineering
California State Polytechnic University Pomona, 2002
Years of Experience: 8

Kenny Chao has 8 years of combined experience in a variety of transportation projects including traffic signal design, traffic impact studies, traffic operations, transportation planning, and traffic signal timing. Project experience includes: traffic impact studies, traffic signal design, and parking studies. Some of Kenny’s recent project experience includes:

Recent Projects

Covina Traffic Signal Design Project

Mr. Chao prepared plans, specifications and estimates (PS&E) for a new traffic design at Glendora Avenue and Cienega Street in the City of Covina. A traffic signal warrant study was conducted and





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approved by City of Covina and County of Los Angeles to justify the need of a new signal. The new signal was designed per city, and county specifications. Also incorporated as part of this project was the pedestrian handicap ramps upgrades design to conform to latest ADA guidelines.

Covina METRO'S Call for Projects

Mr. Chao was the lead engineer and conducted field work to assist the city in the preparation of the Metro's 2009 Call for Projects. Applications for the development of the pedestrian improvements grant program was submitted on behalf of the City. Mr. Chao prepared and development conceptual design plans for the downtown area to facilitate transit commuters and improve pedestrian safety. The primary function is to promote walking as a viable form of transportation to access the downtown shops, surround activity centers, and improve multimodal connections for the County's regional transportation system.

Covina Citywide ADT

Mr. Chao managed and coordinated with the car counters for traffic volume counts to collect bi-directional 24-hour-traffic counts at 77 locations throughout the city. Once the data was collected, Mr. Chao analyzed the data for errors and developed a report, which includes a tabulation summary, traffic volume maps, and traffic count index maps. The report and maps provides a descriptive tabulation of average daily traffic based on traffic counts taken on the numbered corridors within the city. The data collected will allowed city staff to develop the necessary travel and traffic volume estimates required to satisfy the Department's needs in the areas of planning, engineering, construction, and maintenance.

Brett Hondorp, AICP

Bicycle & Pedestrian Planner

Education:

MURP, Urban and Regional Planning, San Jose State University, 2000

BA, Biology, University of California at Santa Cruz, 1995

Years of Experience: 13

Brett Hondorp has over 13 years of experience preparing bicycle and pedestrian master plans, trail feasibility studies and related environmental documents. He has managed bicycle master plans/updates for large and small jurisdictions, in both urban and rural settings. Mr. Hondorp is an avid bicycle commuter and League of American Bicyclists certified LCI bicycle safety instructor. Mr. Hondorp is recognized by the Pedestrian and Bicycle

Information Center as a National Safe Routes to School instructor, and serves on the Board of the Association of Pedestrian and Bicycle Professionals.

Relevant Project Experience:-

Los Angeles County Bikeway Master Plan -- Mr. Hondorp served as Principal-in-Charge on the new Bicycle Master Plan for the County of Los Angeles. The plan addresses the need for bicycle facilities in unincorporated areas and other county properties such as flood control channels.

Berkeley Pedestrian Master Plan -- Mr. Hondorp managed the development of Berkeley's first Pedestrian Master Plan. He used a variety of tools to inventory and prioritize the existing and proposed pedestrian infrastructure, including video inventory of sidewalks, street trees, signs, curb ramps, and traffic calming devices, a GIS-based system to prioritize and select projects, and Space Syntax to estimate existing pedestrian volumes across the City. Public outreach for the plan included two well-attended public meetings, a project website, and collaboration with the City's citizen-based Pedestrian



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Subcommittee. The final plan includes conceptual plans for thirty high-priority projects, tables listing the location and cost for constructing and repairing curb ramps, sidewalks, signage, striping and other infrastructure improvements, and recommends education, encouragement and enforcement programs.

Matt Benjamin **Bicycle Master Planner**

Education:
University of California, Los Angeles, M.A. in Urban Planning
Florida State University, B.A. in International Relations
Years of Experience: 9

Matt Benjamin is the manager of Alta’s Los Angeles office. He brings extensive experience in leading complex technical planning and public outreach projects. Mr. Benjamin has worked with the Lewis Center for Regional Policy Studies, the Los Angeles County Bicycle Coalition and the Los Angeles County Metropolitan Transportation Authority. He specializes in developing innovative strategies to achieve the goals of the client and the public.

Relevant Project Experience:-

City of Los Angeles Bicycle Master Plan – Mr. Benjamin is currently managing the update of the Bicycle Master Plan for the City of Los Angeles. This project includes a detailed analysis of the City’s roadways and project-level feasibility work to identify a bikeway network that serves bicyclists of varied skill levels. This project will also include policy recommendations, a non-motorized analysis of the Playa Vista development and a technical design handbook for city engineers.

Eastside Light Rail Bike Interface Plan – Mr. Benjamin managed all aspects of this effort to improve bicycle access to eight new light rail stations, using context-sensitive design principals and innovative techniques to develop a low-impact infrastructure model that educates and encourages cycling. Routes were selected based on station connectivity, physical roadway attributes, population and employment densities, and access to major activity centers. Mr. Benjamin coordinated this effort with Metro, Caltrans, the City of Los Angeles, and the County of Los Angeles. Mr. Benjamin also ensured implementation of the project, working with the First Supervisorial District on securing funding. The project is now funded for design and construction.

Mark Brown, PTP, AICP **Transportation Planner**

Education:
University of Southern California, Master of Planning, Transportation Focus
University of California San Diego, B.A. in Urban Studies and Planning
Years of Experience: 10

Mark Brown has over ten years of extensive transportation planning experience with a primary background in non-motorized travel mode planning and traffic impact analysis. As a consultant in the private sector, Mr. Brown has worked for Kimley-Horn and Associates and Iteris, Inc. He specializes in crafting creative and innovative solutions to specific mobility-related challenges, conceptual design, and traffic and transportation planning.

Relevant Project Experience:-



City of Covina Bikeway Network Study -- Mr. Brown led this study to analyze the feasibility of establishing a citywide bikeway network for the City. The study evaluated the suitability of each arterial and collector roadway as well as drainage channels and other off-street corridors. The study recommended street and parking reconfiguration, arterial crossing treatments, and access to specific destinations. The emphasis of the study was to establish a citywide network and identify specific projects for potential funding.

City of West Hollywood Bicycle and Pedestrian Mobility Plan -- Mr. Brown served as Project Manager for a comprehensive Plan to facilitate and promote bicycle and pedestrian travel within and through the City. Tasks included bicycle route network and amenities planning, policy and design recommendation, field inspection and evaluation, and GIS mapping. Public comment was received during workshop presentations, and specific improvements were suggested to City staff that incorporated their needs and concerns. The final detailed, innovative Plan was well received by City staff, Planning Commission, and City Council. The Mobility Plan was adopted in 2003.

2. UNDERSTANDING & APPROACH

2.1 Project Understanding

ADVANTEC and Alta recently conducted parking and bikeway studies for the City of Covina. Our team is very familiar with the vehicle, pedestrian and bicycle access issues and opportunities throughout the City of Covina. The ADVANTEC team is uniquely qualified to prepare the necessary studies, design plans, drawings, specifications and details to successfully improve the transportation facilities within the project area, namely along Citrus Avenue and the adjacent parallel streets between Badillo Street and Cypress Street. Our team comprises the same staff members that have worked extensively with the City of Covina to ensure that we maintain these valuable relationships and the necessary institutional knowledge to effectively deliver the highest quality product to the City of Covina.

The parking study evaluated the current parking condition within the downtown area including the Metrolink parking areas (parking lot at the station and parking structure south of the railroad tracks on Front Street). The ADVANTEC team compiled the parking data for both parking areas that will assist in determining the potential impact of the rail station improvements to the parking availability. Any potential parking impact may result to further detailed evaluation of the pedestrian, bicycle and vehicle pattern. A decrease in the 236-space parking lot at the station could create adverse effect to the pedestrian traffic flow between the parking structure and the station. Thus, a pedestrian path between the structure and the station must be developed with safety enhancements along with the improvements of the drop-off/pick-up area at the station. Furthermore, vehicle travel pattern to and from the station would need to be evaluated carefully with any modification to the existing parking facilities to minimize the impact along Citrus Avenue. Understanding of the parking condition would be a key component in providing sound recommendations and improvements at the rail station.

The bikeway study evaluated the existing arterial and collector roadway network of the City of Covina for the potential implementation of a city-wide bicycle network of Class I paths, Class II bike lanes, and Class III bike routes. Our team completed an extensive amount of field work for this study effort and is very well versed in the pedestrian and bicycle planning issues in the City of Covina. As part of this study effort, our team evaluated Citrus Avenue for its potential as part of the city's bikeway network.



Due to a wide curb lane, it was noted in the study that there is potential for bike lanes in both directions while maintaining on-street parking. However, the segment of Citrus Avenue between Front Street and Badillo Street in the downtown area is not appropriate for bike lanes due to the angled parking in this area. It was recommended that Class II bike lanes be provided to the east on 2nd Avenue due to this space constraint on Citrus Avenue. Our project team will leverage this work and expand upon it in this project.

Our project team is well versed in the vehicular and pedestrian flow issues at the Covina Metrolink station. To address these traffic flow issues and deficiencies, the project team will develop various conceptual designs to improve traffic operations and create a safer, more pedestrian accessible environment throughout the project study area. Planning level cost estimates will also be developed for all conceptual designs.

2.2 Project Approach & Methodology

ADVANTEC takes a lot of pride in maintaining a 100% on-time and within-budget performance on all our projects. Our success in managing projects to minimize delays lies in our clear understanding of the project needs and our thorough methodology to resolve them. The following is the outline of our proposed methodology for the project:

I. Covina Metrolink Commuter Rail Station

a. Data Collection to include the following:

- i. Review of existing data, including previous studies, traffic counts, parking data, collision reports, base map data, aerial photography, and other available data
- ii. Observe the parking lot circulation and evaluate the ingress/egress at the entrance
- iii. Evaluate the drop-off/pick-up operations
- iv. Review line of sight visibility
- v. Conduct field review to include identification of problematic pedestrian and bicycle circulation issues at near the rail station
- vi. Perform morning and afternoon peak period vehicular, pedestrian, and bicycle counts (for those locations where existing data is not available)

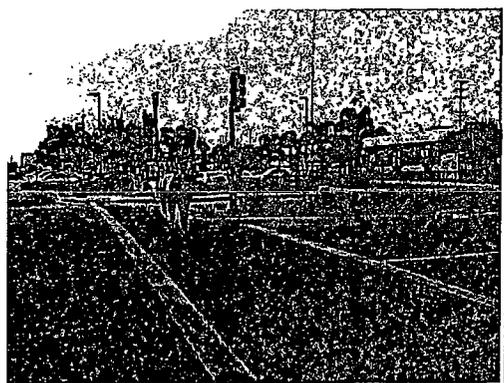
b. Identification of planning level design strategies and related cost estimates for the improvement of the parking lot at the rail station

- i. Evaluate the traffic congestion and queuing that occur within the station during the drop-off/pick-up operations by private vehicles, shuttle services and taxis
- ii. Identify the conflict points between pedestrians and vehicles (an example is shown in photo on the right)





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- iii. Design a drop-off/pick-up areas that will improve traffic flow within the parking lot
 - iv. Analyze the levels of service at the driveways
 - v. Perform line of sight of analysis at the driveway to ensure that access to and from the rail station will have negligible effect to the traffic flow along Citrus Avenue and within the parking lot
 - vi. Develop conceptual design alternatives to address the queuing issues and concerns during the drop-off and pick-up operations
- c. Identification of planning level design strategies and related cost estimates for the improvement of the pedestrian and bicycle environment at the rail station
- i. Develop conceptual design alternatives to address pedestrian and bicycle issues and deficiencies at the Metrolink Rail Station
 - ii. Develop planning level cost estimates for design alternatives
 - iii. Evaluate pedestrian issues and traffic/parking impacts if parking lot adjacent to the Metrolink station is redeveloped
2. Travel Patterns within ¼ Mile of Commuter Rail Station
- a. Data Collection to include the following:
- i. Review of existing data, including previous studies, collision reports, base map data, aerial photography, and other available data
 - ii. Collect peak hour turning movement traffic counts along Citrus Avenue between San Bernardino Road and Cypress Street
 - iii. Observe the length of queues that occur along Citrus Avenue when gates at the railroad tracks are down
 - iv. Conduct field review to include identification of problematic pedestrian crossings, bicycle circulation issues and traffic bottlenecks within ¼ miles of the rail station (similar to the example in the photo on the right).
 - v. Perform pedestrian and bicycle counts
- 
- b. Identification of planning level design strategies and related cost estimates for the improvement of Citrus Avenue at the railroad tracks and the Metrolink parking lot
- i. Perform levels of service analysis along Citrus Avenue between San Bernardino Road and Cypress Street
 - ii. Identify the safety enhancements necessary to minimize the exposure of the pedestrians to the vehicular traffic



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- iii. Evaluate roadway improvements between Front Street and Edna Place that will enhance pedestrian safety with negligible effect to the traffic flow along Citrus Avenue
 - iv. Develop conceptual design alternatives to address the traffic operations and safety at the parking lot driveway and railroad tracks
 - v. Develop planning level cost estimates for the recommended improvements
- c. Identification of planning level design strategies and related cost estimates for the improvement of the pedestrian and bicycle environment
- i. Develop conceptual design alternatives to address pedestrian and bicycle issues and deficiencies within ¼ of the Metrolink Rail Station
 - ii. Develop planning level cost estimates for design alternatives
3. Travel Patterns within the Entire Project Study Area
- a. Data Collection to include the following:
- i. Review of existing data, including previous studies, collision reports, base map data, aerial photography, and other available data
 - ii. Collect peak hour turning movement traffic counts along Citrus Avenue between Badillo Street and Cypress Street
 - iii. Conduct field review to include identification of problematic pedestrian crossings, bicycle circulation issues and traffic bottlenecks on Citrus Avenue and adjacent/parallel streets
 - iv. Perform pedestrian and bicycle counts
- b. Identification of planning level design strategies and related cost estimates for the improvement of Citrus Avenue within the downtown area
- i. Perform levels of service analysis along Citrus Avenue, Hollenbeck Avenue, 2nd Avenue and Barranca Avenue
 - ii. Analyze the travel pattern of vehicles traveling along Citrus Avenue
 - iii. Evaluate the effect of property development within the downtown area
 - iv. Identify additional improvements within the street network due to future developments
 - v. Develop conceptual design alternatives to improve the traffic operations along Citrus Avenue and its parallel streets
 - vi. Study the potential impact of modifying the roadway characteristics of Citrus Avenue within the downtown area (i.e., removing/modifying the on-street angled parking)
 - vii. Provide alternatives in improving the traffic flow along Citrus Avenue between Badillo Street and San Bernardino Road
 - viii. Prepare conceptual improvement plans of Citrus Avenue for construction consideration
-



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- ix. Evaluate the parking impact(s) of the proposed improvements to the nearby public parking lots and on-street parking
 - x. Identify parking improvements along Citrus Avenue
 - xi. Develop planning level cost estimates for the recommended improvements
- c. Identification of planning level design strategies and related cost estimates for the improvement of the pedestrian and bicycle environment
- i. Develop conceptual design alternatives similar to the bikeway studies prepared by Alta to address pedestrian and bicycle issues and deficiencies within the entire project study area
 - ii. Prepare planning level drawings that illustrate the improvements recommended for this project
 - iii. Develop planning level cost estimates for design alternatives

2.3 Project Schedule

The schedule shown below indicates an estimated schedule of milestones based on the target completion of the project by Fall 2010.

Task/Deliverable/Milestone	Duration (Weeks)	Month 1	Month 2	Month 3	Month 4
1 Metrolink Commuter Rail Station			◆		
Rail Station Data Collection	2	■			
Design Strategies at the Rail Station	4	■	■		
Ped & Bike Strategies at the Rail Station	3		■		
2 Travel Patterns within 1/4 Mile of the Station				◆	
Data Collection	2	■			
Design Strategies surrounding the Station	6	■	■		
Ped & Bike Analysis between Parking Facilities	4		■		
3 Travel Patterns within the Entire Project Study Area					◆
Data Collection	4	■			
Design Strategies along Citrus Avenue & Parallel Streets	10		■	■	
Ped & Bike Analysis throughout the Study Area	6			■	

■ Task Duration
◆ Scheduled Milestone



3. REFERENCES

3.1 ADVANTEC Consulting Engineers

PROJECT	CLIENT REFERENCE INFORMATION
<p>1 City of Diamond Bar Consultant Traffic Engineering Services Miscellaneous Traffic Studies</p>	<p>Contact: Mr. David Liu, P.E., Public Works Director or Mr. Rick Yee, P.E., Senior Engineer Telephone: David Liu: (909) 839-7041 Rick Yee: (909) 839-7043</p>
<p>2 City of Anaheim East Library Parking Study</p>	<p>Contact: Mr. Taher Jalai, P.E., Principal Traffic Engineer Telephone: (714) 765-5066</p>
<p>3 City of Irwindale On-Call Traffic Engineering Services Miscellaneous Traffic Studies</p>	<p>Contact: Mr. Kwok Tam, P.E., Public Works Director/ City Engineer Telephone: (626) 430-2212</p>

3.2 ALTA Design + Planning

Mr. Sumire Gant
 Transportation Planning & Programs, City of Long Beach
 sumire.gant@longbeach.gov
 (562) 570-6618
Relevant Project:- Long Beach Access to Transit

Mr. John Rivera
 Senior Management Analyst, Culver City Public Works Department
 John.rivera@culvercity.org
 (310) 253-5616
**Relevant Projects:- Culver City Bicycle and Pedestrian Initiative
 Culver City Bicycle & Pedestrian Master Plan**

Mr. Ian Pari
 Senior Traffic Engineer, City of Santa Clarita
 ipari@santa-clarita.com
 (661) 284-1402
Relevant Project:- Santa Clarita Safe Routes to School

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 7

STAFF SOURCE: Steve Henley, Public Works Director
Captain Derek Webster, Covina Police Department
Lieutenant David Povero, Covina Police Department
Alex Gonzalez, Senior Management Analyst



ITEM TITLE: Approve the Conclusion of a Parking Permit Sales Pilot Program with Clancy Systems, Incorporated, and Approve Conversion of www.ParkCovina.com for Citywide Parking Permit Sales

STAFF RECOMMENDATION

Approve the conclusion of a parking permit sales pilot program with Clancy Systems, Incorporated, and approve system conversion of www.ParkCovina.com for Citywide parking permit sales.

FISCAL IMPACT

The costs of full system conversion are to be borne by Clancy Systems, International as per an Agreement approved by the Covina City Council on February 2, 2010. There is a possibility for increased General Fund and Municipal Parking District revenue through increased sales of Citywide parking permits, although the service improvements that allow City residents and merchants to purchase monthly parking permits or print daily parking permits from their home or office computers may also reduce the number of parking citations issued for the violation of parking regulations.

BACKGROUND

Clancy Systems, Incorporated of Denver, Colorado provides automated parking permit processing services to a number of transit agencies and municipalities nationwide. Clancy's transit clients include the Los Angeles County Metropolitan Transportation Authority (LACMTA), Bay Area Rapid Transit (BART), and Chicago Transit Authority (CTA). The cities of Norwalk and Santa Fe Springs also use Clancy's web services through an agreement with LACMTA. The City of Covina Public Works Department contacted Clancy Systems in November 2009 after LACMTA staff suggested that the City of Covina "piggyback" on the LACMTA contract with Clancy Systems as Norwalk and Santa Fe Springs have successfully done. An agreement was developed with Clancy Systems in which the City of Covina would use the existing LACMTA web structure, thus avoiding web development and implementation charges.

The City of Covina 90-day pilot program began on April 12, 2010 with the startup of the internet domain www.ParkCovina.com providing monthly and daily parking permit sales to Covina

Metrolink commuters. In addition, the Pay-by-Phone system was also tested for commuters parking at the Covina Metrolink Parking Structure.

The purpose of the pilot program was to gauge the reliability of the system, its interoperability with the City's citation processing system, its effect on customer service, its cost savings potential and to develop opportunities for system expansion in the event of a successful pilot test.

RESULTS

In the first two months of system operations, 121 Metrolink commuters (20.6% of all monthly permit holders) have converted to the new monthly parking permit system with 29 Metrolink commuters using the online system to sign up for the Metrolink East waiting list. A number of system issues were detected and corrected in the first 30 days, most related to the website coding for the automatic identification of City of Covina residents and the application of the correct City of Covina resident subsidy. The system has proven to be reliable and the contractor has been responsive to all issues.

A survey was emailed to all Metrolink commuters that signed up for the system with the following results:

- 43% of respondents considered the website "user friendly," 42% considered the website "somewhat user friendly," 8% considered the website "very user friendly" and 7% replied that the website was "not user friendly."
- The portions of the website that were most appreciated as service improvements include: Time Savings (88%), Online Payment (87%), One Monthly Permit Mailed with No Printed Expiration Date (87%), Email Confirmations and Receipts (78%), Online Waiting List (74%) and Ability to Print Daily Permits at Home (70%).

It should be remembered that the survey population consisted of those individuals that were most willing to adopt the technology voluntarily and also those individuals that were most likely to encounter bugs as the first adopters of the system.

It is expected that most of the Metrolink commuters will successfully convert to the new system and appreciate the improved service capabilities of the website. However, it is assumed that there is a subset of Metrolink commuters currently receiving a City of Covina resident subsidy that are not residents of the City of Covina. The City's procedures for parking permit signup were strengthened in 2007, but permit holder information has never been updated or confirmed. Individuals prior to 2007 were able to sign up for permits using unincorporated Los Angeles County addresses or the addresses of friends or relatives, since they were not required to show documentation of City residency. In addition, any individuals who moved outside of the Covina City limits did not lose their ability to purchase subsidized parking permits. It was a top priority for City staff that the new website correctly identify City residency and that the website would work seamlessly to keep updated contact information for all parking permit holders. The website has been coded to automatically charge monthly rates based on an examination of billing and mailing addresses, and as a result there will be a number of commuters that strongly resist the new system when they realize that they are no longer eligible for a discounted City resident rate.

No commuters have used the Pay-by-Phone system during the pilot program; therefore it is recommended that we discontinue the Pay-by-Phone option.

NEXT STEPS

The Public Works Department will coordinate with the Covina Police Department and Clancy Systems to:

- Enable www.ParkCovina.com to sell daily overnight on-street parking permits as a supplement to the overnight parking permit machine at the Covina Police Department no later than August 2, 2010.
- Complete full conversion of Metrolink Parking Permits to www.ParkCovina.com by November 2, 2010.
- Enable Municipal Parking Lot (Blue Zone) daily and monthly parking on www.ParkCovina.com by January 4, 2011.
- Test smart phone technology for parking enforcement officers that is linked to www.ParkCovina.com during the summer of 2010.
- Investigate the possibility of converting quarterly overnight on-street parking permits to www.ParkCovina.com by January 4, 2011.

EXHIBITS

None

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 8

STAFF SOURCE: Steve Henley, Public Works Director
Alex Gonzalez, Senior Management Analyst



ITEM TITLE: Amend the Fiscal Year 2009-2010 Public Works Department, Transit Operations Operating Budget to Reflect an Appropriation of \$25,402.53 from Proposition A Reserve Funds for Bikestation Covina Project F-0908 Completion.

STAFF RECOMMENDATION

Adopt **Resolution No. 10-6857** to amend the Fiscal Year 2009-2010 Public Works Department, Transit Operations operating budget to reflect an appropriation of \$25,402.53 from Proposition A reserve funds for Bikestation Covina project F-0908 completion.

FISCAL IMPACT

The recommended action will appropriate \$25,402.53 from Proposition A reserve funds (2400-4300-00) to the Project F-0908 account (4321-4350-00-49120) for the completion of Bikestation Covina. There will be no fiscal impact to the General Fund.

BACKGROUND

The Covina City Council approved an appropriation of \$59,813.28 on August 18, 2009 for the project. Since the project was a prototype unit and the first of its kind in the nation, several issues arose during the project which resulted in installation practices that increased the final cost by \$25,402.53.

The unit was designed as a portable storage unit, and City staff preferred that the Bikestation unit meet the more stringent Building Code standards for occupied space. As a result, modifications were made to the unit and concrete pad design. However, electrical upgrades were the largest contributor to cost overruns based on the difficulties that City staff had experienced in cooling the Metrolink guard shack over its first summer.

The original designs for Bikestation Covina did not include air conditioning and recommended a minimal level of electrical service augmented by solar panels that would operate fans to circulate air. City staff was concerned about the interior temperature of the Bikestation unit on 100 degree days as temperature alarms on the air-conditioned Metrolink guard shack would regularly reach 150 degrees on hot days. There was a concern for the safety of patrons burning themselves as they grabbed metal portions of their bicycles to remove them from the Bikestation unit. Solar panels that met the electrical demand of the recommended air conditioning unit were not readily

available during installation and City staff recommended a dedicated electrical circuit for the unit which required the trenching and installation of a 300 foot electrical conduit line.

EXHIBITS:

A. Resolution No. 10-6857

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

EXHIBIT A

RESOLUTION NO. 10-6857

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2009-2010 PUBLIC WORKS DEPARTMENT, TRANSIT OPERATIONS OPERATING BUDGET TO REFLECT AN APPROPRIATION OF \$25,402.53 FROM PROPOSITION A RESERVE FUNDS FOR BIKESTATION COVINA PROJECT F-0908 COMPLETION

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, 2009 and ending June 30, 2010 was approved on June 16, 2009; and

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

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

WHEREAS, the City of Covina wishes to complete the project accounting for Bikestation Covina and identify the reasons for project cost overruns.

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

SECTION 1. Amend the fiscal year 2009-2010 Public Works Department, Transit Operations operating budget as follows: \$25,402.53 from Proposition A Reserves to Project F-0908 (4321-4350-00-49120) for the completion of Bikestation Covina.

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

PASSED, APPROVED AND ADOPTED this day of 2010.

, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 9

STAFF SOURCE: Steve Henley, Director of Public Works
Vivian Castro, Environmental Services Manager
Linda McClure, Sr. Administrative Technician



ITEM TITLE: **California Product Stewardship Council Participation 2010 – 2011 and Extended Producer Responsibility Support**

STAFF RECOMMENDATION

Adopt **Resolution No. 10-6858** to participate in the California Product Stewardship Council and support Extended Producer Responsibility.

FISCAL IMPACT

There is no General Fund impact. The annual cost of the California Product Stewardship Council associate fees for Fiscal Year 2010-2011 is \$1,000, and is accounted for in the 2010-11 Budget under Environmental Services account #6200-5580-00-53100.

BACKGROUND

The U.S. EPA estimates that approximately 75% of today's waste stream comes from manufactured products – from common household items such as televisions, cell phones, personal computers (electronic waste), fluorescent lights and batteries (universal waste) to household hazardous waste products like paint and pesticides. Since the 1980s, California's reuse, recycling, and composting industries have grown significantly. Thousands of California businesses are recycling valuable resources back into productive commerce, so that today, about half of the materials discarded in California get recovered. Though this is a huge achievement, due to population growth and the expanding quantity of packaging and product waste, the amount of waste going to landfills is not reducing. In fact, in California alone, we landfill approximately 40 million tons (CIWMB) of waste each year. These products pose a threat to public health and the environment when improperly disposed.

Each year, approximately 33,000 tons of discarded materials and products are currently sent to disposal from the City of Covina at a cost of \$2.7 million a year to residents and businesses.

In response to concerns about landfilling such products, on February 8, 2006 California's Universal Waste Rule (CCR, Title 22, Division 4.5, Chapter 23) became effective, which banned landfill disposal of e-waste and universal waste. It is anticipated that the list of products banned from landfills will continue to grow as demonstrated by the ban of treated wood effective January 2007 and home generated sharps waste (hypodermic needles, pen needles, intravenous needles, lancets, and other devices that are used to penetrate the skin for the delivery of medications) in 2008. The responsibility for enforcing these bans has been placed on cash-strapped local

governments, which lack the funding, capacity, or resources to manage the volume of growing list of products banned from landfills.

Under today's waste management system and increasing environmental mandates, the responsibility for managing the end-of-life of these product wastes fall on the consumer and local governments often with no funding to help reach the mandated goals. Manufacturers do not currently have a legal requirement to take responsibility for the impact of their products on the environment or on public health after the products have been used or consumed. It is both the toxicity of the waste stream and the volume of waste that is of concern to local governments. Many products today are designed for disposal, rather than reuse or recycling. The cost of collecting, recycling, and disposing of hazardous products easily exceeds \$500 million (CIWMB) a year in California. Ratepayers and taxpayers are financing costly collection infrastructure and programs.

The City of Covina Environmental Services Section currently provides residents with a Sharps collection program and drop off boxes for recycling of small electronics and rechargeable batteries, household batteries, and eyeglasses. The City also cooperates with the Covina Chamber of Commerce and a private collector to provide residents electronic waste disposal options. A significant portion of City resources and staff time is spent on efforts to ensure the proper disposal of hazardous products by residents and businesses. Annually, about \$15,000 is budgeted for hazardous waste disposal in Covina.

The California Product Stewardship Council (CPSC) is a non-profit association of local governments and their associations, non-profit and for-profit business partners, and individuals that support product stewardship, including the California State Association of Counties, California Council of Directors of Environmental Health, the Southern California Association of Governments, and the California Retailers Association. A complete listing of the governments, associations, and partners supporting CPSC is included in Exhibit C, Exhibit D, and Exhibit E.

Product Stewardship, also known as Extended Producer Responsibility (EPR), is a policy that supports a shared responsibility for end-of-life product management with the producers and all entities involved in the product chain including first-importers. Product Stewardship puts the end-of-life costs into the price of products, such as mercury-containing lamps and batteries. The cost is then reflected to the consumer at the time of purchase, allowing consumers to make purchasing decisions based on the full cost of the product. The consumer then pays for its end of life costs and producers are made whole by recouping the cost of their investment.

Under EPR, producers implement recycling systems for the products they market (green design). They are redesigning products to remove toxics, resulting in a reduction of greenhouse gas and other air emissions, and to make them more durable, easily repairable, recyclable or compostable, and are applying the same principles to packaging. Product stewardship offers many economic benefits – reduced operating costs, creating secondary materials markets, reduced disposal costs, energy savings, the creation of green jobs, and encourages green design.

EPR offers a solution by engaging producers in the lifecycle management of their products and to take responsibility for the proper management of products. Instead of requiring local governments to fund collection and recovery programs, EPR establishes performance goals for

stewardship programs that are designed and implemented by producers and ensures the cost of recovery is reflected in the cost of the product creating a sustainable funding source – a user pays system instead of externalizing the costs onto taxpayers and ratepayers.

Although EPR recognizes that all stakeholders share some responsibility, the producer has the greatest responsibility because only they can change the design of the products. Producers have the flexibility and control to design EPR systems that work for each unique business model. Producers design, fund, and operate the collection systems either individually or by working together with other companies in a stewardship organization, such as designing a mail-back program or establishing retail collection points. Based on a recent survey by the SGVCOG, businesses that offer collection services believe that customers are more loyal to their business. A study completed for used motor oil recycling indicated that a business providing collection services had increased sales due to increased foot traffic in the store.

Many of the world's largest and most successful businesses, such as Caterpillar and Dell, already operate EPR systems in the United States, and we are grateful to those industry leaders. While voluntary take-back programs are welcome and appreciated, they are inherently not fair and put producers which have adopted a stewardship ethic in the position of having products that are more expensive in a competitive market place against competitors who do not include recycling in the product price. Under a mandated EPR system, producers of selected products are required to be stewards of that product, which "levels the playing field" as all producers will integrate the cost of product recovery into the purchase price of the product. A complete list of companies committed to Product Stewardship is listed on Exhibit B.

EPR increases recycling. Recycling a ton of waste has twice the economic impact of burying it in the ground. Each year, recycling provides an average of 85,000 jobs, \$4 billion in salaries and wages, and \$10 billion in goods and services (CIWMB).

In December 2009, the San Gabriel Valley Council of Governments (SGVCOG) began implementing a household hazardous waste grant awarded by the Department of Resources, Recycling, and Recovery (CalRecycle) (formerly the California Integrated Waste Management Board). The program is intended to build knowledge and capacity among San Gabriel Valley local governments, retailers, producers, and other stakeholders to begin the transition from government managed and financed end-of-life systems to producer-managed and financed end-of-life for products banned from landfills under the universal waste disposal ban. As a step towards achieving this objective, the SGVCOG will utilize a regional approach to assist local businesses that sell compact fluorescent lamps (CFLs) to establish "take-back" programs for disposal. SGVCOG is working closely with the California Product Stewardship Council to implement this grant over the next two and a half years.

EPR policy implementation will ultimately reduce the City of Covina's financial burden for ensuring proper disposal of Household Hazardous Waste (HHW), universal waste and other products and packaging, such as Sharps and pharmaceutical waste, at the end of their useful life. By shifting the financial burden to the producers of the products through the purchase price, EPR will also benefit the community by driving better, healthier product design that reduces the toxicity and volume of the waste stream and ensures more convenient collection opportunities.

EXHIBITS

A. Resolution No. 10-6858

B. Registered Support for California Product Stewardship Council

<p>REVIEW TEAM ONLY</p> <p>City Attorney: <u>Approved via e-mail</u> Finance Director: <u>OK</u></p> <p>City Manager: <u>[Signature]</u> Other: _____</p>
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RESOLUTION NO. 10-6858

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO PARTICIPATE IN THE CALIFORNIA PRODUCT STEWARDSHIP COUNCIL AND SUPPORT EXTENDED PRODUCER RESPONSIBILITY.

WHEREAS, each year 33,000 tons of discarded materials and products are currently sent to disposal from the City of Covina at a cost of \$2.7 million a year to residents and businesses; and

WHEREAS, on February 8, 2006 California's Universal Waste Rule (CCR, Title 22, Division 4.5, Chapter 23) became effective, which bans landfill disposal of e-waste and universal waste; and

WHEREAS, it is anticipated that the list of products banned from landfills will continue to grow as demonstrated by the ban of treated wood effective January 2007 and home generated sharps waste (hypodermic needles, pen needles, intravenous needles, lancets, and other devices that are used to penetrate the skin for the delivery of medications) in 2008; and

WHEREAS, the cost of collecting, recycling, and disposing of hazardous products easily exceeds \$500 million a year in California; and

WHEREAS, state policies currently hold local governments responsible for achieving waste diversion goals and enforcing product disposal bans, both of which are unfunded mandates; and

WHEREAS, the California Product Stewardship Council (CPSC) is a non-profit association of local governments and their associations, non-profit and for-profit business partners, and individuals that support product stewardship; and

WHEREAS, Product Stewardship, also known as Extended Producer Responsibility (EPR), is a policy whereby producers are redesigning products to remove toxics and to make them more durable, easily repairable, recyclable or compostable, are applying the same principles to packaging (green design), and puts the end-of-life costs into the price of products; and

WHEREAS, EPR policy implementation will ultimately reduce the City of Covina's financial burden for ensuring proper disposal of Household Hazardous Waste (HHW), universal waste and other products and packaging, such as Sharps and pharmaceutical waste, at the end of their useful life; and

WHEREAS, in January 2008 the California Integrated Waste Management Board (now CalRecycle) adopted a framework for an EPR System in California; and

WHEREAS, many public agencies have adopted a statement in support of a framework approach to EPR, including the California League of Cities, National Association of Counties, and National League of Cities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Covina that by adoption of this resolution the City of Covina urges the California legislature and agencies to enact framework legislation that shifts the universal and other waste management costs from local governments to the producers of the product and which will give producers the incentive to redesign products to make them less toxic and easier to reuse and recycle; and

BE IT FURTHER RESOLVED, that the Public Works Director be authorized to send letters to the League of California Cities, the California State Association of Counties, CalRecycle, and the State Legislature and to use other advocacy methods to urge support for EPR framework legislation; and

BE IT FURTHER RESOLVED, that the City of Covina will contribute \$1,000 annually to CPSC to educate and advocate for EPR policies and program; and

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

Peggy Delach, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

REGISTERED SUPPORT FOR CALIFORNIA PRODUCT STEWARDSHIP COUNCIL

The lists of CPSC Associates below are entities that have either signed the CPSC Pledge to promote EPR or who have passed resolutions supporting EPR in their jurisdictions, businesses or organizations.

COMPANIES COMMITTED TO PRODUCT STEWARDSHIP

- | | | |
|-------------------------------------|--------------------------------|--|
| 1. California Retailers Association | 6. Marin Sanitary Service | 12. Sony |
| 2. Caterpillar | 7. Nortech Waste LLC | 13. Bentley Prince Street |
| 3. Coca-Cola | 8. Peninsula Packaging Company | 14. Individual Producer Responsibility Works |
| 4. General Motors | 9. Pitney Bowes | |
| 5. Hewlett Packard | 10. Recology | |
| | 11. Republic Services | |

72 CITY AND TOWN COUNCILS

Albany	Fort Bragg	Morgan Hill	Capistrano
Amador City	Fortuna	Mountain View	Santa Clara
Arcata	Fresno	Napa	Santa Cruz
Arvin	Glendale	Nevada City	Santa Monica
Belmont	Hillsborough	Oakland	Sierra Madre
Burbank	Huntington Park	Palm Desert	Sonoma
Calabasas	Indian Wells	Palm Springs	Sunnyvale
Chula Vista	La Puente	Palo Alto	Torrance
Claremont	La Quinta	Paradise	Union City
Corning	La Verne	Pasadena	Vacaville
Cotati	Larkspur	Petaluma	Vernon
Cupertino	Lemon Grove	Pittsburg	Walnut Creek
Diamond Bar	Lincoln	Rio Vista	West Hollywood
Dixon	Los Altos Hills	Rohnert Park	West Sacramento
Dublin	Los Angeles	Sacramento	Windsor
El Cerrito	Los Gatos	San Dimas	Winters
Elk Grove	Millbrae	San Joaquin	
Eureka	Monrovia	San Jose	
Folsom	Monte Sereno	San Juan	

LOCAL GOVERNMENT ENTITIES

- | | | |
|--|---|---|
| 1. League of California Cities | 13. Bay Area Hazardous Waste Management Facility Allocation Committee | 22. Santa Clara Valley, CLEAN South Bay |
| 2. San Francisco Estuary Project | 14. Los Angeles County Integrated Waste Management Task Force | 23. Solid Waste Association of North America (SWANA) |
| 3. Bay Area Stormwater Management Agencies Association | 15. Mojave Desert and Mountain Recycling Authority | 24. South Bayside Waste Management Authority |
| 4. California Council of Directors of Environmental Health (CCDEH) | 16. Rural Counties' Environmental Services Joint Powers Authority | 25. Southern California Association of Governments |
| 5. California State Association of Counties | 17. Sacramento Business Environmental Resource Center | 26. Tamalpais Community Services District |
| 6. California Stormwater Quality Association | 18. Sacramento County Department of Water Resources | 27. West Contra Costa Integrated Waste Management Authority |
| 7. Central Contra Costa County Solid Waste Authority | 19. Sacramento Regional County Sanitation District | 28. Western Placer Waste Management Authority |
| 8. Coachella Valley Association of Governments | 20. San Gabriel Valley Council of Governments | 29. West Valley Clean Water |
| 9. Contra Costa Clean Water Program | 21. Santa Clara County Recycling and Waste Reduction Commission | |
| 10. Delta Diablo Sanitation District | | |
| 11. East Bay Municipal Utility District | | |
| 12. Fresno Council of Governments | | |

NATIONAL AND CALIFORNIA ASSOCIATIONS

1. National Association of Counties (NACO)
2. National League of Cities (NLC)
3. Solid Waste Association of North America (SWANA)
4. California Product Stewardship (CPSC)
5. California State Association of Counties (CSAC)
6. Regional Council of Rural Counties (RCRC)
7. California League of Cities
8. California Ocean Protection Council
9. California Council of Directors of Environmental Health
10. California Local Governments
11. CalRecycle

31 COUNTY BOARDS OF SUPERVISORS OR COUNTYWIDE AGENCIES

- | | | | |
|-----------------|-----------------|--------------------|--------------|
| 1. Alameda | | | |
| 2. Amador | 10. Los Angeles | 18. Sacramento | 26. Sonoma |
| 3. Butte | 11. Madera | 19. San Bernardino | 27. Tehama |
| 4. Calaveras | 12. Marin | 20. San Francisco | 28. Trinity |
| 5. Contra Costa | 13. Mariposa | 21. San Joaquin | 29. Tuolumne |
| 6. Del Norte | 14. Mendocino | 22. San Mateo | 30. Ventura |
| 7. Glenn | 15. Monterey | 23. Santa Clara | 31. Yolo |
| 8. Humboldt | 16. Napa | 24. Santa Cruz | |
| 9. Kern | 17. Nevada | 25. Solano | |

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 10

STAFF SOURCE: Anthony Arroyo, Human Resources Director
Guadalupe Marquez, Management Analyst

ITEM TITLE: Approval of Job Title Changes and Salary Adjustments

STAFF RECOMMENDATION

- a.) Approve title changes for the positions of Street Maintenance Supervisor, Building and Code Enforcement Coordinator and Administrative Services Manager; and
- b.) Approve salary adjustment for the position of Parks and Recreation Manager.

FISCAL IMPACT

None. There is no additional fiscal impact to the General Fund. The changes in the affected salary are included in the FY 2010/2011 budget.

BACKGROUND

- a.) To reflect the change to responsibilities that have been made to the listed positions, staff recommends the following title changes:

Current Title	Proposed New Title
Street Maintenance Supervisor	Street Maintenance Foreman
Building and Code Enforcement Coordinator	Deputy Building Official
Administrative Services Manager	Parks and Recreation Manager

- b.) The proposed title of Street Maintenance Foreman is a lower classification from the current title. The proposed salary is \$4,352.70 – \$5,291.00 which is commensurate with the Water Foreman and Park Foreman positions.

In March 2010, the Parks and Recreation Department inherited the department of Library Services. The addition of this department has required more involvement from the current administrative staff in this department. The change in job title (Administrative Services Manager to Parks and Recreation Manager) will allow the incumbent to oversee the Parks and Recreation Department and will justly balance the salary with the new duties assigned.

Staff recommends that the salary range of \$5,082 – \$6,652 per month (F, G, and H steps included) be changed to \$6,331 - \$8,288 (F, G and H steps included) per month. This salary adjustment is commensurate with other equitable positions within the City.

EXHIBITS

- A. Street Maintenance Foreman Job Description
- B. Deputy Building Official Job Description
- C. Parks and Recreation Manager Job Description

REVIEW TEAM ONLY

City Attorney: Approved via e-mail

Finance Director: 

City Manager: 

Other: _____

CITY OF COVINA

STREET MAINTENANCE FOREMAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, oversees the various maintenance and construction operations of the Street & Sewer Division and supervises other public works construction projects as needed; assists in evaluation of street and maintenance conditions and recommends corrective action; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Street Maintenance Foreman** is the supervisory class responsible for assigning and directing the work crews engaged in construction, repair and maintenance of the City's streets and related infrastructure within the Public Works Department. Incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next lower classification of Street Crew Leader by the performance of supervisory and operational managing responsibilities over street maintenance projects, and by serving as the division manager.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Street Maintenance Supervisor. Exercise supervision over lower-level public works technical and field staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervises, oversees and inspects the work of various crews in repair, construction, and maintenance of storm drains, sewers, streets, curbs, gutters, sidewalks, alleys, landscaping, irrigation, street trees, street signs, and street painting/marketing/signing.
- Engages in the inspection of excavations within the public right-of-way; checks grades and inspects compacting; makes recommendations for necessary maintenance improvements.
- Participates in the planning of work schedules; transmits and interprets orders and reports on progress; handles public complaints by investigation; makes inspections during construction, repairs and maintenance on street projects and programs to ensure compliance with plans and specifications.
- Assists in preparation of the Division's budget; supervises the purchase, care and maintenance of tools, materials, supplies and equipment and is responsible for public works maintenance crew's Work Zone Safety and OSHA Safety Standards.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals and lubricants which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and biological hazards. The nature of the work may also require the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after-hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Street Maintenance Foreman**. A typical way of obtaining the required qualifications is possession of a high school diploma and four years of increasingly responsible public works construction and maintenance experience involving streets construction and maintenance, including two years in a supervisory or lead capacity. Two years of lead or supervisory experience may be substituted by one year of college and four years of additional experience in street maintenance.

License/Certificate:

Possession of, or ability to obtain, a valid Class B California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Street and related public works maintenance and construction; materials, equipment and practices used in street, sewer, storm drain, curb, gutter, trees and sidewalk construction, repair or removal; engineering plans and specifications; the operations of irrigation systems and median maintenance operational and maintenance characteristics of different types of vehicles, equipment and tools used in public works construction and maintenance; methods and techniques of leading, training and motivating assigned crews; basic principles of mathematics; applicable federal, state, and local laws, codes and regulations, including State Department of Health and OSHA regulations; modern office equipment, including a computer and applicable software; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment.

Ability to:

STREET MAINTENANCE FOREMAN

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Supervise, manage, coordinate, schedule and perform a wide variety of street construction and maintenance activities; prepare, review and approve comprehensive reports, read plans and diagrams; determine materials and labor for projects; plan and estimate costs; supervise groups of employees engaged in maintenance activities; operate effectively and in accordance with an approved budget for street maintenance projects; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and related software; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance and repair activities.

CITY OF COVINA
DEPUTY BUILDING OFFICIAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs a variety of supervisory, administrative and technical work in the areas of building inspection, permit processing, plan checking, code enforcement and compliance activities; plans, organizes, supervises, reviews, and participates in the work of professional, technical, contract and office support staff; coordinates the public counter activities, including reviewing all plans submitted, and ensuring that plans are in compliance with all code requirements and ordinances; provides technical assistance and code information to developers, the public, and Code Enforcement Officers; receives, reviews and assigns all code enforcement complaints; serves in the capacity of Building Official in that person's absence; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Deputy Building Official** is the single position class responsible for coordinating building and code enforcement efforts. This position is responsible for supervising the activities of the building counter, assigning all enforcement cases to Code Enforcement Officers, and for completing the more complex cases as assigned. This class is distinguished from the next higher classification of Building Official in that the latter is responsible for the administration of the entire Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Building Official. May exercise functional and technical supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Coordinates the public counter activities, including reviewing all plans submitted, and ensuring that plans are in compliance with all code requirements and ordinances; provides technical assistance and code information to developers, the public, General Building Inspectors and Code Enforcement Officers; receives, reviews and assigns all code enforcement complaints.
- Assists and meets with developers, architects, engineers, contractors and the general public to provide specific information on plan check submittal requirements and related fees and code enforcement, planning and building questions and issues; provides zoning information and assistance to the Planning Department as necessary.
- Researches building codes; advises applicants regarding requirements for meeting the Americans with Disabilities Act.

DEPUTY BUILDING OFFICIAL

Page 2

- Oversees the distribution of all plans submitted to other divisions; confers with the contracted plan check company; coordinates with the City Engineer for Public Works Department requirements and compliance with street improvements and the lighting and landscaping districts; coordinates the submitting of plans and permits for payment of school fees with school districts.
- Reviews, issues and signs building permits and plans; quotes fees and directs customers to the cashier to make payments.
- Performs the more difficult and complex code enforcement cases as assigned, including field inspections; establishes, evaluates and reviews code compliance procedures, practices and rules for conformance with departmental policies; provides training to inexperienced field staff; participates and provides recommendations on hiring; monitors and oversees Building and Code Enforcement inspections; collects monthly figures from Code Enforcement Officers pertaining to inspections; reviews all building and code enforcement cases.
- Participates in a variety of meetings; provides coverage and information to the public and other departments in the areas of planning, transportation, engineering, and environmental services.
- Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Serves in the capacity of Building Official in that individual's absence.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when making inspections, reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, carry and push files, paper, tools, equipment, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. Incumbents may deal with irate members of the public. The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Deputy Building Official**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of relevant experience that includes heavy public contact and the performance of code enforcement and/or building inspection activities, and a high school

diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a P.C. 832 certification.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and methods used in the enforcement of a variety of permits, regulations and codes, including building, zoning, housing and code enforcement codes; plan check processes; methods and techniques used in enforcement and investigation; coordinating procedures for building and code enforcement related functions; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Coordinate, review and perform building and code enforcement inspection and analysis to determine violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and non-cooperative people; read and interpret maps, sketches, drawings, specifications and technical manuals; meet with architects, contractors, engineers, and the public in order to explain City policies and code requirement; perform minor plan checks and deal effectively with the contracted plan check company; assign and oversee the work of assigned staff; perform mathematical calculations quickly and accurately; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.

CITY OF COVINA

PARKS AND RECREATION MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, manages, plans and directs the functions within the Administrative Division of the Parks and Recreation Department, including coordinating and supervising front office operations; processes all financial, personnel and payroll paperwork for the Department; supervises, trains and evaluates staff; supervises the Leisure Lifestyle class program and Cultural Excursion program; prepares and conducts staff meetings and safety trainings; oversees and participates in the Department's recruitment and selection process; makes recommendations on matters of general policy; tracks, reviews, analyzes, and coordinates division budgets for the entire Department; prepares the Department Budget submittal and attends budget meetings/sessions with City management and City Council; completes various financial reports; reviews and prepares City Council agenda items; oversees customer service and program registration; oversees Department operations in the absence of the Parks and Recreation Director; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Parks and Recreation Manager** is a single position advanced journey level class responsible for managing, coordinating and directing the functions within the Administrative Division of the Parks and Recreation Department. This class is distinguished from the next higher classification of Director of Parks and Recreation in that the latter has overall administrative responsibility for the Parks and Recreation Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Parks and Recreation. Exercises direct and indirect supervision over assigned staff and volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Oversees the functions within the Administrative Division of the Parks and Recreation Department, including coordinating and supervising front office operations; processes all financial, personnel and payroll paperwork for the Department; supervises, trains and evaluates staff; prepares and conducts staff meetings and safety trainings; oversees and participates in the Department's recruitment and selection process; makes recommendations on matters of general policy; oversees customer service and program registration; oversees the Department's clerical functions, which include typing department correspondence, memos, City View submittal, etc and proofreading of staff's work and publicity documents.

PARKS AND RECREATION MANAGER

Page 2

- Accepts responsibility for organizing and processing all financial paperwork for the Department, including, accounts payable, purchase orders, handling of petty cash, check refunds, cash receipting and reporting, credit card receipt reports, and collection on bounced checks.
- Processes payroll for the Department, including 13 full time, 30-50 part time, and 40 instructors; tracks part time employees hours; processes personnel paperwork for the Department, including recruitment requests and personnel actions for all positions; completes and processes paperwork for employee injuries; coordinates and participates in the recruitment and selection process for the Department, including reviewing candidate applications, conducting oral board interviews with the Human Resources Department for part time positions; participates in department interview panels.
- Supervises Leisure Lifestyle class programs and Cultural Excursion programs; supervises, assigns and directs the work of a full time Recreation Coordinator; makes decisions on program policies, procedures, etc.
- Coordinates, tracks, reviews, and analyzes division budgets for the entire Department; compiles budget submittals; coordinates entire department budget and submits to the Finance Department; attends budget meetings with Finance and City Council budget sessions; completes various financial reports; completes year-end financial memos.
- Trains and evaluates staff in assigned program areas; assists in coordination of annual department in-service; develops and coordinates updates to staff handbooks; presents materials during training sessions; conducts staff meetings and safety trainings; provides assistance and support services to other department staff.
- Oversees customer service; coordinates and supervises customer service delivery, including program registration; responds to public inquiries about programs made by telephone, mail or email; resolves problems and complaints.
- Reviews and prepares City Council agenda items.
- Oversees Department operations in the absence of the Director of Parks and Recreation.
- Completes special projects as assigned by the Director of Parks and Recreation; orders and maintains inventory of office supplies and uniforms for the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EXHIBIT C

PARKS AND RECREATION MANAGER

Page 3

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Parks and Recreation Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of broad and extensive experience in recreation program supervision, coordination, and management, including at least two years at a supervisory level, and a bachelor's degree in recreation, administration, physical education, or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and techniques of organization, office management, supervision and training; principles and practices of planning, accounting and coordinating a variety of office functions; fiscal record keeping and processing; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; rules, regulations and policies affecting and related to recreation activities and programs; methods and techniques of scheduling work assignments and facility usage; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Manage, plan, organize, and coordinate the Administrative Services Division; oversee the administrative responsibilities of the Parks and Recreation Department; work flexible hours, including evenings and weekends as needed; analyze assigned responsibilities and develop and recommend appropriate responses; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations related to recreation programs; plan and lead the work of volunteers and part-time staff; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; enforce safety rules relating to assigned recreational events; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.

EXHIBIT C

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 11

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

R.A.C.

ITEM TITLE: Letters of Resignation from David M. Grijalva of the Youth Accountability Board, Mary I. Butterworth of the Youth Accountability Board and Shoshana Puccia of the Cultural Arts Advisory Committee

STAFF RECOMMENDATION

Accept the letters of resignation from David M. Grijalva of the Youth Accountability Board, Mary I. Butterworth of the Youth Accountability Board and Shoshana Puccia of the Cultural Arts Advisory Committee.

FISCAL IMPACT

None

BACKGROUND

- a. On June 9, 2010, the Deputy City Clerk received the resignation of David M. Grijalva from the Youth Accountability Board. Mr. Grijalva was appointed on July 1, 2008 with a term which expired on June 30, 2010.
- b. On June 14, 2010, the Deputy City Clerk received the resignation of Mary I. Butterworth from the Youth Accountability Board. Ms. Butterworth was appointed on July 1, 2008 with a term which expired on June 30, 2010.
- c. On June 17, 2010, the Deputy City Clerk received the resignation of Shoshana Puccia from the Cultural Arts Advisory Committee. Shoshana was appointed on July 1, 2008 with a term to expire on June 30, 2011.

EXHIBITS

- A. Resignation letter from David M. Grijalva of the Youth Accountability Board
- B. Resignation letter from Mary I. Butterworth of the Youth Accountability Board
- C. Resignation e-mail from Shoshana Puccia of the Cultural Arts Advisory Board

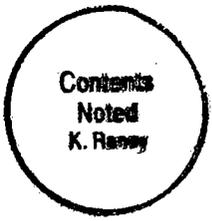
REVIEW TEAM ONLY

City Attorney: Approved via e-mail

Finance Director: 

City Manager: 

Other: _____



David M. Grijalva
633 South Midsite Avenue
Covina, CA 91723
June 9, 2010

Kim Raney
Chief of Police
City of Covina
444 North Citrus Avenue
Covina, CA 91723

Dear Chief Raney:

It is with regret that I tender my resignation from the Youth Advisory Board, effective July 1, 2010.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past 5 years. Best wishes to you all and continued success with the program.

Sincerely,

David M. Grijalva
Chairman Board 1

HOME PHONE: 626-331-3298

MARY I. BUTTERWORTH

EMAIL:: DESERTMBUTTER@MSN.COM

June 14, 2010

Chief Raney
444 N. Citrus
Covina, CA 91723

Contents
Noted
K. Raney

Dear Chief Raney,

I am resigning from my position on the Youth Accountability Board effective the end of my term, June 30, 2010. It has been a rewarding experience for me and I hope my service has provided some benefit to the young people who have been in the program.

Sincerely yours,



Mary I. Butterworth

EXHIBIT B

Dear fellow Commissioners, Melody, and Amy,

It is with great regret that I am tendering my resignation to the Cultural Advisory Arts Commission of Covina. I am sure that it is probably not a big surprise to any of you since my work has kept me away from most of our functions and the last couple of meetings.

Many of you are aware that six months ago I started a new job as the Assistant Director of Development for Child S.H.A.R.E. We have offices in Glendale, Santa Ana and Riverside, all of which I spend some time at every week. This makes it almost impossible for me to be an active participant on the commission.

The last three years on the Commission have been very rewarding and I have enjoyed working with each of you very much. I hope that you will continue to invite me to volunteer from time to time as I would be more than happy to do so. I wish you all the best of luck in continuing the fantastic work we have been doing to enrich the lives of people in our community. I will miss working with you all.

My best,

Shoshana Puccia
sepuccia@yahoo.com

EXHIBIT C

6/17/2010

COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 12

STAFF SOURCE: Dilu de Alwis, Finance Director

ITEM TITLE: Resolution Adopting Investment Policies for Fiscal Year 2010-2011 for the Covina Redevelopment Agency

STAFF RECOMMENDATION

Adopt **Resolution No. 10-630** adopting an investment policy for the Covina Redevelopment Agency's investment portfolio for fiscal year 2010-2011. Staff further recommends that the Agency Board authorize the Executive Director to direct staff to revise this policy relative to strengthening internal control matters. Staff will bring a revised policy for the Agency Board consideration during the second quarter of this fiscal year.

FISCAL IMPACT

None.

BACKGROUND

Annually, the Agency Treasurer is required by Government Code Section 53646 to submit a statement of investment policy to the Agency Directors for Agency adoption.

The policy has been reviewed by the Covina Redevelopment Agency Attorney Elizabeth Hull, and by the Agency Treasurer, John B. Fielding. The investment policy is submitted for adoption for fiscal year 2010-2011 in accordance with legislation that became effective as of January 1, 1996.

The investment policy for authorized investments (Section 8) was revised by the Agency Directors on September 17, 2002. There are no changes from the previously adopted investment policy.

The adoption of the investment policy at the start of the fiscal year does not preclude the Agency Directors from amending the policy at any time during the fiscal year.

EXHIBITS

- A. Covina Redevelopment Agency Investment Policy for FY 2010-2011
- B. Memo of Review – Agency Treasurer
- C. Memo of Review – Covina Redevelopment Agency Attorney
- D. Resolution No. 10-630

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

COVINA REDEVELOPMENT AGENCY
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-11

PURPOSE:

- A. This Investment Policy is set forth by the Covina Redevelopment Agency (Agency) for the following purposes:
1. To establish a clear understanding for the Agency Board, Agency management, responsible employees, and third parties of the objectives, policies, and guidelines for the investment of the Agency's idle and surplus funds.
 2. To offer guidance to investment staff and any outside advisers on the investment of Agency funds.
 3. To establish a basis for evaluating investment results.
- B. The general purpose of this Investment Policy is to outline a philosophy and attitude that will guide the investment of Agency funds toward the desired investment goals. It is intended to be sufficiently specific to be meaningful, yet adequately flexible to be practical.

POLICY

It is the policy of the Agency to invest public funds in a manner that will provide the highest investment return with maximum security while meeting the daily cash flow demands of the Agency and conforming to all State and local statutes governing the investment of public funds.

1.0 SCOPE:

This Investment Policy applies to all cash assets of the Agency. Cash assets held by the Agency shall be pooled in order to manage effectively the Agency cash resources. All pooled cash assets are accounted for in the Agency's Annual Financial Report and include the following funds:

FUNDS:

- 1.1.1 Administrative Fund
- 1.1.2 Debt Service Funds
- 1.1.3 Capital Project Funds
- 1.1.4 Low and Moderate Income Housing Set-Aside Fund

The scope of this investment policy does not extend to cash assets held by fiscal agents, deferred compensation cash assets or other cash assets over which the Agency does not exercise specific control.

COVINA REDEVELOPMENT AGENCY
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

2.0 PRUDENCE:

The standard of prudence to be used by investment officials shall be the “**prudent person**” standard and shall be applied in the context of managing the overall portfolio. This standard states that investments shall be made with judgment and care—under circumstances then prevailing—which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.0 OBJECTIVES:

The primary objectives, in priority order, of the Agency’s investment activities shall be:

- 3.1 **Safety.** Safety of principal is the foremost objective of the investment program. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio by limiting investment risk in the portfolio. Additionally, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets.
- 3.2 **Liquidity.** The Agency’s investment portfolio shall be structured in a manner that will provide funds from maturing securities and interest payments to meet anticipated cash flow demands.
- 3.3 **Return On Investment.** The Agency’s investment portfolio shall be designed with the objective of attaining a return on investments through budgetary and economic cycles. Return on investment is of least importance compared to the safety and liquidity objectives described above.

4.0 REPORTING:

In accordance with amended Section 53646 of the Government Code, the Treasurer will annually render to the Agency Board in July of each fiscal year, a statement of investment policy. The Treasurer shall review the policy on an annual basis. Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such moneys shall be reinvested only as provided by this policy.

Pursuant to Section 53607 and Section 53646 of the Government Code, the Treasurer shall render a report to the Agency Board and Executive Director, containing detailed information on all securities, investments, and moneys of the Agency. The report will be submitted on a quarterly basis and be provided to the Board within 30 days following the end of the quarter.

The report will contain the following information on the funds that are subject to this investment policy: 1) the type of investment, name of the insurer, date of maturity, par and cost in each investment; 2) any investments, including loans and security lending programs, that are under the management of contracted parties; 3) the market value and source of the valuation; 4) a description of the compliance with the statement of investment policy; and 5) a statement denoting the Agency’s ability to meet its expenditure requirements for the next six months.

COVINA REDEVELOPMENT AGENCY
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

To the extent the Agency has funds invested in County investment pools the Treasurer shall request copies of all the investment reports generated by the Counties pursuant to Government Code Section 27133 and the annual audit required by Government Code Section 27134. The investment report shall reflect a summary of these reports and audits.

5.0 INTERNAL CONTROL:

The City's Finance Director shall establish and maintain a system of appropriate internal controls to ensure compliance with policies and procedures. The controls are designed to prevent losses of public funds arising from fraud, error or imprudent actions by employees and Agency Members. The most important controls are: separation of duties, separation of transaction authority from accounting and bookkeeping, third-party custody of securities, delegation of authority, written confirmation of telephone transactions, documentation of transactions and strategies, and periodic review of controls.

6.0 EXTERNAL AUDIT:

On at least an annual basis the Agency shall have an external auditor review the Agency's investments and provide an opinion to the Agency respecting the Agency's compliance with this Investment Policy.

7.0 QUALIFIED DEALERS AND INSTITUTIONS:

The Agency shall transact business only with banks, savings and loans, registered investment securities dealers, and authorized representatives of investment pools. The purchase of any investment, other than those purchased directly from the issuer, shall be purchased either from an institution licensed by the State as a broker/dealer, as defined in Section 25004 of the Corporation Code, who is a member of the National Association of Securities Dealers, or a member of a Federally regulated securities exchange, a National or State-Chartered Bank, a Federal or State Association (as defined by Section 5102 of the Financial Code), or a brokerage firm designed as a Primary Government Dealer by the Federal Reserve Bank. The Treasurer's staff shall review all institutions that wish to do business with the Agency in order to determine if they are adequately capitalized, make markets in securities appropriate to the Agency's needs, and agree to abide by the conditions set forth in this Investment Policy. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must provide a current audited financial statement.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS:

All investments shall be made in accordance with Sections 53600 *et seq.* of the Government Code of California and as described in the "Permitted Investments" section of this Investment Policy:

8.1 **PERMITTED INVESTMENTS** under this policy shall include:

- 8.1.1 **Securities issued by the U.S. Government or an agency** of the U.S. Government and fully guaranteed as to payment by the U.S. Government or agency of the U.S. Government. Permitted securities shall have fixed coupons, fixed maturity dates and no-call provisions, **provided that the stated final maturity does not exceed five years from the date of purchase.** This Section

COVINA REDEVELOPMENT AGENCY
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

8.1.1 does not govern investment in mortgage-backed bonds and Collateralized Mortgage Obligations, even if such bonds are issued by agencies of the U.S. Government. Investment in Collateralized Mortgage Obligations is prohibited. See Section 8.1.2 for conditions of purchase of mortgage-backed securities. Investment in securities issued by agencies of the U.S. Government shall be limited to a maximum of 30 percent of the total and 10 percent of the total portfolio in securities issued by any one Federal agency.

- 8.1.2 **Mortgage-backed securities** with a fixed coupon issued by an agency of the U.S. Government, provided that the stated final maturity of such securities does not exceed five (5) years from the date of purchase. Investments in securities permitted under this section are subject to the specific limitations of Section 8.1.1 above.
- 8.1.3 **Commercial paper** of “prime” quality rated a minimum of P-1 by Moody’s Investor Services (Moody’s) or A-1 by Standard & Poor’s, Inc. (S&P) provided that: (a) the maturity does not exceed 180 days from the date of purchase; (b) the issuer is a corporation organized and operating in the United States with assets in excess of \$500 million; (c) no more than 15 percent of the Agency’s portfolio is invested in commercial paper.
- 8.1.4 **Banker’s acceptance** of “prime” quality issued by institutions the short-term obligations of which are rated a minimum P-1 by Moody’s or A-1 by S&P provided that: (a) the acceptances are eligible for purchase by the Federal Reserve system; (b) the maturity does not exceed 180 days; and (c) no more than 20 percent of the Agency’s total portfolio may be invested in banker’s acceptances.
- 8.1.5 **Medium-term (or corporate) notes** with fixed coupons, fixed maturity and no-call provisions, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, the long-term obligations of which are rated at least AA- by S&P or Aa- by Moody’s. No more than 10 percent of the Agency’s portfolio may be invested in eligible medium-term or corporate notes. The maximum maturity of medium-term corporate notes is two (2) years. Investments in medium-term notes issued by agencies of the Federal Government are governed by Section 8.1.1 of this policy.
- 8.1.6 **Mutual funds** invested in U.S. Government securities that strive to maintain a price of \$1.00 per share (“Government money market funds”) with a minimum of \$500 million in total portfolio value and a rating of Aaa by Moody’s and AAA by S&P. Investment in such funds shall not exceed ten percent (10%) of the Agency’s total portfolio.
- 8.1.7 **Certificates of deposit (CDs)** with fixed coupons and fixed maturity date that may not exceed two (2) years.
- 8.1.7.1 **Insured deposits**, time deposits not exceeding \$100,000, shall be permitted only in those financial institutions that are active members of

COVINA REDEVELOPMENT AGENCY
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

the Federal Deposit Insurance Corporate (FDIC). Total insured deposits may not exceed ten percent (10%) of the Agency's total portfolio.

8.1.7.2 **Secured (collateralized) time deposits** shall be permitted only in those financial institutions meeting the following criteria: (a) in good standing with the California State Collateral Pool; and (b) having a net operating profit in the two (2) most recently completed years; and (c) having long-term debt currently rated A- or higher by S&P or A-3 or higher by Moody's; or having short-term debt rated at least A-1 by S&P or P-1 by Moody's. Total secured time deposits may not exceed ten percent (10%) of the Agency's total portfolio.

8.1.7.3 **Unsecured (negotiable) deposits (NCDs)** shall be permitted only in those financial institutions meeting the criteria listed in Subsection 8.1.7.2 and, in addition, having total assets in excess of \$1 billion. Total NCDs may not exceed ten percent (10%) of the Agency's total portfolio.

8.1.8 **Local Agency Investment Funds (LAIF)** administered by the State Treasurer's Office.

8.1.9 **Passbook accounts** maintained solely to provide for ongoing operational needs should be subject to the requirements of this policy.

8.1.10 **Municipal bonds** issued by the Agency or any component unit of the Agency at limits and maturity as approved by the Agency Board.

8.1.11 **Legal settlements.** Any noncash financial instrument, promissory note or other form of indebtedness acquired by the Agency as part of a legal settlement.

8.2 **Prohibited Investments.** Investments not specifically delineated in Section 8.1 are prohibited. Prohibited investments include, but are not limited to:

8.2.1 Collateralized mortgage obligations, even if issued by agencies of the U.S. Government.

8.2.2 Repurchase agreements and reverse repurchase agreements.

8.2.3 Futures and options.

8.3 **Securities** may be sold at a loss in order to improve the risk or return characteristics of the portfolio, to prevent anticipated further erosion of principal or when trading for securities that result in an expected net economic gain to the Agency.

If both Moody's and S&P downgrade securities owned by the Agency to a level below the quality required by this Investment Policy, it shall be the Agency's policy to sell such securities promptly.

COVINA REDEVELOPMENT AGENCY
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2010-2011 (Continued)

9.0 DIVERSIFICATION REQUIREMENTS:

- 9.1 With the exception of securities issued by the U.S. Government and its agencies, and the Local Agency Investment Fund, no more than 5 percent of the portfolio may be invested in securities of any one issuer.
- 9.2 No more than 30 percent of the portfolio may be invested in securities issued by agencies of the U.S. Government.
- 9.3 No more than 10 percent of the portfolio may be invested in securities issued by any single agency of the U.S. Government.
- 9.4 No individual holding shall constitute more than 5 percent of the total debt outstanding of any issuer.
- 9.5 No more than 20 percent of the portfolio may be invested in banker's acceptances.
- 9.6 No more than 15 percent of the portfolio may be invested on commercial paper.
- 9.7 No more than 10 percent of the portfolio may be invested in medium-term (corporate) notes.
- 9.8 No more than 10 percent of the portfolio may be invested in government money market funds.
- 9.9 No more than 10 percent of the portfolio may be invested in insured certificates of deposit.
- 9.10 No more than 10 percent of the portfolio may be invested in secured time deposits.
- 9.11 No more than 10 percent of the portfolio may be invested in unsecured (negotiable) deposits.

The book value of the security will be used when calculating diversity compliance.

10.0 INVESTMENT POLICY ADOPTION:

The Agency's Investment Policy shall be adopted by resolution of the Agency Board of the Covina Redevelopment Agency. The policy shall be reviewed each fiscal year, and the Agency Board thereto must approve any modifications.

COVINA REDEVELOPMENT AGENCY

INTEROFFICE MEMORANDUM

TO: Dilu de Alwis, Finance Director *DL*

FROM: John Fielding, Agency Treasurer

DATE: June 28, 2010

SUBJECT: Statement of Investment Policy

This memo is to confirm that I have reviewed the Covina Redevelopment Agency Statement of Investment Policy for fiscal year 2010-2011 that you will be presenting to the Agency Board on July 6, 2010.

John B. Fielding

CITY OF COVINA
INTEROFFICE MEMORANDUM

TO: Edward Lee, City Attorney
FROM: Dilu de Alwis, Finance Director
DATE: June 28, 2010
SUBJECT: Investment Policy

Attached is a Statement of Investment Policy for fiscal year 2010-2011, that will be presenting to the City Council/Agency Board at the July 6, 2010 meeting.

This investment policy is the same as the one approved by the City Council on August 18, 2009.

Please send us a letter confirming that you had reviewed this Statement of Investment Policy for fiscal year 2010-2011.

Thank you

RESOLUTION NO.10-630

**RESOLUTION OF THE COVINA REDEVELOPMENT
AGENCY ADOPTING AN INVESTMENT POLICY FOR THE
AGENCY'S INVESTMENT PORTFOLIO
FOR FISCAL YEAR 2010-2011**

WHEREAS, the Covina Redevelopment Agency of the City of Covina (Agency) has invested Agency funds, including but not limited to bond proceeds and tax increment proceeds under certain Agency resolutions, hereafter referred to collectively as the "Bond Resolutions"; and

WHEREAS, the Agency wishes to clarify and establish investment policies to guide the Executive Director, Agency Treasurer, and Agency staff regarding Agency investments.

NOW, THEREFORE, BE IT RESOLVED by the Covina Redevelopment Agency as follows:

SECTION 1: Investments of Agency funds shall be made in accordance with the Covina Redevelopment Agency Statement of Investment Policy attached hereto as Exhibit A, and made a part hereof.

SECTION 2: The policies adopted by this resolution are in addition to and supplements any other legal requirements including the restrictions of the Bond Resolutions.

SECTION 3: The Agency Secretary shall certify to the passage and adoption of this resolution and the same shall take effect and be in force.

APPROVED AND ADOPTED this 6th day of July 2010.

Peggy Delach, Agency Chair Person

ATTEST:

Rosalia A. Conde, CMC
Agency Secretary

APPROVED AS TO FORM:

Edward Lee, Agency Attorney

EXHIBIT D

**CITY OF COVINA/
COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY**

MEETING DATE: July 6, 2010

ITEM NO.: CC 13

STAFF SOURCE: Robert Neuber, Director of Community Development/
Deputy Executive Director
Nuala Gasser, Senior Redevelopment Manager

ITEM TITLE: Approval of funding for a consultant to prepare a Redevelopment Project Area Study for Covina Revitalization Redevelopment Project No. 1 and No. 2.

STAFF/AGENCY RECOMMENDATION

Adopt Agency **Resolution No. 10-629** amending the fiscal year 2010-2011 Redevelopment Budget to reflect an appropriation of \$200,000 from Project Area One, Private Purpose Bond, undesignated funds to complete a redevelopment study for Covina Revitalization Redevelopment Project No. 1 and Project No. 2.

FISCAL IMPACT

The recommended action will appropriate \$200,000 from Redevelopment Project Area One, Private Purpose Bond, Undesignated funds Account 5011-0000-00-33000, to Account 5011-4650-00-51005, Consulting Fees, for the Redevelopment Study.

BACKGROUND

The Covina Redevelopment Agency was established pursuant to the California Redevelopment Law by the City Council of the City of Covina on November 3, 1969. With this action, the City embarked on a comprehensive effort to eliminate blight and adverse conditions within the City. The focus of the City's revitalization efforts have been channeled through the adoption and implementation of its redevelopment plans. The Agency's first redevelopment area, Project No. 1, was adopted on July 15, 1974. The Agency's second redevelopment project area, Project Area No. 2, was adopted on September 19, 1983, and amended on July 13, 1987 to add territory, including the downtown area. The table below contains key redevelopment plan limitations associated with the two project areas.

Project Area No.	Plan Duration	Time Limits			Financial Limits	
		Collect Tax Increment/ Repay Debt	Incur New Dept	Eminent Domain	Tax Increment Limit	Bonded Debt Limit
1	7/15/2017	7/15/2027	Eliminated	8/1/2012	\$220,000,000	N/A
2-Original	10/19/2013	10/19/2023	Eliminated	Expired	\$25,000,000 ¹	\$15,000,000
2-Amended	8/12/2027	8/12/2037	Eliminated	8/1/2012	\$50,000,000 ²	\$25,000,000

Note:

- 1. If bonds or loans or interest-bearing agreements are entered into, the limit is \$48,000,000.*
- 2. If bonds or loans or interest-bearing agreements are entered into, the limit is \$100,000,000.*

Once a plan expires, the Agency is no longer able to begin new projects. Once this occurs, the pace of development and investment in a project area could be significantly reduced. When the Agency is active, redevelopment efforts occur more rapidly because of the Agency's authority to assemble land, assist projects with housing funds, provide offsite public improvements, etc. Although redevelopment efforts can continue without the Agency, they are likely to occur at a slower pace.

In preparation of project area termination, redevelopment agencies have several tools that they are able to use, such as project area mergers, adding new project areas or adding additional areas to existing project areas.

The Agency proposes to release a Request for Qualifications for consulting services to amend the redevelopment plans for Project Areas One and Two. The scope of services will include:

1. Adding ten years to the current plans as allowed under California law
2. Merging existing project areas
3. Extending/reinstating eminent domain powers
4. Exploring options to add new territory as a new project area or as an extension of existing project areas

Merging the project areas would give the Agency additional financial flexibility to fund its redevelopment program. A merger would allow the Agency to "pool" revenues between the project areas and allocate tax increment where the immediate needs are the greatest.

The Agency's eminent domain authority has expired in the original Project Area Two and will expire in 2012 for Project Area One and the Project Area Two amended area. The Agency strives to negotiate property acquisitions without utilizing condemnation. However, in the instances where a negotiated sale is not possible, extending condemnation authority could be a substantial benefit to the project areas. Condemnation of single family residences for private development use is not allowed under California law.

Blight consists of the physical and economic conditions within an area that cause a reduction of, or lack of, proper utilization of that area. As part of this proposal staff will work with the chosen consultant to review if any locations within Covina may have the potential to form a new project area or add territory to one of the existing projects. Determinations of possible new Redevelopment areas would come before the Council for consideration prior to formal submittal.

To merge the project areas, the Agency would have to demonstrate significant remaining blight within one of the project areas. To extend eminent domain authority, the Agency must prove significant remaining blight within the area, and that this blight cannot be removed without eminent domain authority. When adding territory or forming a new project area, the Agency

must document prevalent blighting conditions and demonstrate that the blight cannot be eliminated by the private sector or the private sector acting alone without redevelopment.

California Redevelopment Law establishes a series of prerequisites, notifications, technical reports/studies (including CEQA), and findings that the Agency must fulfill in order to amend the redevelopment project areas. Redevelopment plan amendment and adoption is a unique niche in redevelopment requiring a firm that specializes in providing these services.

If the Agency would like to pursue a merger or any of the other potential amendments, staff recommends the Agency authorize staff to release a Request for Qualifications from qualified redevelopment consultants for plan amendment services. Estimated cost of a comprehensive study and overseeing the process to completion is \$200,000. Staff anticipates ninety days will be needed to return to the Agency with a recommended consultant.

EXHIBITS

A. Resolution No. 10-629

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

EXHIBIT A

RESOLUTION NO. 10-629

A RESOLUTION OF THE COVINA REDEVELOPMENT AGENCY, TO AMEND THE FISCAL YEAR 2010-2011 COVINA REDEVELOPMENT AGENCY BUDGET TO REFLECT AN APPROPRIATION OF \$200,000 FROM PROJECT AREA ONE, PRIVATE PURPOSE BOND, UNDESIGNATED FUNDS TO COMPLETE A REDEVELOPMENT STUDY FOR COVINA REVITALIZATION REDEVELOPMENT PROJECT NO. 1 AND PROJECT NO. 2.

WHEREAS, the budget for the COVINA REDEVELOPMENT AGENCY (“Agency”) for Fiscal Year commencing July 1, 2010 and ending June 30, 2011 was approved on June 15, 2010; and

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

WHEREAS, the reallocation of the appropriations between departmental activities may be made by the Executive Director, amendments (increases/decreases) to the Budget shall be by approval and resolution of the Agency Board; and

WHEREAS, the Agency wishes to explore options to project area termination by obtaining the services of a qualified redevelopment consultant to conduct a redevelopment study.

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

SECTION 1. Amend the fiscal year 2010-2011 Covina Redevelopment Agency operating budget as follows: \$200,000 from Project Area One, Private Purpose Bond, Undesignated Fund Balance Account 5011-0000-00-33000 to Account 5011-4650-00-51005, Consulting Fees, for the Redevelopment Study.

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

PASSED, APPROVED AND ADOPTED this 6th day of July, 2010.

Peggy Delach, Chairman

ATTEST:

Toni Taber, Agency Secretary

APPROVED AS TO FORM:

Agency Counsel

**CITY OF COVINA/
COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY**

MEETING DATE: July 6, 2010

ITEM NO.: CC 14

STAFF SOURCE: Robert Neuber, Director of Community Development/
Deputy Executive Director *RA*
Nuala Gasser, Senior Redevelopment Manager

ITEM TITLE: Consider approval of agreement for services to be provided at the McGill Transitional House between the City of Covina, the Covina Redevelopment Agency, and Catholic Charities of Los Angeles, Inc. for FY 2010-2011.

STAFF/AGENCY RECOMMENDATION

Authorize the City Manager or his designee to execute an Agreement for the McGill Transitional House Operation and Supportive Services with Catholic Charities of Los Angeles, Inc.

FISCAL IMPACT

Funding for supportive and operation services will be provided through the federal SHP grant per Resolution 09-608. Cash match will be provided through \$20,000 in funds budgeted in the Redevelopment Agency Low-to Moderate Income Housing Fund, Account Number 2051-4700-00, and \$5,000 in funds to be appropriated from Redevelopment Agency project fund Account Number 5011-4650-00. Cash match was approved by Agenda Item RCC 9 dated October 20, 2009.

BACKGROUND

The McGill House, a transitional house for homeless women and children, has been in operation for four years. In the fourth year, 2009-2010, Catholic Charities of Los Angeles Inc. (CCLA), has provided case management services for residents at the home. Services were provided under a one-year agreement, and an agreement for the 2010-2011 program year is being brought forward at this time.

Case Management services are funded through an annual federal Supportive Housing Program (SHP) grant through the Los Angeles Homeless Services Authority (LAHSA). For the fifth year of operation, (July 1, 2010 through June 30, 2011), an application for \$94,295 through the Los Angeles Continuum of Care 2009 SuperNOFA was approved by the Council and Agency Board at the Council and Agency meeting of October 20, 2009.

An Agreement for operation of the McGill House for the 2010-2011 fiscal year, between the City of Covina, the Covina Redevelopment Agency, and CCLA is attached as Exhibit A. The Agreement provides for operation, supportive and administrative services, which will be carried out by staff employed by CCLA, and housed in the El Monte office.

The contract provides for one year of service, which is the period of time funds are available through the federal SHP grant. Service will commence on July 1, 2010, and end June 30, 2011. Funding is detailed on Exhibit C of the attached document. In brief, the Agreement provides that over a period of one year, supportive, operating and administrative services will be provided by CCLA for the amount of \$118,413, of which \$94,295 is paid by the federal SHP grant, and the federally required balance of \$24,118 (matching funds) will be paid by a combination of Low- to Moderate-Income Housing Funds and Project funds.

Supportive Services funding includes pay for the House Manager as well as the Case Manager, and services for the residents including mental health, education, child care, and transportation costs. The house manager oversees the residents at the house, and the case manager assists the residents in reaching their planned goals, which ultimately include moving to permanent housing. Operating Costs include partial funding for the Regional Director, insurance, and costs related to the house, including maintenance, utilities, supplies, furnishings and emergency food. Administrative costs are limited to five percent of what is expended in the year, and provides funding for accounting and auditing expenses. The budget is attached as Exhibit C to the agreement.

EXHIBITS

- A. Agreement for services to be provided at the McGill House, Covina. (on file in City Clerk's office)

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

CITY OF COVINA & REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CC 15

STAFF SOURCE: Robert Neiuber, Deputy Executive Director
Dilu De Alwis, Director of Finance
Amy Hall-McGrade, Director of Parks & Recreation
Lisa Brancheau, Redevelopment Manager

ITEM TITLE: Approve the proposed design of Heritage Plaza and authorize Executive Director to execute applicable Professional Services Agreements during the project design and construction

CITY AND AGENCY STAFF RECOMMENDATION

Approve the proposed design of Heritage Plaza and authorize Executive Director to execute applicable Professional Services Agreements during the project design and construction phases for an amount not to exceed 15% of total redevelopment funds appropriated for the project, or \$158,550.

FISCAL IMPACT

There will be no fiscal impact to the General Fund for design or construction of public improvements. Staff requests that no more than 15% of total redevelopment funds appropriated for the project, or \$158,550, be allocated for professional services. Funds will be taken from account no. 5022-4650-00-51005.

If public improvements are successful in reducing maintenance costs for the Civic Center Park, General Fund costs may be reduced.

At the regularly scheduled meeting of April 20, 2010, the City Council and Agency Board approved the appropriation of \$1,057,000 from Project Area Two, Public Purpose Bond Undesignated funds. In addition, Parks & Recreation was awarded a \$63,000 State of California Department of Parks and Recreation Land and Water Conservation fund grant for the project. These funds will be used to help cover the construction and administration costs of the project.

BACKGROUND

On the evening of May 13, 2010, a public charrette was held at the Covina Public Library introducing a conceptual plan for Heritage Park, formerly named, Civic Center Park. Approximately 25 public stakeholders attended the event and viewed conceptual plans and asked questions about the project. Staff addressed ways in which the park would be designed to better accommodate events like a farmers market. Installation of an historic walk was also highlighted by staff.

At the direction of City and Agency staff and in response to input received during the charrette and from the City Public Works Department, the project site plan has since been altered. The

plans were reworked for events so that a greater number of booths could be accommodated on the site. Public restrooms were moved from the southeast portion of the site to the northeast portion of the site in order to avoid costly utility relocation. This resulted in the pony ride area being relocated to the northwest area of the site.

Parks and Recreation and Redevelopment Agency staff continue to coordinate the completion of construction documents, bid documents, and project management duties. Ground breaking of the project is anticipated to take place before the end of the 2010 calendar year. This will allow the current park site to be available, for Bluesapalooza festivities which are scheduled for October 23 2010.

EXHIBITS

A. Heritage Plaza Proposed Site Plan

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: PH 1

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

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

STAFF RECOMMENDATION:

Hold the Public Hearing for comments from the community. Adopt **Ordinance No. 10-1984** amending the Municipal Code of the City of Covina with respect to animals and adopting by reference the Los Angeles County Code, Title 10, Animals.

Adopt **Resolution No. 10-6850** of the City Council of the City of Covina, County of Los Angeles, State of California, providing for the adoption of an Animal Control Fee Schedule.

GENERAL FUND IMPACT:

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

BACKGROUND:

This item was brought before City Council on June 1, 2010 to introduce Ordinance No. 10-1984, which amends the Covina Municipal Code (Title 7) with reference to Animals. This item is back before Council for passage and adoption.

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

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

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

EXHIBITS:

A. Ordinance No. 10-1984

B. Resolution No. 10-6850

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u>ϕ</u>	Other: _____

ORDINANCE NO. 10-1984

AN ORDINANCE OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AMENDING SECTIONS 7.04.010 AND 7.12.100 OF THE COVINA MUNICIPAL CODE TO UPDATE THE CITY'S ANIMAL CONTROL ORDINANCE.

Recitals:

WHEREAS, City of Covina (“City”) Ordinance No. 95-1791 adopts by reference Title 10 of the Los Angeles County Code (“Los Angeles County Animal Control Ordinance”); and

WHEREAS, on September 22, 2009, Los Angeles County adopted Ordinance No. 2009-043 which updated the Los Angeles County Animal Control Ordinance; and

WHEREAS, the City must amend its Municipal Code to reflect changes to the Los County Animal Control Ordinance; and

WHEREAS, the City would like to maintain certain local amendments to the Los Angeles County Animal Control Ordinance.

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

SECTION 1. Covina Municipal Code Section 7.04.010 is amended to read:

“7.04.010 Adoption.

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

SECTION 2. Covina Municipal Code Section 7.12 is amended to read:

“7.12.010 Section 10.20.038 amended – Keeping more than three dogs or cats prohibited.

Section 10.20.038 of the Animal Control Ordinance is amended to read as follows:

SEC. 10.20.038. Keeping more than 3 dogs or cats prohibited. Except as otherwise provided in this title, it is unlawful for any

person to keep, harbor, maintain or permit the keeping, harboring, or maintaining of more than three dogs or three cats at any one residence within the City of Covina.

7.12.020 Section 10.20.030 amended – License – Required – Costs.

Section 10.20.030 of the animal control ordinance is amended to read as follows:

SEC. 10.20.030. License – Required – Costs. Every person owning or having custody or control of any dog over the age of four months in the City of Covina shall obtain a license from the director for each of such dogs and shall pay the fees for such licenses as set forth in Resolution of the City Council. Every person owning or having custody or control of any cat over the age of four months in the City of Covina may obtain a license from the director for each of such cats and shall pay the fees for such licenses as set forth in Resolution of the City Council.

7.12.030 Section 10.20.190 amended – Keeping unlicensed dogs or cats prohibited.

Section 10.20.190 of the animal control ordinance is amended to read as follows:

SEC. 10.20.190. Keeping unlicensed dogs prohibited – Voluntary licensing of cats. A person, other than an approved research institution, shall not have, harbor or keep, or cause or permit to be harbored or kept, any unlicensed dog in the City of Covina. A person, other than an approved research institution, may have, harbor or keep, or cause or permit to be harbored or kept, any cat which may be voluntarily licensed in the City of Covina.

7.12.040 Section 10.28.061 amended – Keeping and breeding pygmy pigs – License required.

Section 10.28.061 of the animal control ordinance is amended to read as follows:

SEC. 10.28.061. Keeping pygmy pigs – License required. There shall be no more than one such animal per household, lot or parcel of land and/or improved lot, in any R-1 or RD zone. Any person owning or having the custody, care or control of a pygmy pig as defined in this title who keeps or maintains such pigs, whether as a pet or for personal use, or breeds such pigs for pay or other compensation, shall first pay a fee and obtain an annual license or animal business license from the department, except that no such license shall be issued unless:

A. The person keeping or maintaining a pygmy pig in a residential area as permitted in Section 22.20.030 has provided proof from a licensed veterinarian that the pig has been neutered or spayed and such proof has been submitted to the department;

B. The person owning or having custody and care of the animal has obtained any and all licenses and zoning permits required pursuant to this county code or any other ordinance or statute and has submitted proof of such to the department.

7.12.050 Section 10.32.002 added – Pygmy pigs – Leash required.

Section 10.32.002 of the animal control ordinance is added to read as follows:

SEC. 10.32.002. Pygmy pigs – Leash required. It is unlawful for any owner or custodian of any said pig to allow or permit such pig to be off the premises of its owner or custodian unless such pig is securely restrained by a leash not exceeding six feet in length, of sufficient strength to prevent the escape of such pig and unless such pig is in the charge or control of a person capable of keeping the pig under effective charge and control of such person.

7.12.060 Section 10.32.004 added – Pygmy pigs – Prohibited in parks.

Section 10.32.004 of the animal control ordinance is added to read as follows:

SEC. 10.32.004. Pygmy pigs – Prohibited in Parks. It is unlawful for any person to permit any pygmy pig owned by him, or then under his immediate control, to be in any publicly owned park, playground or recreation area.

7.12.070 Section 10.32.015 added – Dogs – Prohibited in parks.

Section 10.32.015 of the animal control ordinance is added to read as follows:

SEC. 10.32.015. Dogs – Prohibited in Parks. It is unlawful for any person to permit any dog owned by him, or then under his immediate control, to be in any publicly owned park, playground or recreation area.

7.12.080 Section 10.12.190 amended – Refusing to show license or certificate – Unlawful.

Section 10.12.190 of the animal control ordinance is amended as follows:

SEC. 10.12.190. Refusing to show license or certificate – Unlawful. Any person upon whom demand is made under authority of this Division 1 for the exhibition of any dog rabies vaccination certificate, or any dog license or tag, who fails or refuses to exhibit the same if he or she has it in his or her possession, is guilty of a violation of this Division 1 and shall be punishable as herein provided.

7.12.090 Reserved.

7.12.100. Section 10.90.010 amended – Fees.

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

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

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

SECTION 4. Upon the effective date of this Ordinance, the provisions hereof shall supersede any conflicting provisions of the Title 10 of Los Angeles County Code as the same were adopted by City Ordinance No. 95-1791.

SECTION 5. This ordinance shall take effect 30 days after its final passage.

SECTION 6. The City Clerk shall certify to the passage and adoption of the this ordinance and shall cause the same to be published and or posted according to law.

PASSED, APPROVED AND ADOPTED this 6th day of July, 2010.

Peggy Delach, Mayor

ATTEST:

Rosalia A. Conde, CMC

Deputy City Clerk

APPROVED AS TO FORM:

Edward W. Lee, City Attorney

RESOLUTION NO. 10-6850

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, PROVIDING FOR THE ADOPTION OF AN ANIMAL CONTROL FEE SCHEDULE

WHEREAS, City of Covina (“City”) Ordinance No. 95-1791 adopts by reference Title 10 of the Los Angeles County Code (“Los Angeles County Animal Control Ordinance”); and

WHEREAS, on September 22, 2009, Los Angeles County adopted Ordinance No. 2009-043 which updated the Los Angeles County Animal Control Ordinance and Fee Schedule; and

WHEREAS, the City adopted by reference Ordinance No. 10-1984 on June 15, 2010 to reflect changes to the Los County Animal Control Ordinance; and

WHEREAS, the City desires to amend its Animal Control Fee Schedule to reflect changes to the Los County Animal Control Fee Schedule.

NOW, THEREFORE, the City Council of the City of Covina does hereby determine, find and resolve as follows:

SECTION 1. The City Council hereby adopts the "City of Covina Animal Control Fee Schedule" as set forth in attached Exhibit "A". Unless otherwise stated in the Animal Control Fee Schedule, all Animal Control Fees shall be paid to the City by the applicant prior to the City's performance of the requested services.

SECTION 2. The fees imposed by this Resolution shall only apply to those Animal Control Fees described in Exhibit “A”. All other fees adopted by the City Council pursuant to prior City of Covina resolutions, as may be amended from time to time, or any future resolutions adopted for such purposes, shall remain in full force and effect.

SECTION 3. The adoption of this Resolution is statutorily and categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 21080(b)(8) and Section 15273 of the *CEQA Guidelines* because it involves a local agency decision involving the setting of rates, tolls and other charges. Staff is directed to file a Notice of Exemption with the Los Angeles County Clerk’s office within five (5) working days of approval.

SECTION 4. The Animal Control Fee Schedule set forth in Exhibit “A” shall become effective thirty (30) days after adoption of this Resolution.

SECTION 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 6th day of July, 2010.

Peggy Delach, Mayor

ATTEST:

Rosalia A. Conde, CMC
Deputy City Clerk

APPROVED AS TO FORM:

Edward W. Lee, City Attorney

EXHIBIT "A"

Unaltered dog	\$60.00
Altered dog	\$20.00
Sr. Citizen Rate	\$ 7.50

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: PH 2

STAFF SOURCE: Robert Neiuber, Community Development Director ^{RAN}
Valerie Ver Kuilen, Management Analyst

ITEM TITLE: Public Hearing to approve closing of CDBG Microenterprise program 600289-09 in Fiscal Year 2009-2010; placing funds in unallocated funds; re-allocate the funds to a new CDBG Microenterprise Program for Fiscal Year 2010-2011.

STAFF RECOMMENDATION

Approve **Resolution No. 10-6856** of the City of Covina approving appropriation of CDBG revenue and expenditures for Microenterprise Program and authorize City Manager or his designee to enter agreement with Los Angeles County Community Development Commission.

FISCAL IMPACT

Funds are budgeted through the federal Community Development Block Grant (CDBG) funds. \$22,840 of unallocated CDBG funds would be allocated to a 2010-2011 CDBG Microenterprise program.

BACKGROUND

In Fiscal Year 2009-2010, the CDBG Microenterprise Program 600289-09 had two participants qualify in the program late in the fiscal year. Due to the lateness of approval, one of the participants will not have sufficient time to fully utilize their grant money to assist them in their for-profit businesses.

In the new Fiscal Year 2010-2011, there was no Microenterprise Program submitted or approved by the City or the Los Angeles County Board of Supervisors for the Community Development Block Grant (CDBG) Program, so a new program will have to be approved in order to allow the business participant to spend their unspent grant monies. With the approval of this new program, the City will be able to assist with needed economic development stimulus during these challenging economic times.

EXHIBITS

A Resolution 10-6856

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

RESOLUTION NO. 10-6856

A RESOLUTION OF THE CITY OF COVINA APPROVING APPROPRIATION OF CDBG REVENUE AND EXPENDITURES FOR MICROENTERPRISE PROGRAM AND AUTHORIZE CITY MANAGER OR HIS DESIGNEE TO ENTER AGREEMENT WITH LOS ANGELES COUNTY COMMUNITY DEVELOPMENT COMMISSION

WHEREAS, the City of Covina wishes to assist new and existing Covina businesses with needed economic development stimulus during these challenging economic times and provide for increasing and securing good jobs for our community; and

WHEREAS, the City of Covina is a politic body duly organized and existing pursuant to the Constitution and laws of the State of California (“Agency”); and

WHEREAS, the budget for the City for fiscal year commencing July 1, 2009 and ending June 30, 2010 was approved on July 6, 2010; and

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

WHEREAS, the allocation of carry-over revenue and expenditures to the CDBG Business Assistance fund Budget shall be by approval and Resolution of the City Council;

WHEREAS, the City of Covina is dedicated to improving the Economic Development of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COVINA AS FOLLOWS:

SECTION 1. Amend the fiscal year 2009-2010 and fiscal year 2010 – 2011 Community Development Block Grant operating budgets as follows: Close Microenterprise Program with an allocated amount of \$22,840 funds to go into the 2010-2011 fiscal year unallocated CDBG funds then reallocate those CDBG funds to the Microenterprise expenditure Account Number 2100-4750-08-53750 and revenue account number 2100-4750-08-42050 in order for the approved participants to complete their programs approved in Fiscal Year 2009-2010..

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

PASSED, APPROVED AND ADOPTED this 6th day of July, 2010.

Mayor, Peggy Delach

ATTEST:

City Clerk, Toni Taber

Approved as to form:

City Attorney, Edward Lee

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CB 1

STAFF SOURCE: Rosalia A. Conde, CMC, Deputy City Clerk ^{P.A.C.}
Martha Heaviside, Office Assistant II

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

STAFF RECOMMENDATION

Appoint and/or schedule interviews of all applicants for City Boards, Committees and Commissions for Tuesday, July 6, 2010.

FISCAL IMPACT

None.

BACKGROUND

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

Per direction from the City Council at the June 1, 2010 City Council meeting, the display advertisements were resubmitted for publication in the San Gabriel Valley Examiner on June 10th, June 17th and June 24th. Recruitment notices were re-posted at City Hall, the Covina Public Library and the Joslyn Center. We also advertised on the City's website. The deadline for receiving applications was Monday, June 28, 2010.

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

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

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

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

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

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

- 1.
- 2.

HOUSING & COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

(five positions available) 4-year term

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

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

1. Fred Feldheim *
2. Nancy Guest
3. Charles M. Kemp

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

- 1.
- 2.

TRAFFIC ADVISORY COMMITTEE (two positions available) – 3 Covina Residents at large

(a); 1 Business Community Representative (b) 1 COUSD Representative) 3-year term

- 1.
- 2.

YOUTH ACCOUNTABILITY BOARD (one position available) Four members and two alternates) 2-year term

1. John Butterworth *

EXHIBITS

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

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u></u>
City Manager: <u></u>	Other: _____

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

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

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

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



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

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

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

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

The City Clerk's office will accept applications until 5:00 p.m. on Monday, June 28, 2010. Applications received will be submitted to the City Council and/or Mayor for consideration.

Rosalia A. Conde, CMC
Deputy City Clerk

Publish: June 10, June 17 and June 24, 2010 in the San Gabriel Valley Examiner

EXHIBIT B

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

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

RECEIVED

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

BOARD, COMMISSION OR COMMITTEE: Cultural Arts

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

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

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

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

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

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

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

Are you a registered voter? Yes No

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

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

(If NO, please explain)

Is an application for a re-appointment? Yes No

Aydee Lopez Martinez
Signature of Applicant

Dated: 8/25/09

Revised 01/20/09

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

COVINA CITY CLERK

RECEIVED

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

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

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

Your Name: DON OSWALD CASTRO

Home Address: 1281 W. GLENTANA ST COVINA CA 91722

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

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

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

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

What experience or education have you had relative to this field of concern? OVER 50 YRS - MILITARY & PRIVATE INDUSTRY; DEGREE IN BUS ADMINISTRATION, PRE-LAW & LANGUAGES, CONSIDERABLE TRAVEL TO OTHER COUNTRIES; SERVED 4 CDA OVER 18 YRS

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

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

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

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

Are you a registered voter? Yes No

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

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

Is an application for a re-appointment? Yes No

Don Oswald Castro
Signature of Applicant

Dated: 5/11/10

Revised 04/16/2010

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

COVINA CITY CLERK

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

RECEIVED

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

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

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

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

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

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

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

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

Are you a registered voter? Yes No

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

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

Is an application for a re-appointment? Yes No

[Signature]
Signature of Applicant

Dated: May 11, 2010

Revised 04/16/2010

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

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COVINA CITY CLERK
10 MAY 10 AM 9:16

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

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

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

Your Name: Kay Manning
Home Address: 225 N. Kimhurst Av. Covina 91704
Business Address: 2287 Damien Av. La Verne 91750
Home Telephone No: (626) 260-6855 Business Telephone No: (909) 596-1940
Occupation: High School Registrar
Why do you wish to serve the City? continue on HCDA - Keep money in Covina

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

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

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

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

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

Are you a registered voter? Yes No _____

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

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

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

Kay Manning
Signature of Applicant

Dated: 5/6/2010

Revised 04/16/2010

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

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

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

BOARD, COMMISSION OR COMMITTEE: LIBRARY BOARD OF TRUSTEES

Your Name: FRED M. FELDMAN

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

Business Address: _____

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

Occupation: RETIRED

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

10 APR 27 AM
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What experience or education have you had relative to this field of concern? MANY YEARS OF
EXPERIENCE ON THE BOARD OF TRUSTEES. BEING ON BOARD OF THE
FRIENDS OF THE COVINA PUBLIC LIBRARY, TWENTY YEARS AS LIBRARY VOLUNTEER

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

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

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

Will you be able to attend all meetings of the City Council? Yes ___ No X
(If NO, please explain) ONE TO BEING MY WIFE'S CAREGIVER MY ATTENDANCE
WOULD BE LIMITED TO MEETINGS CONCERNING THE COVINA PUBLIC LIBRARY

Are you a registered voter? Yes No ___

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

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

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

Fred M. Feldman
Signature of Applicant

Dated: 4/22/10

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

RECEIVED

COVINA CITY CLERK

JUN 29 4 10:01

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

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

BOARD, COMMISSION OR COMMITTEE: LIBRARY BOARD OF TRUSTEES

Your Name: Nancy Guest

Home Address: 718 W Palm Dr Covina 91722

Business Address: _____

Home Telephone No: (626) 966 7742 ^{cell} Business Telephone No: (626) 848 2300*

1st choice

Occupation: Retired educator

Why do you wish to serve the City? I am only 56 and recently retired from 30 years in public education as a teacher, principal and District Office Admin.

What experience or education have you had relative to this field of concern? I and have much experience improving school libraries and parent participation in education!!!!

What other City boards, commissions or committees have you served? Many educational committees over the years, but none lately. I was a 3rd party advocate when CVUSD made

To what civic service organizations do you belong? 6th and part of the middle schools to facilitate class size reduction about 14 years ago!

How did you become interested in this field of concern? Over the past two years I have been disappointed in our library's lack of meeting the needs of patrons and have ideas to improve outreach and service.

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

(If NO, please explain) I have lived in Covina since 1977

Are you a registered voter? Yes No

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

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

(If NO, please explain) *I started once before, but could not complete due to my mother's health.

Is an application for a re-appointment? Yes No

Nancy Guest
Signature of Applicant

Dated: May 29 2010

Revised 04/16/2010

Thanks for your consideration.

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

RECEIVED

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

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

BOARD, COMMISSION OR COMMITTEE: Library Board

Your Name: Charles M. Kemp

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

Business Address: _____

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

Occupation: Elementary School Teacher

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

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

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

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

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

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

Are you a registered voter? Yes No

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

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

Is an application for a re-appointment? Yes No

Charles M. Kemp
Signature of Applicant

Dated: 3/23/10

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

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

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

RECEIVED

BOARD, COMMISSION OR COMMITTEE: YOUTH ACCOUNTABILITY BOARD

Your Name: JOHN BUTTERWORTH
Home Address: 1152 ADAMS PARK DR COVINA CA 91724
Business Address: _____
Home Telephone No: (626) 331-3298 Business Telephone No: (909) 843-5426
Occupation: RETIRED
Why do you wish to serve the City? I WANT TO CONTINUE CURRENT SERVICE

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

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

To what civic service organizations do you belong? NONE

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

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

Are you a registered voter? Yes No

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

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

Is an application for a re-appointment? Yes No

[Signature]
Signature of Applicant

Dated: 2-15-10

Revised 01/20/09

CITY OF COVINA
BOARD, COMMITTEE AND COMMISSION DESCRIPTIONS

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

COMMUNITY RECOGNITION POLICY COMMITTEE

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

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

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

CULTURAL ARTS ADVISORY COMMITTEE

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

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

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

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

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

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

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

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

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

HISTORIC PRESERVATION BOARD

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

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

Members serve for a term of four years.

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

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

LIBRARY BOARD OF TRUSTEES

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

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

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

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

PARKING PLACE COMMISSION

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

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

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

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

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

PERSONNEL ADVISORY BOARD

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

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

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

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

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

PLANNING COMMISSION

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

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

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

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

TRAFFIC ADVISORY BOARD

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

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

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

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

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

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

YOUTH ACCOUNTABILITY BOARD

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

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

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

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

RESOLUTION NO. 09-6748

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

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

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

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

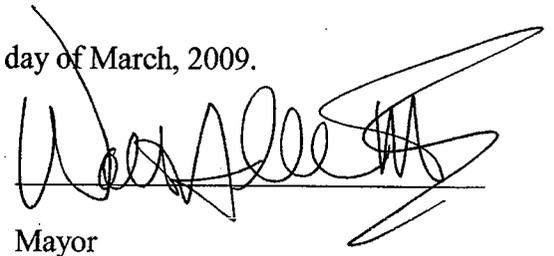
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Covina as follows:

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

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

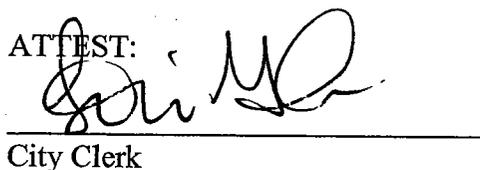
Section 3. The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

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



Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:

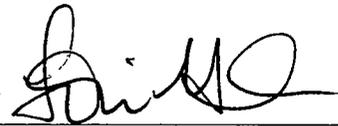


Edward Lee, City Attorney

BY WILLIAM JAMES PRIEST

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

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



Toni J. Taber
City Clerk

EXHIBIT A

CITY OF COVINA BOARD, COMMITTEE & COMMISSION PROTOCOLS

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

All Board, Committee and Commission members should:

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

BOARD, COMMITTEE & COMMISSION MEMBER CONDUCT WITH ONE ANOTHER

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

In Public Meetings

- Use formal titles.

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

- Practice civility and decorum in discussions and debate.

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

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

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

- Demonstrate effective problem-solving approaches.

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

- Be respectful of other people's time.

Stay focused and act efficiently during public meetings.

In Private Encounters

- Treat others as you would like to be treated.

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

BOARD, COMMITTEE & COMMISSION CONDUCT WITH CITY STAFF

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

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

- Treat all staff as professionals.

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

- Channel communications through the appropriate senior City staff.

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

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

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

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

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

- Do not get involved in administrative functions.

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

- Be cautious in representing City positions on issues.

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

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

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

STAFF CONDUCT WITH BOARD, COMMITTEE, AND COMMISSION MEMBERS

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

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

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

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

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

OTHER PROCEDURAL ISSUES

- Commit to periodic review of important procedural issues.

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

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

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

ENFORCEMENT

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

EXHIBIT B
CITY OF COVINA
COUNCIL CODE OF CONDUCT

ALL COUNCIL MEMBERS

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

All Council Members should:

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

COUNCIL CONDUCT WITH ONE ANOTHER

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

In Public Meetings

- Use formal titles.

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

- Practice civility and decorum in discussions and debate.

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

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

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

- Demonstrate effective problem-solving approaches.

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

- Be respectful of other people's time.

Stay focused and act efficiently during public meetings.

In Private Encounters

- Treat others as you would like to be treated.

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

COUNCIL CONDUCT WITH CITY STAFF

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

- Treat all staff as professionals.

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

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

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

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

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

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

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

- City Manager is administrative head of the City.

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

- Be cautious in representing City positions on issues.

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

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

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

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

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

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

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

COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

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

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

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

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

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

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

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

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

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

- Be respectful of diverse opinions.

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

- Keep political support away from public forums.

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

- Maintain an active liaison relationship.

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

STAFF CONDUCT WITH CITY COUNCIL

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

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

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

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

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

OTHER PROCEDURAL ISSUES

- Commit to periodic review of important procedural issues.

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

Use of Letterhead

- City letterhead may be used by Council Members.

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

- City letterhead may not be used by Council Members.

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

Council Meetings

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

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

- Council Member placement of items on the Agenda.

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

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

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

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

- Mayoral discretion on controversial items.

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

- Confidentiality of Closed Session.

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

ENFORCEMENT

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: CB 2

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

ITEM TITLE: Update of the City of Covina Strategic Plan

STAFF RECOMMENDATION

Receive and file the updated City of Covina Strategic Plan from the June 7, 2010 Strategic Planning Meeting.

FISCAL IMPACT

Implementation of individual components of the plan may have both positive and negative general fund impacts over the course of plan implementation. Acceptance of the plan itself has no immediate impact at this time.

BACKGROUND

At the regular City Council/Redevelopment Agency meeting of April 4, 2006, Council approved the hiring of a facilitator, Marilyn Snider of Snider and Associates, to conduct a strategic planning retreat with City Council and staff on April 17, 2006 to establish three year goals for the City of Covina. Subsequent meetings in support of the three year goals have been held every six months.

On June 7, 2010, the City Council and Executive staff team met to review the progress made by the City in the past six months, as well as look at upcoming challenges. The report of the meeting is attached, as is the current six-month strategic objectives matrix.

In accordance with the agreed upon process, monthly progress reports toward achievement of the outlined objectives will be reported to the City Council at the second Council Meeting of each month.

EXHIBITS

- A. City of Covina Strategic Planning Retreat Report
- B. City of Covina Six-Month Strategic Objectives Matrix

REVIEW TEAM ONLY	
City Attorney: <u>Approved via e-mail</u>	Finance Director: <u><i>[Signature]</i></u>
City Manager: <u><i>[Signature]</i></u>	Other: _____

C I T Y O F C O V I N A

STRATEGIC PLANNING RETREAT

7 June 2010 * First Presbyterian Church

Marilyn Snider, Facilitator – Snider and Associates (510) 531-2904
Gail Tsuboi, Recorder – Tsuboi Design (925) 376-9151

MISSION STATEMENT

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

FIVE-YEAR VISION STATEMENT

The City of Covina will be a vibrant community of people and organizations that embraces the future while honoring its heritage.

CORE VALUES

not in priority order

The City of Covina values . . .

- ♦ *Exemplary Customer Service*
 - ♦ *Teamwork*
 - ♦ *Ethics and Integrity*
 - ♦ *Leadership and Vision*
 - ♦ *Dedication*
 - ♦ *Open communication*
 - ♦ *Respect for differences*

THREE-YEAR GOALS

2009-2012 • not in priority order

- ▶ **Improve and promote customer service**
- ▶ **Enhance financial stability**
- ▶ **Enhance parks & recreation and library services**
- ▶ **Become an environmentally sustainable community**
- ▶ **Provide efficient, visible and responsive public safety**

NEXT STEPS/FOLLOW-UP PROCESS

WHEN	WHO	WHAT
June 8, 2010 (Tuesday)	City Clerk	Distribute the retreat record (updated Strategic Plan) to the City Council and the Senior Staff.
Within 48 hours of receipt	All recipients	Read the retreat record.
June 16, 2010	Executive Team	Review the "Current Internal Weaknesses/ Challenges" list for possible action items.
By June 21, 2010	Executive Team	Share and discuss the Strategic Plan with staff.
At the July 6, 2010 City Council meeting	City Council	Present the Strategic Plan to the public.
At the July 6, 2010 City Council meeting	City Attorney	Present to the City Council for direction information about and a process for becoming a Charter City.
Monthly	City Council, City Manager	Monitor progress on the goals and objectives and revise objectives (add, amend and/or delete), as needed.
Monthly	City Clerk	Prepare and distribute the updated Strategic Plan monitoring matrix to the City Council and Executive Team
November 16, 2010 (Tuesday)	City Council & Executive Team	Strategic Planning Retreat to: - more thoroughly assess progress on the goals and objectives - develop objectives for the next six months of the Strategic Plan.

S.W.O.T. ANALYSIS

Strengths – Weaknesses - Opportunities - Threats

ACCOMPLISHMENTS OF THE CITY OF COVINA SINCE THE STRATEGISEPTEMBER 22 2009 STRATEGIC PLANNING RETREAT

Brainstormed List of Perceptions

- Balanced budget
- We have a bike station
- The Olson Project is moving forward
- The City Council approved a new software package to allow better communication among departments
- Replaced a million gallon water tank
- The Rowland St. water project completed
- 3 Vinos Restaurant opening on Citrus
- King's Ranch Market opened
- Made significant cuts in our expenditures, but we're still able to offer our summer events
- Held Thurnderfest
- Held our Halloween Carnival
- Had an MLK Day event: tree planting at a park we adopted
- The City Council approved funding for Shoppers' Lane sustainability improvements
- The City Manager's Office started "Team Covina," a collaboration of the city, the Chamber of Commerce and the school district, which meets to work on improvements
- SEES (Summer Evening Entertainment Series) met its sponsorship goals; these events are run by the city, but not funded by the city
- Received an AQMD Tree Grant of \$36,427
- Friends of the Library sponsored patio improvements and many events
- The city hired a contract disaster coordinator
- The city participated in several events with the Downtown Assn. (e.g., Movie Night, Ladies Night, charity Wine Walk)
- Participated with the Chamber of Commerce in a business building seminar
- Ongoing negotiations with the county on the Fire contract; achieved a \$321,000 annual reduction and we're still working for more
- Almost ready to go live with our new, redesigned website
- Ongoing negotiations with employee groups
- Had our Wall of Honor recognition event that honored local residents
- Received \$60,000 for less-lethal weapons training
- The Police Dept. received a \$28,000 ABC Grant for enforcement and education
- In the process of replacing an antiquated financial system with a modern one
- Received an Office of Traffic and Safety grant for seat belt enforcement
- \$1.4 million of Economic Stimulus funds for highway improvement
- Received \$260,000 from the Dept. of Energy for energy improvements
- Finished a user guide for people going through the permitting process
- Gave State of the City addresses at a town hall meeting and for the Chamber of Commerce
- Initiated a Shop Local Program -- <shopcovina.org>
- Marketed the city at an international conference of shopping centers and at an Urban Land Institute summit
- Hired a federal lobbyist who got us grant funding for disaster preparedness
- We have \$10.7 million in reserves
- Lowe's is under construction
- Restructured the organization
- In the process of getting online billing
- CVS should be breaking ground in 2 weeks
- Jack-in-the-Box should be breaking ground in 2 weeks
- Our City Manager has been nominated as Vice President of the San Gabriel Valley City Managers Group

- \$1 million of infrastructure improvements
- Paved 2.1 miles of streets
- The Police Dept. received a \$155,000 grant to complete our mobile/in car video system
- Conducted a Water Study and we're bringing a new rate structure to the City Council in June
- The Heritage Plaza Project is moving forward
- We have a Long-Range Financial Stability Committee looking at the budget and assessments that need to be considered as well as other financial challenges
- The City of Covina adopted the Haitian city of La Valle de Jacmel and Council member Walt Allen took 50 4-person donated tents there
- Planning counter is open all day
- Streamlined the planning process so that there are more over-the-counter approvals
- Completed façade improvement grants for Salon Lavish and Casa Moreno businesses
- Christmas Parade was held
- Council approved rehabilitation of 89 covenanted units at 200 W. Rowland
- Chief Raney was elected as 3rd Vice President of the California Police Chiefs Association

THE CITY OF COVINA'S CURRENT INTERNAL WEAKNESSES/CHALLENGES

Brainstormed List of Perceptions

- Current IT structure is outdated
- The same level of customer service is expected, with fewer resources
- Labor challenges - a culture of entitlement
- Staff structure issues
- Uncertainty in labor negotiations
- Layout and maintenance of older facilities
- Negative perception of customer service
- Lack of financial resources
- Current employee morale is shaky
- Resistance to internal changes
- Lack of dedicated funding for street improvements
- Technology challenges
- Complaints about some commercial properties, especially Clippinger
- Contract negotiations not completed on time
- Unable to complete some Objectives due to restructuring

EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A POSITIVE IMPACT ON THE CITY OF COVINA IN THE COMING YEAR

Brainstormed List of Perceptions

- Lowe's is going to open
- Economy will improve
- Our legislative advocate in Washington D.C. will help bring funding to Covina
- New governor
- State and federal governments will show restraint in spending
- An extra year was given for our redevelopment area
- Courts will overturn the decision regarding redevelopment funds that have been taken away
- New utility billing system will give customers more options
- Second round of COPS funds available to hire additional police officers
- If the open primary passes, it will balance the state legislature
- Passage of the initiative to protect local funding
- New controlling entity on the Clippinger project
- Census results
- We could achieve a population of 50,000 (according to the census)

EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A NEGATIVE IMPACT ON THE CITY OF COVINA IN THE COMING YEAR

Brainstormed List of Perceptions

- Lack and high cost of water
- New governor
- Release of 40,000 unsupervised prisoners
- AB 32
- Unfunded state mandates
- Potential passage of SB 625- taking away TOT (transit occupancy tax)
- Arizona's legislation will succeed for them
- Continued pressure on public pension funding
- Continued collapse of the federal economy
- Negative public perception of government
- State and federal governments won't stop spending
- State will attempt to take more of our money
- Other legislative actions that cost the cities, e.g., AB 32/SB 375
- Sales of big ticket items will continue to decline, reducing our sales tax revenues
- Passage of the marijuana initiative will create a burden for cities – law enforcement, healthcare, etc.
- Terrorist acts
- Natural disasters

STRATEGIC PLANNING ELEMENTS

Marilyn Snider, Strategic Planning Facilitator * Snider and Associates (510) 531-2904

"SWOT" ANALYSIS

Assess the organization's:

- Internal Strengths - Internal Weaknesses
- External Opportunities - External Threats

MISSION/PURPOSE STATEMENT

States WHY the organization exists and WHOM it serves

VISION STATEMENT

A vivid, descriptive image of the future – what the organization will BECOME

CORE VALUES

What the organization values, recognizes and rewards – strongly held beliefs that are freely chosen, publicly affirmed, and acted upon with consistency and repetition

THREE YEAR GOALS

WHAT the organization needs to accomplish (consistent with the Mission and moving the organization towards its Vision) – usually limited to 4 or 5 key areas

KEY PERFORMANCE MEASURES

What success will look like upon achievement of the goal

SIX MONTH STRATEGIC OBJECTIVES

HOW the Goals will be addressed: By when, who is accountable to do what for each of the Goals

FOLLOW-UP PROCESS

Regular, timely monitoring of progress on the goals and objectives; includes setting new objectives every six months

CITY OF COVINA ❁ SIX-MONTH STRATEGIC OBJECTIVES

June 7, 2010 to November 15, 2010

THREE-YEAR GOAL: **IMPROVE AND PROMOTE CUSTOMER SERVICE**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By the Sept. 30, 2010 City Council meeting	Finance Director	Ensure that webstreaming of City Council meetings begins.				
2. At the Sept. 7, 2010 City Council meeting	HR Director and Deputy City Clerk	Report on the results to the Management Team and City Council on the internal assessment by all city employees and external assessment by City residents and the public on how to improve customer service.				
3. Nov. 15, 2010	City Manager	Contract for and implement an Instant Customer Service Feedback Program.				
4. Nov. 15, 2010	Finance Director and the Communications Manager	Transition to overseeing the redesign/reconfiguration of the city's website and web management process to make the website more user-friendly.				
5. Nov. 15, 2010	City Manager	Implement customer service training for all city staff (to include internal and external customers and a change of management philosophy to a more service-oriented approach).				

THREE-YEAR GOAL: ENHANCE FINANCIAL STABILITY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Beginning July 1, 2010 & quarterly thereafter	Finance Director	Present to the City Council updates on state and federal actions that could impact the financial stability of the city.				
2. Sept. 15, 2010	Finance Director	Develop and distribute to the public a <i>Citizens' Guide to the Adopted Budget</i> .				
3. Sept. 30, 2010, contingent upon budget	HR Director (lead) and Finance Director	Develop and present to the City Council for action a long-range (not more than 3 years), multi-phase Salary and Benefits Plan to assist in recruitment, retention and employee stability, focusing on paying at not lower than 95% of median as compared to surveyed cities.				
4. Sept. 30, 2010	City Manager	Complete a study of the pros and cons, including the cost of each option, for providing fire services, and recommend an option to the City Council for action.				
5. Nov. 15, 2010	City Manager and Finance Director, with input from the Citizens' Advisory Committee on Long-Term Financial Stability	Present to the City Council for consideration at least five options for attaining long-term financial stability.				
FUTURE OBJECTIVE Dec. 31, 2010	Finance Director and City Manager	Conduct a Fee Study and present recommendations to the City Council for action.				

THREE-YEAR GOAL: ENHANCE PARKS & RECREATION AND LIBRARY SERVICES

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Sept. 1, 2010	Dir. of Parks and Recreation, working with the City Attorney	Report to the City Council on Library policies and procedures for greater efficiency (e.g., library card application).				
2. At the Sept. 7, 2010 City Council meeting	Dir. of Parks and Recreation and the Dir. of Community Development	Present to the City Council for action the final design of Heritage Plaza.				
3. Oct. 1, 2010	Dir. of Parks and Recreation, working with the Library Board of Trustees and the Friends of the Library	Develop and publicize a program for citizens to contribute to a "giving wall" to increase funding support for the library.				
4. Nov. 15, 2010	Dir. of Parks and Recreation and the Dir. of Community Development	Go out to bid and make a recommendation to the City Council for action for the award of contract for Heritage Plaza.				
FUTURE OBJECTIVE Jan. 15, 2011	Dir. of Parks and Recreation, working with the City Attorney and Police Department	Present to the City council for action updated city park ordinances (e.g., related to the noise levels, dogs, wheel toys).				

THREE-YEAR GOAL: BECOME AN ENVIRONMENTALLY SUSTAINABLE COMMUNITY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the July 20, 2010 City Council meeting	City's Federal Advocate	Recommend to the City Council at least five federal sustainability or energy efficiency grants that the city can apply for.				
2. At the Sept. 21, 2010 City Council meeting	Community Development Dir.	Present to the City Council for consideration updated zoning codes to encourage environmental sustainability (e.g., water, solar).				
3. Oct. 1, 2010	Public Works Director	Present to the City Council for action a policy to review the reinvestment of energy savings in future energy efficient projects.				
4. At the Oct. 19, 2010 City Council meeting	Mayor Peggy Delach and Mayor Pro Tem John King	Report to the City Council on the SGVCOG Energywise Partnership and the development of a Strategic Energy Plan for the City of Covina.				
5. Nov. 15 2010	Public Works Director	Incorporate educational, environmentally sustainable landscape in at least one project on City property.				
6. Nov. 15, 2010	Public Works Director	Complete the ARRA energy savings projects for the approved city facilities and municipal pool and apply for the Southern California Edison rebates.				
7. Nov. 15, 2010	Public Works Director	Present to the City Council for action a Green Building code compliant with state requirements.				

THREE-YEAR GOAL: PROVIDE EFFICIENT, VISIBLE AND RESPONSIVE PUBLIC SAFETY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Ongoing	Councilmember Allen and the Police Chief	Apply for disaster preparedness grants.				
2. Sept. 15, 2010	Police Chief and the Finance Director	Have online crime reporting available on the website.				
3. At the Sept. 21, 2010 City Council meeting	Councilmember Allen and the Police Chief	Present the updated Disaster Plan to the City Council for action.				

CITY OF COVINA
COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: July 6, 2010

ITEM NO.: JNB 1

STAFF SOURCE: Daryl Parrish, City Manager
Rosalia A. Conde, CMC, Deputy City Clerk *R.A.C.*
Martha Heaviside, Office Assistant II

ITEM TITLE: Consider cancellation of the August 3, 2010 regular City Council and Redevelopment Agency Meeting.

STAFF AND AGENCY RECOMMENDATION

Support the 27th Annual National Night Out event by canceling the City Council and Redevelopment Agency Meeting of August 3, 2010 and continue the scheduled City Council and Redevelopment Agency Meeting to August 17, 2010.

FISCAL IMPACT

None.

BACKGROUND

The 2010 National Night Out event is scheduled for August 3, 2010, which is also a regularly scheduled City Council and Redevelopment Agency Meeting. Due to Council/Agency's desire to participate in this community event, it will be necessary to cancel the August 3, 2010, City Council and Covina Redevelopment Agency meeting. A notice of cancellation will be posted as required. As an alternative to canceling the meeting, it could be scheduled for either Monday, August 2, 2010 or Wednesday, August 4, 2010.

EXHIBITS

None.

REVIEW TEAM ONLY	
City Attorney: <u><i>Approved via e-mail</i></u>	Finance Director: <u><i>[Signature]</i></u>
City Manager: <u><i>TP</i></u>	Other: _____