



City of Covina/Covina Redevelopment  
Agency/Covina Public Finance  
Authority/Covina Housing Authority

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, California

Council Chamber of City Hall

**Tuesday, March 15, 2011**

6:30 p.m.

- **The City Council/Redevelopment Agency/Public Finance Authority/Housing Authority will meet in closed session from 6:30 p.m.-7:30 p.m.**
- As a courtesy to Council/Agency/Authority Members, staff and attendees, everyone is asked to silence all pagers, cellular telephones and any other communication devices.
- Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.
- Please provide 10 copies of any information intended for use at the Council/Agency/Authority meeting to the City Clerk prior to the meeting.
- **MEETING ASSISTANCE INFORMATION:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Services such as American Sign Language interpreters, a reader during the meeting, large print copies of the agenda and assisted listening devices are available. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.
- **DOCUMENT AVAILABILITY:** Any writings or documents provided to a majority of the Council/Agency/Authority regarding any item on this agenda will be made available for public inspection at the City Clerk 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.covinuca.gov/clerk/agendas.htm>.
- Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the City Council/Redevelopment Agency/Public Finance Authority/Covina Housing Authority unless listed on agenda, which has been posted not less than 72 hours prior to meeting.
- If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.
- The Deputy City Clerk of the Covina City Council hereby declares that the agenda for the **March 15, 2011**, meeting was posted on **March 10, 2011** near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with Section 54954.2(a) of the California Government Code.

March 15, 2011

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

**CALL TO ORDER**

**ROLL CALL**

Council/Agency/Authority Members 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/Authority please complete a yellow Speaker Request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Individual speakers are limited to five minutes each.*

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

**CLOSED SESSION**

- A. G.C. §54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Designated Representative: Robert Neiuber, Comm. Development/CRA Deputy Director  
Negotiations to include both price and term:
- Greg Bozzani – 626 and 602 South Citrus (APN: 8451-001-911)
- B. G.C. §54957.6 – CONFERENCE WITH LABOR NEGOTIATOR  
Agency Designated Representative: Anthony Arroyo, Human Resources Director  
Employee Organizations: Police Management Group, Police Association of Covina, City's Unaffiliated Employees and American Federation of State, County and Municipal Employees

**RECESS**

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

**CALL TO ORDER**

**ROLL CALL**

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

## **PLEDGE OF ALLEGIANCE**

Led by Mayor Delach.

## **INVOCATION**

Led by Dr. Patricia Venegas, Covina Police Chaplain.

## **INSTALLATION OF OFFICERS**

**Oaths of Office** – As provided by Elections Code §10229, the Covina City Council adopted Resolution No. 10-6918 on December 21, 2010, appointing, Walt Allen III and Peggy Delach to the office to which they were nominated to serve as members of the Covina City Council each for a four-year term.

- a) Oath of Office for Walt Allen III – administered by Los Angeles County District Attorney Steve Cooley
- b) Oath of Office for Peggy Delach – administered by Fran Delach

## **Election of Mayor and Mayor Pro Tempore**

- a) City Clerk to conduct election for Mayor
- b) Incoming Mayor to conduct election for Mayor Pro Tempore

## **PRESENTATIONS**

- Recognition of the Northview High School Wrestling Team
- Certificate of Recognition

## **PUBLIC COMMENTS**

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

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

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

## **CITY MANAGER COMMENTS**

## CONSENT CALENDAR

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

- CC 1. City Council to approve the Minutes of the February 15, 2011 Regular Meeting of the City Council/Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority.
- CC 2. City Council to approve the Minutes of the February 17, 2011 Adjourned Joint Meeting of the City Council/Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority and Supervisor Antonovich.
- CC 3. City Council to approve Payment of Demands in the amount of \$4,290,399.78.
- CC 4. City Council to receive and file the City of Covina Strategic Plan update.
- CC 5. City Council to adopt **City Resolution No. 11-6938**, approving the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force Joint Powers Agreement ("LA-IMPACT JPA").
- CC 6. City Council to:
  - a) Adopt **City Resolution No. 11-6939**, approving the application for Statewide Park Program Grant Funds under Proposition 84 for the construction of Cougar Park.
  - b) Adopt **City Resolution No. 11-6940**, approving the application for Statewide Park Program Grant Funds for the renovation of Kelby Park and the Joslyn Center.
- CC 7. City Council to receive and file the Public Works Department Monthly Activity Report.
- CC 8. City Council to receive and file the Water Utility Billing Automated Meter Reading Project Status Updates.
- CC 9. Redevelopment Agency to approve a Temporary License Agreement with Olson - Covina 5, LLC for usage of property located at 135 East Badillo Street for storage of items during grading of the Olson Citrus Walk Project site.
- CC 10. Redevelopment Agency to approve Payment of Demands in the amount of \$265,843.54.

## **CONTINUED PUBLIC HEARING**

CPH 1. City Council to conduct a Continued Public Hearing to consider application Conditional Use Permit 10-010, Variance 10-004 and Negative Declaration related to the wireless communication facility located at 1175 East Garvey Avenue and determine if the required findings can be justified.

### **Staff Recommendation:**

- a) Conduct the Continued Public Hearing and consider public testimony; and
- b) Consider application CUP 10-010, a Conditional Use Permit for the construction and operation of a 55-foot high, monopine-type wireless communication facility and associated equipment and the installation of compact parking; and
- c) Consider application VAR 10-004, a Variance for a reduction in the setbacks of the communication facility and the equipment from Garvey Avenue; and
- d) Close the Public Hearing, determine if the required findings can be made and approve or deny the application and related environmental document.

## **NEW BUSINESS**

NB 1. City Council to consider Council Member initiated appeal of a Planning Commission Decision.

### **Staff Recommendation**

- a) Consider without public hearing or discussion of the merits an appeal of the Planning Commission's decision regarding Conditional Use Permit 11-003 and the related Variance 11-001 in accordance with Municipal Code Section 17.62.130 C.

## **ADJOURNMENT**

The Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting, **Tuesday, April 5, 2011** at 6:30 p.m. for closed session and at 7:30 p.m. for open session in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.



**MINUTES OF THE FEBRUARY 15, 2011 REGULAR MEETING OF THE COVINA CITY COUNCIL/COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCE AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA**

**CALL TO ORDER**

Mayor Delach called the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting to order at 6:39 p.m. and recessed to closed session. There was no public comment.

**ROLL CALL**

**Council Members Present:** DELACH, ALLEN, KING, LOW, STAPLETON

**Council Members Absent:** None

**Staff Members Present:** City Manager, City Attorney, Police Chief, Police Captain, Police Lieutenant, Fire Battalion Chief, Community Development Director/CRA Deputy Director, Finance Director, Parks and Recreation Director, Human Resources Director, Sr. Redevelopment Manager, Sr. Management Analyst, Human Resources Analyst and Deputy City Clerk

**AGENDA POSTING DECLARATION**

The Deputy City Clerk of the City of Covina hereby declares that the agenda for the February 15, 2011 regular City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on February 10, 2011 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

**CONVENED THE MEETING AND RECESSED TO CLOSED SESSION**

- A. G.C. §54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Designated Representative: Robert Neiuber, Comm. Development/CRA Deputy Director  
Negotiations to include both price and term:
  - Greg Bozzani – 626 & 602 S. Citrus (APN: 8451-001-911)
  - Betty J. Lidle – 614 Shoppers Lane (APN: 8451-00-1032)
- B. G.C. 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representative: Anthony Arroyo, H.R. Director  
Employee Organization: Police Management Group
- C. G.C. 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: City Attorney

City Attorney Marco Martinez announced City/Agency/Authority met in closed session to discuss the items listed on the agenda. All members were present and there was no reportable action on the items listed.

### **CONVENE THE MEETING**

The City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting reconvened at 7:36 p.m.

### **PLEDGE OF ALLEGIANCE**

Council Member Stapleton led the pledge of allegiance.

### **INVOCATION**

Covina Police Chaplain Dave Truax gave the invocation.

### **PRESENTATIONS**

Mayor Delach invited the teachers and students from Northview High School to the lectern and presented them with certificates for their school presentation marking the birthday of Dr. Martin Luther King, Jr. on January 18, 2011.

Arnold Chaparro, Store Manager of the Covina Home Depot Store, presented a \$5,000 check to the Covina Valley Historical Society to assist in the painting of the Heritage House building.

Mayor Delach invited Judy Starns to the lectern and presented her with a recognition for the Covina Sunrise Rotary Club Operation Santa Clothes. Operation Santa Clothes is led by husband and wife team, Jon and Pam Pomeroy and has proved over 25,000 new clothing and shoes to local kids.

Mayor Delach recognized Valerie Hastings, Administration Technician for the Parks & Recreation Department, as 2010 Employee of the Year.

Mayor Delach recognized Robert Neiuber, Director of Community Development/Redevelopment Agency Deputy Director for his 20 years of dedicated service to the City of Covina.

Mayor Delach recognized the 54 volunteers who assisted with the county-wide street homeless count conducted by the Los Angeles Homeless Services Authority (LAHSA).

### **PUBLIC COMMENTS**

Mr. Fern read the City of Covina Resolution No. 11-6880, adopted on February 1, 2011. Mr. Fern noted that there has been little publicity of the adopted resolution.

### **COUNCIL/AGENCY COMMENTS**

Council Member Stapleton stated the water utility payment box would be replaced on College Street in front of City Hall. Council Member Stapleton requested notification to the Covina Valley Historical Society when a building of pre-1950 is going to be razed in order to see if items could be collected for the City's prosperity or for the museum. He noted that April would

mark the 25th anniversary of the City's time capsule. Council Member Stapleton stated the Los Angeles Independent Cities Association winter conference was held last week and noted that the event was well attended and had excellent speakers.

Council Member Allen referenced the Miss Covina pageant, which took place this past Saturday. He added he looks forward to the new Miss Covina moving on to the State level of pageantry.

Council Member Low presented a letter to City Council and City Manager Parrish regarding resident Mary Catenia and building permits for her property. Council Member Low stated he is presenting the letter as an effort to try to remove difficulties that builders face when dealing with City departments.

Mayor Pro Tem King expressed his appreciation for the outgoing court honored at the Miss Covina pageant and to the 2011 incoming court.

Mayor Delach reported on Thursday, February 17, 2011, the Covina Library would host a free Puppet Show at 4:00 p.m. in the Library Community Room. For additional information, contact the Covina Library at (626) 384-5312.

Mayor Delach reminded students of the upcoming Lifeguard and Instructor Camps, which start on March 19, through May 14, 2011. Students must be 15 years of age by April 9, 2011. For additional information, contact the Parks and Recreation Department at (626) 384-5340.

#### **CITY MANAGER COMMENTS**

City Manager Daryl Parrish thanked Home Depot for the donation to the Covina Valley Historical Society and for the additional completed partnership projects. City Manager Parrish recognized the staff members honored this evening and expressed his appreciation to their hard work.

#### **CONSENT CALENDAR**

On a motion by Mayor Pro Tem King, seconded by Council Member Stapleton, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar items CC1, CC2, CC3, CC4, CC5, CC6, CC7, CC9, CC10, CC13, CC14, CC15 and CC16. **Motion carried 5-0.** Consent Calendar items CC8, CC11 and CC12 were removed from the Agenda for further discussion and consideration.

**CC 1.** City Council approved the Minutes of the January 18, 2011 Regular Meeting of the City Council/Covina Redevelopment Agency/Covina Public Finance Authority.

**CC 2.** City Council approved the Minutes of the January 25, 2011 Special Meeting of the City Council/Covina Redevelopment Agency/Covina Public Finance Authority.

**CC 3.** City Council received and filed the City of Covina Strategic Plan Update.

**CC 4.** City Council received and filed the Quarterly Report of the Treasurer for the Quarter Ended December 31, 2010.

- CC 5. City Council received and filed the Water Utility Billing and Automated Meter Reading Projects Status Updates Report.
- CC 6. City Council received and filed the Public Works Department Monthly Activity Report.
- CC 7. City Council received and filed the report on the 2011 Citywide Homeless Count conducted on January 25, 2011.
- CC 8. City Council approved the 2011 Call for Projects Grant Application, Covina Bicycle Network, Phase Two.

Council Member Low inquired as to why Azusa Boulevard was chose for a bicycle route.

Sr. Management Analyst Alex Gonzales responded that Azusa Boulevard was chosen because it is a continuance street and a bike path would have little effect on existing parking. In addition, the City of Azusa is working on the bike path that would lead into the canyon, which would allow for a connection from the City of Covina's bike path.

On a motion by Mayor Pro Tem King, seconded by Council Member Stapleton, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar item CC8. **Motion carried 5-0.**

- CC 9. City Council approved Payment in Demands in the amount of \$3,071,344.57.
- CC 10. City Council approved a purchase of four Pay-and-Display Parking Meters for Metrolink West Parking Structure.
- CC 11. City Council adopted **Resolution No. 11-6879** of the City of Covina, County of Los Angeles, State of California, updating the City of Covina's Emergency Operations Plan.

Council Member Allen complemented staff for their hard work to update the Emergency Operations Plan.

On a motion by Council Member Stapleton, seconded by Mayor Pro Tem King, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar items CC11. **Motion carried 5-0.**

- CC 12. City Council adopted **Resolution No. 11-6932** of the City of Covina, County of Los Angeles, State of California, adopting the City of Covina's Natural Hazard Mitigation Plan (NHMP) in accordance with the Federal Disaster Mitigation Act of 2000 (Public Law 106-390).

Council Member Stapleton stated he would like to see community outreach regarding Covina's NHMP, to which Police Chief Raney stated the City has just stated its first Community Emergency Response Team (CERT) Program, which educates people about disaster preparedness that my impact their community.

On a motion by Council Member Stapleton, seconded by Council Member Allen, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar items CC12. **Motion carried 5-0.**

**CC 13.**City Council received and filed the Fiscal Year 2010-2011 2nd Quarter Major Funds Update and Mid-Year Update.

**CC 14.**City Council/Redevelopment Agency received and filed 3rd Quarter 2010 Sales Tax Report.

**CC 15.**Redevelopment Agency approved Payment in Demands in the amount of \$391,372.31.

**CC 16.**Redevelopment Agency received and filed the Quarterly Report of the Treasurer for the Quarter Ended December 31, 2010.

### **CONTINUED PUBLIC HEARING**

**CPH 1.** City Council to conduct a Continued Public Hearing to consider application Conditional Use Permit 10-009, Variance 10-003 and Negative Declaration related to the wireless communication facility located at 121 North Grand Avenue and determine if the required findings can be justified.

Mayor Delach opened the Public Hearing at 8:41 p.m. and took public testimony.

Janos Balog, assistant to Mr. Knight, the property owner, distributed information regarding alternatives to large cell towers, stating that large cell tower antennas may soon be replaced with a small cube.

Council Member Allen requested clarification to the communication received from Mr. Knight in where Mr. Knight approves the proposed light pole cell tower.

Mr. Balog responded that Mr. Knight agrees to the light pole; however, Mr. Knight would like to notify City Council of new cell tower technology.

Mr. Amit Patel of Aspen Associates Telecome, representative for T-Mobile, reported that T-Mobile continues to research and develop new technology. Mr. Patel stated that before City Council is a good design with an understating agreement by the property owner.

A brief discussion continued on new technology in the wireless industry.

Mayor Delach closed the Public Hearing at 8:53 p.m.

Mayor Delach inquired about project schedule, to which Mr. Patel responded the project would begin April/May of 2011.

On a motion made by Mayor Pro Tem King seconded by Council Member Allen, to deny the appeal, affirming the Planning Commission's approval and direct staff to go back and make modifications to what has been proposed and agreed by the property

owner and T-Mobile for Conditional Use Permit 10-009, Variance 10-003 and Negative Declaration related to the wireless communication facility located at 121 North Grand Avenue and determined the required findings justified. **Motion carried 4-1, with Mayor Delach voting no.**

### **CONTINUED JOINT PUBLIC HEARING**

**CJPH 1.** City Council/Redevelopment Agency to conduct a Continued Joint Public Hearing to consider a Lease Agreement with Enterprise Rent-A-Car Company of Los Angeles, LLC, for property located at 635 S. Citrus Avenue, Covina, California.

Community Development Director/CRA Deputy Director Robert Neiuber reported this item returns for approval to allow Enterprise Rent-A-Car to remain at the current location until July 2011 with subsequent months available on a month-to month basis.

Mayor Delach opened the Public Hearing at 9:03 p.m. There was no speakers. Mayor Delach closed the Public Hearing at 9:03 p.m.

On a motion made by Council Member Low, seconded by Mayor Dealch, the City Council/Redevelopment Agency adopted **City Resolution No. 10-6917** and **Agency Resolution No. 10-649**, making certain findings pursuant to Health and Safety Code §33433 and approving a Lease Agreement for real property located at 635 South Citrus Avenue, Covina, California. **Motion carried 5-0.**

### **NEW BUSINESS**

**NB 1.** City Council/Redevelopment Agency/Housing Authority to appoint two members of the City Council/Agency Board/Housing Authority to a sub-committee to review with staff developing changes related to the States proposed elimination of local redevelopment agencies and taking of local funds.

Community Development Director/CRA Deputy Director Robert Neiuber reported the City/Agency with the States proposed taking of agency funds and for that reason we are asking for the appointment of a sub-committee that would report information back to the Council/Agency.

On a motion made by Council Member Allen, seconded by Mayor Delach the City Council/Redevelopment Agency/Housing Authority nominated Mayor Pro Tem King and Council Member Stapleton to a sub-committee to review with staff developing changes related to the States proposed elimination of local redevelopment agencies and taking of local funds. Being no further discussion, Mayor Pro Tem King and Council Member Stapleton were appointed to a sub-committee. **Motion carried 3-0.**

**NB 2.** City Council to approve the Amended and Restated Exclusive Franchise Agreement with Arakelian Enterprises, Inc.

City Manager Parrish provided a report on the exclusive franchise agreement with Arakelian Enterprises and reviewed the proposed changes. The existing exclusive

franchise agreement allows for the collection, processing, transportation and disposal of residential and commercial refuse for the City of Covina and does not currently include the collection of recycled materials, green waste or hazardous waste from commercial and industrial units. The processing of residential recycling is currently under a separate, year-to-year agreement. City Manager Parrish reported the proposed amended and restated agreement differs from the existing agreement in the following respects, it extends the rolling terms from eight years to twenty years and would incorporate the processing of residential recyclables into the franchise agreement. The agreement would now allow for the collection of commercial and industrial facilities. It would extend the franchise agreement to include street sweeping and provide for a mandatory minimum service levels for residential, commercial and industrial facilities. City Manager Parrish reported there would be a decrease in rates as a result of Arakelian Enterprises assuming the responsibility for residential billing services. Arakelian Enterprise would provide an additional low income cost option for low income seniors. Recyclable collections would increase to weekly instead of bi-weekly. City Manager Parrish stated the agreement also provides for a certain number of community bins to promote community "clean-up" days.

Andy McIntyre stated he is in favor of the Athens Services (Arakelian Enterprises) agreement and stated that Athens is more than a trash service they attend almost every community event.

Robert Gillespie stated he is a Covina resident and business owner and is in favor of the Athens Services agreement, adding that it would provide stability for the City and ratepayers.

Dennis Chiappetta, Executive Vice President of Athens Services, stated that the agreement before City Council is the combination of many meeting hours and compromise by both Athens Services and the City of Covina.

Council Member Allen inquired about the challenges of shifting the billing system from the City to Athens and keeping track of citizen complaints. Council Member Allen suggested a public educational campaign to the community regarding the new billing.

Mr. Chiappetta reported that Athens has converted other cities successfully. He reported the City of Covina would bill January and February and Athens would take over the billing in March, going from bi-monthly to quarterly. Athens Services will be lenient to all customers that may have difficulty with the initial billing. Mr. Chiappetta reported the customer service call center is overstaffed with a sophisticated system that tracks call times, complaints and resolutions, which would be available to the City.

Further discussion continued regarding recycle refuse collection, refuse facilities, refuse rates and the exclusive franchise agreement.

On a motion made by Mayor Pro Tem King, seconded by Council Member Allen, the City Council approved the Amended and Restated Exclusive Franchise Agreement with Arakelian Enterprises, Inc., with the recommendation to include the authority for staff to work with our provider to make any non-substantive changes and advise the Council of such changes. **Motion carried 4-1, with Council Member Low voting no.**

## CONTINUED NEW BUSINESS

**CNB 1.** Housing Authority to consider an Agreement for Services between the Covina Housing Authority and the City of Covina and Covina Redevelopment Agency and adopt **Authority Resolution No. 11-001.**

Community Development Director/CRA Deputy Director Robert Neiuber reported this resolution would be the first action of the Housing Authority to enter into an agreement as a way to maintain local funding.

On a motion made by Council Member Stapleton, seconded by Mayor Pro Tem King, the Covina Housing Authority adopted **Authority Resolution No. 11-001**, approving the Financial Assistance and Cooperation Agreement by and between the Housing Authority, the City and the Covina Redevelopment Agency and encumbered the funds pursuant thereto. **Motion carried 4-1, with Council Member Low voting no.**

## ADJOURNMENT

At 9:46, p.m., Mayor Delach adjourned the Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority meeting. The next adjourned joint meeting of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting is scheduled for Thursday, February 17, 2011 at 8:00 a.m. in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.

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Catherine M. LaCroix  
Deputy City Clerk/Agency/Authority Secretary

Approved this 15th day of March, 2011.

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Mayor/Chairperson



**MINUTES OF THE FEBRUARY 17, 2011 ADJOURNED JOINT MEETING OF THE COVINA CITY COUNCIL/COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCE AUTHORITY/COVINA HOUSING AUTHORITY AND SUPERVISOR ANTONOVICH HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA**

**CALL TO ORDER**

Mayor Pro Tem King called the Joint Meeting of the City Council/Redevelopment Agency/Public Finance Authority/Covina Housing Authority with Los Angeles County Board Supervisor Antonovich to order at 8:09 a.m.

**ROLL CALL**

**Elected Members Present:** ALLEN, KING, STAPLETON  
SUPERVISOR MICHAEL D. ANTONOVICH

**Members Absent:** DELACH, LOW

**Staff Members Present:** Staff Members of the City of Covina and the County of Los Angeles

**AGENDA POSTING DECLARATION**

The Deputy City Clerk of the City of Covina hereby declares that the agenda for the February 17, 2011 City Council/Redevelopment Agency/Public Finance Authority/Housing Authority Joint Meeting with Supervisor Antonovich meeting was posted on February 10, 2011 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

**WELCOME/INTRODUCTIONS**

City Manager Daryl Parrish welcomed all present. Introductions were made.

**ORAL COMMUNICATIONS**

None.

**COUNCIL/SUPERVISOR COMMENTS**

**NEW BUSINESS**

Discussion took place on the following items under New Business:

- Redevelopment Agency project areas in Covina, pending blight study and project area analysis.
- Setting up a meeting with the new Los Angeles County Fire Chief.
- A joint venture traffic signal at Glendora Avenue and Cienega Avenue.
- Property transfer tax potential challenge.
- Update on litigation concerning the administration fee on property tax.
- Property maintenance/code enforcement regarding the old gas station at Cypress Street and Grand Avenue.
- The Governor's "redistribution plan" as it relates to the release of prisoners and parolees and the potential effect on municipalities.
- The two-year moratorium on reassessment for certain types of home improvements.
- Suspension/elimination of mandates regarding prevailing wage and green implementation.

### **ADJOURNMENT**

At 8:54, a.m., upon consensus, Mayor Pro Tem King adjourned the joint Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority/Supervisor Antonovich meeting. The next regular meeting of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting is scheduled for Tuesday, March 1, 2011 at 6:30 p.m. for closed session at 7:30 p.m. for open session in the Council Chamber of Covina City Hall, 125 East College Street, Covina, California, 91723.

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Catherine M. LaCroix  
Deputy City Clerk/Agency/Authority Secretary

Approved this 15th day of March, 2011.

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Mayor/Chairperson

**CITY OF COVINA**  
**AGENDA ITEM COMMENTARY**

**MEETING DATE:** March 15, 2011

**ITEM NO.:** CC 3

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

**ITEM TITLE:** Payment of Demands

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**STAFF RECOMMENDATION:**

Approve Payment of Demands in the amount of: **\$4,290,399.78**

**BACKGROUND:**

Attached list of warrants, demands, which are being presented for approval for January 2011 are summarized as follows:

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
<b>ACCOUNTS PAYABLE WARRANTS</b>		
January 4, 2011	89259-89330	\$475,750.97
January 5, 2011	89331-89391	\$596,337.50
January 6, 2011	89392-89416	\$195,371.35
January 11, 2011	89417-89552	\$270,178.89
January 18, 2011	89553-89682	\$1,370,582.81
January 19, 2011	89683-89706	\$204,174.62
January 25, 2011	89707-89793	\$155,786.15
January 26, 2011	89794-89935	\$90,783.16
January 31, 2011	89936	\$4,100.00
<b>PAYROLL</b>		
January 6, 2011	PAYROLL ADVANCE	\$360,000.00
January 6, 2011		\$126,896.40
January 10, 2011	FINAL CHECK - VER KUILEN	\$37,692.27
January 20, 2011	PAYROLL ADVANCE	\$405,000.00
January 20, 2011		\$136,824.18
<b>VOIDS</b>		
January 4, 2011	89259,89260,89261	(\$179,917.98)
January 19, 2011	89593,89641	(\$563.47)
January 31, 2011	88988,89271,89399	(\$2,422.11)
<b>WORKERS COMPENSATION</b>		
December 17, 2010	MISSED IN DECEMBER 20824-20837	\$9,574.83
December 30, 2010	20863-20868	\$2,016.42
January 7, 2011	20869-20893	\$8,800.02
January 14, 2011	20894-20912	\$4,433.95
January 24, 2011	20913-20934	\$1,595.15
January 28, 2011	20935-20957	\$17,404.67
	<b>GRAND TOTAL:</b>	<b>\$4,290,399.78</b>

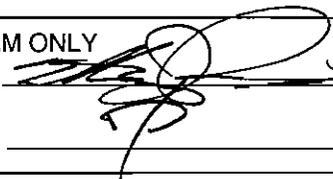
**RELEVANCE TO STRATEGIC PLAN:** Not applicable

**EXHIBITS:**

A. ACCOUNTS PAYABLE REGISTER

REVIEW TEAM ONLY

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



Finance Director: \_\_\_\_\_



City Manager: \_\_\_\_\_

Other: \_\_\_\_\_

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00089259	V05630	A-1 POWER SWEEPING CO INC	01/04/11	1,200.00	MW	OH	
AP00089260	V06611	ADVANTEC CONSULTING ENGINEERS	01/04/11	146,347.98	MW	OH	
AP00089261	V06519	AMERICAN TRAFFIC SOLUTIONS	01/04/11	32,370.00	MW	OH	
AP00089262	V07733	ANDRADE, MARICELA	01/04/11	2.00	MW	OH	
AP00089263	V07449	ANTHEM BLUE CROSS	01/04/11	511.87	MW	OH	
AP00089264	V07449	ANTHEM BLUE CROSS	01/04/11	521.94	MW	OH	
AP00089265	V04642	ARMORCAST PRODUCTS COMPANY	01/04/11	2,914.44	MW	OH	
AP00089266	V01660	AT&T	01/04/11	878.73	MW	OH	
AP00089267	V00088	AZUSA, CITY OF	01/04/11	529.21	MW	OH	Payee Name different in Check DB
AP00089268	V02591	BEST BEST & KRIEGER LLP	01/04/11	2,544.36	MW	OH	
AP00089269	V06212	BIG BELLY SOLAR	01/04/11	40.98	MW	OH	
AP00089270	V07218	BLUE SHIELD OF CALIFORNIA	01/04/11	506.87	MW	OH	
AP00089271	V07218	BLUE SHIELD OF CALIFORNIA	01/04/11	506.87	MW	OH	
AP00089272	V06683	BUILDING ELECTRONIC CONTROLS	01/04/11	75.00	MW	OH	
AP00089273	V06260	BURHENN & GEST LLP	01/04/11	1,258.49	MW	OH	
AP00089274	V00186	CENTURY OFFICE PRODUCTS	01/04/11	13.06	MW	OH	
AP00089275	V05555	CINTAS CORP #693	01/04/11	131.23	MW	OH	
AP00089276	V03950	COMMERCIAL ELECTRIC SYSTEMS	01/04/11	312.50	MW	OH	
AP00089277	V00240	COMPUTER SERVICE COMPANY	01/04/11	3,200.00	MW	OH	
AP00089278	V05882	COUNTY OF LOS ANGELES	01/04/11	4,000.00	MW	OH	
AP00089279	V00256	COVINA DISPOSAL CO	01/04/11	208,817.58	MW	OH	
AP00089280	V00837	COVINA WATER & REFUSE, CITY O	01/04/11	1,060.24	MW	OH	Payee Name different in Check DB
AP00089281	V00838	COVINA, CITY OF	01/04/11	323.48	MW	OH	Payee Name different in Check DB
AP00089282	V01587	CRRA	01/04/11	200.00	MW	OH	Payee Name different in Check DB
AP00089283	V06385	CSAC-EIA	01/04/11	9.04	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089284	V07741	CUMMINGS, THERESA	01/04/11	4.00	MW	OH		
AP00089285	V06792	DAPEER ROSENBLIT & LITVAK LLP	01/04/11	349.68	MW	OH		
AP00089286	V07724	DE ALWIS, DILU	01/04/11	78.00	MW	OH		
AP00089287	V06152	DEB'S BOOKKEEPLUS	01/04/11	6,330.00	MW	OH		
AP00089288	V07744	DELONG	01/04/11	615.70	MW	OH		
AP00089289	V05186	DELTA DENTAL OF CALIFORNIA	01/04/11	951.00	MW	OH		
AP00089290	V00175	EDISON CO	01/04/11	11,502.83	MW	OH		
AP00089291	V00176	FEDEX	01/04/11	39.68	MW	OH		
AP00089292	V00339	FOOTHILL PRESBYTERIAN HOSPITA	01/04/11	100.00	MW	OH		Payee Name different in Check DB
AP00089293	V00350	GAS COMPANY, THE	01/04/11	1,186.03	MW	OH		Payee Name different in Check DB
AP00089294	V00350	GAS COMPANY, THE	01/04/11	1,124.38	MW	OH		Payee Name different in Check DB
AP00089295	V05550	GONZALEZ, ALEX	01/04/11	36.01	MW	OH		
AP00089296	V00374	GRAINGER	01/04/11	118.38	MW	OH		Payee Name different in Check DB
AP00089297	V07294	HOLLIDAY ROCK CO INC	01/04/11	248.31	MW	OH		
AP00089298	V00006	HOME DEPOT	01/04/11	85.41	MW	OH		
AP00089299	V00417	HUNTINGTON COURT REPORTERS	01/04/11	1,101.20	MW	OH		Payee Name different in Check DB
AP00089300	V01343	ICMC	01/04/11	75.00	MW	OH		
AP00089301	V06112	IDVILLE	01/04/11	310.05	MW	OH		
AP00089302	V00424	INGLEWOOD, CITY OF	01/04/11	2,607.03	MW	OH		Payee Name different in Check DB
AP00089303	V05600	INSIGHT INVESTMENTS CORP	01/04/11	5,418.00	MW	OH		
AP00089304	V07173	JOHN L. HUNTER	01/04/11	810.00	MW	OH		
AP00089305	V00501	LIEBERT CASSIDY WHITMORE	01/04/11	70.00	MW	OH		Payee Name different in Check DB
AP00089306	V07378	LINKS SIGN LANGUAGE	01/04/11	130.00	MW	OH		
AP00089307	V06858	MADRID, VICKI	01/04/11	70.00	MW	OH		
AP00089308	V06820	MARTHA HEAVISIDE	01/04/11	528.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089309	V00539	MCMASTER CARR SUPPLY CO	01/04/11	26.39	MW	OH		
AP00089310	V01240	MISSION LINEN SUPPLY	01/04/11	92.91	MW	OH		
AP00089311	V07676	RAMIREZ, MARGARITA	01/04/11	3,012.50	MW	OH		Payee Name different in Check DB
AP00089312	V07106	REGIONAL TAP SERVICE CENTER	01/04/11	960.30	MW	OH		
AP00089313	V06114	REPUBLIC MASTER CHEFS	01/04/11	125.69	MW	OH		
AP00089314	V05907	RF CONSULTING	01/04/11	2,426.27	MW	OH		
AP00089315	V04895	SAN GABRIEL VALLEY TRIBUNE	01/04/11	219.14	MW	OH		
AP00089316	V04066	SECURITAS SECURITY SERVICES	01/04/11	5,504.24	MW	OH		
AP00089317	V01553	SOUTHERN CA GAS CO	01/04/11	1,725.00	MW	OH		Payee Name different in Check DB
AP00089318	V00007	STAPLES INC	01/04/11	57.23	MW	OH		
AP00089319	V07086	SURETECK INDUSTRIAL	01/04/11	3,713.55	MW	OH		
AP00089320	V00765	THREE VALLEYS MUNICIPAL	01/04/11	6,694.56	MW	OH		
AP00089321	V05776	TOSHIBA BUSINESS SOLUTIONS	01/04/11	894.21	MW	OH		
AP00089322	V05462	UNITED TRAFFIC	01/04/11	388.34	MW	OH		
AP00089323	V00229	US POSTMASTER	01/04/11	1,140.06	MW	OH		
AP00089324	V07403	VERIZON CALIFORNIA	01/04/11	362.22	MW	OH		
AP00089325	V06785	VISION SERVICE PLAN (CA)	01/04/11	46.48	MW	OH		
AP00089326	V00158	VULCAN MATERIALS COMPANY	01/04/11	115.95	MW	OH		Payee Name different in Check DB
AP00089327	V03357	WELLS FARGO BANK	01/04/11	3,000.00	MW	OH		
AP00089328	V00819	WETIP INC	01/04/11	2,973.12	MW	OH		Payee Name different in Check DB
AP00089329	V01741	WEYNSCHENK, AMANDA	01/04/11	9.75	MW	OH		
AP00089330	V07081	YELLOW CAB OF SAN GABRIEL	01/04/11	98.50	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
=====								
GRAND TOTALS:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		475,750.97		Number of Checks Processed:		72
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled Checks		0.00		Number of Checks Processed:		0
		Total EFTs		0.00		Number of EFTs Processed:		0
		GRAND TOTAL		475,750.97				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089331	V00020	ABELING, MARY JANE	01/05/11	4,400.00	MW		OH	
AP00089332	V04286	ASCHENBRENNER, PAUL & LORRAIN	01/05/11	10,120.00	MW		OH	
AP00089333	V00081	ASZMAN FAMILY BYPASS TRUST	01/05/11	3,960.00	MW		OH	
AP00089334	V00087	AZUSA VALLEY WATER CO	01/05/11	6,600.00	MW		OH	
AP00089335	V00953	BLACK, FLAVIA	01/05/11	440.00	MW		OH	Payee Name different in Check DB
AP00089336	V07523	BLAHNIK, JEFFREY	01/05/11	1,320.00	MW		OH	
AP00089337	V00119	BOOTH, LOLA J	01/05/11	15,840.00	MW		OH	Payee Name different in Check DB
AP00089338	V00121	BORUM, PATRICIA	01/05/11	4,400.00	MW		OH	Payee Name different in Check DB
AP00089339	V04108	BRONDINO, JEANNE	01/05/11	8,800.00	MW		OH	
AP00089340	V02463	BUSKEY, CAROLYN M	01/05/11	2,420.00	MW		OH	
AP00089341	V07522	CADWALLADER, HEIDI	01/05/11	22,000.00	MW		OH	
AP00089342	V00163	CANYON WATER AND DEVPT CORP	01/05/11	5,280.00	MW		OH	
AP00089343	V07524	CARSON, KENNETH AND KENETA	01/05/11	8,800.00	MW		OH	
AP00089344	V03030	CHADWICK, GEORGE & SHIRLEY	01/05/11	2,200.00	MW		OH	
AP00089345	V06972	CLINE, DANIEL FREDERICK	01/05/11	440.00	MW		OH	
AP00089346	V03699	COLE, MADELINE	01/05/11	880.00	MW		OH	
AP00089347	V04901	DIETERICH, MARJORIE J	01/05/11	10,560.00	MW		OH	
AP00089348	V02226	EDGAR TRUSTEE, GLORIA LOUISE	01/05/11	440.00	MW		OH	Payee Name different in Check DB
AP00089349	V00315	ELLIOTT TRUSTEE, H MACPHERSON	01/05/11	7,040.00	MW		OH	Payee Name different in Check DB
AP00089350	V00314	ELLIOTT, DOROTHY K	01/05/11	7,040.00	MW		OH	Payee Name different in Check DB
AP00089351	V00318	ENGLER TRUSTEE, OLIVER H	01/05/11	9,240.00	MW		OH	Payee Name different in Check DB
AP00089352	V07525	HANBY, JOHN W	01/05/11	11,880.00	MW		OH	
AP00089353	V02227	HANES, PHILLIP S	01/05/11	1,540.00	MW		OH	Payee Name different in Check DB
AP00089354	V04288	HANSEN, ANN	01/05/11	9,680.00	MW		OH	
AP00089355	V00951	HARTMAN, THOMAS M OR JANIS A	01/05/11	880.00	MW		OH	Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089356	V00949	HAWK TRUST,THE	01/05/11	1,100.00	MW	OH		Payee Name different in Check DB
AP00089357	V00941	HEAD & KAREN SHOEMAKER, CONNI	01/05/11	2,200.00	MW	OH		Payee Name different in Check DB
AP00089358	V04109	HEINRICH, CAROLYN	01/05/11	8,800.00	MW	OH		
AP00089359	V06489	HENKE, ELDEN H	01/05/11	6,600.00	MW	OH		
AP00089360	V03031	KORAL, STEPHANIE HANBY	01/05/11	1,980.00	MW	OH		
AP00089361	V07544	J.D. BYGOTT AND J.P. HANBY	01/05/11	15,537.50	MW	OH		
AP00089362	V04902	JOHNSON, KENDALL H	01/05/11	10,560.00	MW	OH		
AP00089363	V04912	JOHNSON, OCLYTIS	01/05/11	9,680.00	MW	OH		Payee Name different in Check DB
AP00089364	V07500	JONES, JANIS E. HURLEY	01/05/11	6,160.00	MW	OH		
AP00089365	V07498	KAY TRUSTEE, VIRGINA M	01/05/11	13,200.00	MW	OH		
AP00089366	V06985	KLEIN, VIRGINIA A	01/05/11	880.00	MW	OH		
AP00089367	V02230	LULL, BARBARA J & JOHN M	01/05/11	4,400.00	MW	OH		Payee Name different in Check DB
AP00089368	V00531	MASONIC HOMES OF CALIF	01/05/11	13,200.00	MW	OH		
AP00089369	V06490	MAURER, HAROLD JOHN	01/05/11	2,200.00	MW	OH		
AP00089370	V02748	MAURER, WILLIAM L	01/05/11	4,400.00	MW	OH		
AP00089371	V03939	MILLER, JACQUELINE	01/05/11	880.00	MW	OH		
AP00089372	V00947	MORGAN, HENRY M	01/05/11	440.00	MW	OH		Payee Name different in Check DB
AP00089373	V00944	MORTENSEN, JAMES FRANK	01/05/11	440.00	MW	OH		
AP00089374	V00395	MUSHIK, ELIZABETH HANBY	01/05/11	25,410.00	MW	OH		
AP00089375	V00569	MUSHIK, MARTIN PETER	01/05/11	660.00	MW	OH		
AP00089376	V02272	NASSER REVOCABLE TRUST,LEO C	01/05/11	4,400.00	MW	OH		Payee Name different in Check DB
AP00089377	V00954	OAKDALE MEMORIAL PARK	01/05/11	247,610.00	MW	OH		
AP00089378	V06491	PALMER, MICHAEL	01/05/11	3,520.00	MW	OH		
AP00089379	V03036	PERRY, ELEANOR M	01/05/11	880.00	MW	OH		
AP00089380	V06024	REYNOLDS, CAROLINE M & IRVEN	01/05/11	7,480.00	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089381	V00943	ROMAN CATHOLIC CHURCH	01/05/11	4,400.00	MW	OH		Payee Name different in Check DB
AP00089382	V00700	SAVING CENTER INC	01/05/11	16,280.00	MW	OH		
AP00089383	V02245	SCHISLER, JOHN HOFFMAN	01/05/11	3,520.00	MW	OH		Payee Name different in Check DB
AP00089384	V02746	SCHLEICH, MARGRETTA LOUISE	01/05/11	2,200.00	MW	OH		
AP00089385	V01875	SEYMOUR, RICHARD	01/05/11	440.00	MW	OH		Payee Name different in Check DB
AP00089386	V04290	SMITH, VIRGINIA I	01/05/11	880.00	MW	OH		
AP00089387	V03051	WALKER, SHEILA ANN OR MARK C	01/05/11	11,000.00	MW	OH		Payee Name different in Check DB
AP00089388	V04292	WEBB, JEWEL M	01/05/11	4,400.00	MW	OH		
AP00089389	V07499	WEBBER, CAROL CLINE	01/05/11	880.00	MW	OH		
AP00089390	V03769	WILCOX, JOHN M	01/05/11	440.00	MW	OH		
AP00089391	V06973	WILLIAMS, JAMES R. JR.	01/05/11	3,080.00	MW	OH		

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	596,337.50	Number of Checks Processed:	61
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>G R A N D T O T A L</b>	<b>596,337.50</b>		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089392	V06191	AFLAC ACCT# YQ792	01/06/11	3,532.79	MW	OH		Payee Name different in Check DB
AP00089393	V01695	AFSCME	01/06/11	780.00	MW	OH		
AP00089394	V01681	CALIFORNIA PUBLIC EMPLOYEES'	01/06/11	58,378.90	MW	OH		Payee Name different in Check DB
AP00089395	V07287	CITY OF COVINA-FSA	01/06/11	1,222.00	MW	OH		
AP00089396	V07727	CONSECO INSURANCE COMPANY	01/06/11	285.87	MW	OH		
AP00089397	V01686	COVINA POLICE ASSOCIATION	01/06/11	1,890.00	MW	OH		
AP00089398	V02095	COVINA POLICE ASSOCIATION	01/06/11	980.00	MW	OH		
AP00089399	CRA	COVINA REDEVELOPMENT AGENCY	01/06/11	1,000.00	MW	OH		
AP00089400	V01697	COVINA, CITY OF	01/06/11	6,232.34	MW	OH		
AP00089401	V02879	COVINA, CITY OF	01/06/11	39.80	MW	OH		
AP00089402	V05506	COVINA, CITY OF	01/06/11	20,329.60	MW	OH		
AP00089403	V06385	CSAC-EIA	01/06/11	4,307.07	MW	OH		
AP00089404	V06386	CSAC-EIA	01/06/11	1,422.23	MW	OH		
AP00089405	V05186	DELTA DENTAL OF CALIFORNIA	01/06/11	6,133.95	MW	OH		
AP00089406	V07259	FLEX ONE	01/06/11	20.00	MW	OH		Payee Name different in Check DB
AP00089407	V01692	GREAT WEST LIFE & ANNUITY	01/06/11	4,592.50	MW	OH		
AP00089408	V01694	HARTFORD LIFE INS	01/06/11	9.68	MW	OH		Payee Name different in Check DB
AP00089409	V01691	ICMA RETIREMENT TRUST-457	01/06/11	5,752.98	MW	OH		
AP00089410	V07302	ICMA RETIREMENT TRUST-401	01/06/11	680.45	MW	OH		
AP00089411	V01690	NATIONAL DEFERRED COMPENSATIO	01/06/11	3,267.50	MW	OH		Payee Name different in Check DB
AP00089412	V01693	PERS LONG TERM CARE PROGRAM	01/06/11	318.39	MW	OH		
AP00089413	V01687	PERS	01/06/11	72,208.72	MW	OH		
AP00089414	V04828	UNION BANK OF CALIFORNIA	01/06/11	1,470.18	MW	OH		
AP00089415	V01696	UNITED WAY OF GREATER LA	01/06/11	25.41	MW	OH		Payee Name different in Check DB
AP00089416	V06785	VISION SERVICE PLAN (CA)	01/06/11	490.99	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
=====								
GRAND TOTALS:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		195,371.35		Number of Checks Processed:		25
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled Checks		0.00		Number of Checks Processed:		0
		Total EFTs		0.00		Number of EFTs Processed:		0
		GRAND TOTAL		195,371.35				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089417	V04747	10-8 RETROFIT	01/11/11	361.35	MW	OH		
AP00089418	V05630	A-1 POWER SWEEPING CO INC	01/11/11	600.00	MW	OH		
AP00089419	V00019	AARDVARK TACTICAL INC	01/11/11	1,448.44	MW	OH		
AP00089420	V00022	ABORTA BUG INC	01/11/11	65.00	MW	OH		
AP00089421	V04342	ACE-1 AUTO SERVICE	01/11/11	640.81	MW	OH		
AP00089422	V06989	ACRYLATEX	01/11/11	197.55	MW	OH		
AP00089423	V06428	ADVANCED	01/11/11	1,430.10	MW	OH		
AP00089424	V06611	ADVANTEC CONSULTING ENGINEERS	01/11/11	73,173.99	MW	OH		
AP00089425	V07014	ALAS, NINA	01/11/11	63.00	MW	OH		
AP00089426	V00046	ALBERTSONS GROCERY WAREHOUSE	01/11/11	155.67	MW	OH		
AP00089427	V04434	ALL CITY MANAGEMENT SVC	01/11/11	4,920.60	MW	OH		
AP00089428	V06519	AMERICAN TRAFFIC SOLUTIONS	01/11/11	16,185.00	MW	OH		
AP00089429	V07312	ANURA K. T. DESILVA	01/11/11	2,500.00	MW	OH		
AP00089430	V01376	APCO INTERNATIONAL	01/11/11	120.00	MW	OH		
AP00089431	V04158	ARROWHEAD QUEEN	01/11/11	375.00	MW	OH		
AP00089432	V01955	AZUSA PLUMBING & HEATNG SUPPL	01/11/11	48.28	MW	OH		
AP00089433	V00090	BAKER AND TAYLOR INC	01/11/11	134.83	MW	OH		
AP00089434	V07100	BANK OF THE WEST	01/11/11	9,395.07	MW	OH		
AP00089435	V05637	BANK OF THE WEST	01/11/11	4,792.24	MW	OH		
AP00089436	V00998	BERT'S MEGA MALL	01/11/11	44.42	MW	OH		
AP00089437	V02591	BEST BEST & KRIEGER LLP	01/11/11	18,785.41	MW	OH		
AP00089438	V06822	BON FAMILY CLOGGERS	01/11/11	175.00	MW	OH		
AP00089439	V00127	BRODART CO	01/11/11	110.76	MW	OH		
AP00089440	V05580	BSN SPORTS	01/11/11	555.11	MW	OH		
AP00089441	V00139	CALIBER POOL AND SPA SVC	01/11/11	1,485.71	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089442	V00134	CAT SPECIALTIES INC	01/11/11	691.43	MW	OH		
AP00089443	V00186	CENTURY OFFICE PRODUCTS	01/11/11	219.51	MW	OH		
AP00089444	V02958	CERTIFIED UNDERCAR PARTS	01/11/11	526.01	MW	OH		
AP00089445	V00190	CHARTER OAK GYMNASTICS INC	01/11/11	299.25	MW	OH		
AP00089446	V05555	CINTAS CORP #693	01/11/11	263.46	MW	OH		
AP00089447	V00962	CITRUS CAR WASH	01/11/11	267.75	MW	OH		
AP00089448	V07628	CLEVA TECHNOLOGIES	01/11/11	1,066.17	MW	OH		
AP00089449	V06072	COLLEY AUTO CARS INC.	01/11/11	213.13	MW	OH		
AP00089450	V00237	COMMUNICATIONS CENTER	01/11/11	433.20	MW	OH		
AP00089451	V06119	COMMUNITY ACTION EAP	01/11/11	350.00	MW	OH		
AP00089452	V05948	CORBIN, CLARA	01/11/11	1,467.00	MW	OH		
AP00089453	V00837	COVINA WATER & REFUSE, CITY O	01/11/11	49.36	MW	OH		Payee Name different in Check DB
AP00089454	V00839	COVINA, CITY OF	01/11/11	4,352.23	MW	OH		Payee Name different in Check DB
AP00089455	V02742	CRAIG'S CPR&FIRST AID TRAININ	01/11/11	77.00	MW	OH		
AP00089456	V07272	CROWNE PLAZA HOTEL	01/11/11	347.46	MW	OH		
AP00089457	V07626	CYCLEGIANT.COM/WINGSTUFF.COM	01/11/11	113.63	MW	OH		
AP00089458	V07412	DAVID TURCH AND ASSOCIATES	01/11/11	4,000.00	MW	OH		
AP00089459	V00283	DEMCO INC	01/11/11	24.79	MW	OH		
AP00089460	V02419	DEPT OF MOTOR VEHICLES	01/11/11	173.00	MW	OH		
AP00089461	V00175	EDISON CO	01/11/11	27,263.77	MW	OH		
AP00089462	V00307	EDS AUTO PARTS	01/11/11	22.86	MW	OH		
AP00089463	V05089	ELITE DINING SERVICES INC	01/11/11	14,338.43	MW	OH		
AP00089464	V07746	ENTHRALL INC	01/11/11	225.00	MW	OH		
AP00089465	V05112	ENVISIONWARE	01/11/11	1,633.91	MW	OH		
AP00089466	V00176	FEDEX	01/11/11	40.18	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089467	V07701	FLEET SERVICES	01/11/11	1,072.82	MW	OH		
AP00089468	V07740	FLIR SYSTEMS INC	01/11/11	339.25	MW	OH		
AP00089469	V00339	FOOTHILL PRESBYTERIAN HOSPITA	01/11/11	1,195.01	MW	OH		Payee Name different in Check DB
AP00089470	V03978	FORENSIC NURSE SPECIALISTS IN	01/11/11	690.00	MW	OH		
AP00089471	V01299	FOSTER, DAVE	01/11/11	904.40	MW	OH		
AP00089472	V07043	GLOBALSTAR LLC	01/11/11	36.64	MW	OH		
AP00089473	V00730	GOLDEN STATE WATER COMPANY	01/11/11	365.64	MW	OH		Payee Name different in Check DB
AP00089474	V00374	GRAINGER	01/11/11	705.25	MW	OH		Payee Name different in Check DB
AP00089475	V00378	GREENS LOCK AND SAFE	01/11/11	26.01	MW	OH		
AP00089476	V07273	HILTON ORANGE COUNTY	01/11/11	1,924.72	MW	OH		
AP00089477	V07294	HOLLIDAY ROCK CO INC	01/11/11	373.15	MW	OH		
AP00089478	V06795	HOLLINGER METAL EDGE INC	01/11/11	43.37	MW	OH		
AP00089479	V00006	HOME DEPOT	01/11/11	903.61	MW	OH		
AP00089480	V00417	HUNTINGTON COURT REPORTERS	01/11/11	646.33	MW	OH		Payee Name different in Check DB
AP00089481	V00233	HYDRO CONNECTIONS	01/11/11	291.03	MW	OH		Payee Name different in Check DB
AP00089482	V07408	IMPERIAL NOTARY SERVICES LLC	01/11/11	63.00	MW	OH		
AP00089483	V00420	INDEPENDENT CITIES ASSOC	01/11/11	900.00	MW	OH		
AP00089484	V05607	INGERSOLL, SCOTT	01/11/11	42.00	MW	OH		
AP00089485	V00213	INLAND EMPIRE STAGES	01/11/11	1,730.50	MW	OH		
AP00089486	V00426	INLAND WATER WORKS	01/11/11	481.81	MW	OH		
AP00089487	V04543	INTER-VALLEY POOL SUPPLY	01/11/11	147.44	MW	OH		
AP00089488	V05636	INTERNATIONAL ASSOCIATION FOR	01/11/11	100.00	MW	OH		
AP00089489	V03561	INTERSTATE BATTERY SYSTEM	01/11/11	399.94	MW	OH		
AP00089490	V01291	IPMA-HR	01/11/11	145.00	MW	OH		Payee Name different in Check DB
AP00089491	V00777	J.G. TUCKER AND SON	01/11/11	268.50	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089492	V06049	JAIME, SANDRA	01/11/11	140.00	MW		OH	
AP00089493	V00445	JEECO MFG & SUPPLY	01/11/11	63.75	MW		OH	Payee Name different in Check DB
AP00089494	V00448	JOHNNY'S POOL SERVICE	01/11/11	7.67	MW		OH	Payee Name different in Check DB
AP00089495	V07745	JRS HOUSE OF COLOR	01/11/11	118.86	MW		OH	
AP00089496	V00458	KEYSTONE UNIFORM DEPOT	01/11/11	613.64	MW		OH	Payee Name different in Check DB
AP00089497	V00182	KMART STORE 4281	01/11/11	32.91	MW		OH	
AP00089498	V04675	LA VERNE, CITY OF	01/11/11	38.00	MW		OH	
AP00089499	V07231	LA WORKS	01/11/11	6,791.00	MW		OH	
AP00089500	V02760	LA WORKS	01/11/11	4,953.44	MW		OH	
AP00089501	V05585	LAM, LY CHOU	01/11/11	320.60	MW		OH	
AP00089502	V07017	LARSEN, MICHAEL	01/11/11	63.00	MW		OH	
AP00089503	V00492	LAWSON PRODUCTS INC	01/11/11	636.84	MW		OH	
AP00089504	V00501	LIEBERT CASSIDY WHITMORE	01/11/11	504.00	MW		OH	Payee Name different in Check DB
AP00089505	V00503	LIGHTHOUSE INC, THE	01/11/11	445.96	MW		OH	Payee Name different in Check DB
AP00089506	V01476	LDS ANGELES TIMES	01/11/11	48.00	MW		OH	
AP00089507	V06820	MARTHA HEAVISIDE	01/11/11	20.90	MW		OH	
AP00089508	V00539	MCMASTER CARR SUPPLY CO	01/11/11	137.09	MW		OH	
AP00089509	V07748	MIKE MCCRARY AND ASSOCIATES	01/11/11	324.00	MW		OH	
AP00089510	V01240	MISSION LINEN SUPPLY	01/11/11	489.35	MW		OH	
AP00089511	V06123	MOTOROLA	01/11/11	1,083.80	MW		OH	
AP00089512	V02208	NATL RECREATION AND PARK	01/11/11	290.00	MW		OH	
AP00089513	V06687	NEWPORT FARMS INC	01/11/11	357.76	MW		OH	
AP00089514	V07163	NOTTI, PAMELA SUE	01/11/11	12.25	MW		OH	
AP00089515	V01136	OFFICE DEPOT	01/11/11	175.11	MW		OH	
AP00089516	V03042	PALMINTERI, FRANK	01/11/11	650.00	MW		OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089517	V07018	PARADA, MIGUEL	01/11/11	409.50	MW	OH		
AP00089518	V07747	PARIS IN A CUP INC	01/11/11	665.44	MW	OH		
AP00089519	V05301	PEST OPTIONS INC	01/11/11	265.00	MW	OH		
AP00089520	V05687	PROFORCE LAW ENFORCEMENT	01/11/11	1,975.77	MW	OH		
AP00089521	V06114	REPUBLIC MASTER CHEFS	01/11/11	245.38	MW	OH		
AP00089522	V00676	REYNOLDS BUICK INC	01/11/11	120.54	MW	OH		Payee Name different in Check DB
AP00089523	V07728	RIGHT OF WAY INC	01/11/11	3,100.00	MW	OH		
AP00089524	V02801	S & S PORTABLE SERVICES	01/11/11	1,053.60	MW	OH		Payee Name different in Check DB
AP00089525	V07031	SAFEGUARD	01/11/11	1,307.60	MW	OH		
AP00089526	V04895	SAN GABRIEL VALLEY TRIBUNE	01/11/11	1,510.00	MW	OH		
AP00089527	V00880	SERESINGHE, AJITH	01/11/11	1,100.00	MW	OH		Payee Name different in Check DB
AP00089528	V00727	SMART AND FINAL IRIS CORP	01/11/11	441.59	MW	OH		
AP00089529	V00737	SPARKLETTS	01/11/11	27.55	MW	OH		
AP00089530	V00007	STAPLES INC	01/11/11	10.74	MW	OH		
AP00089531	V06661	STEVENSON, ROY	01/11/11	274.40	MW	OH		
AP00089532	V00760	TAVANNA	01/11/11	63.47	MW	OH		
AP00089533	V04501	THOMAS, TERRI	01/11/11	372.40	MW	OH		
AP00089534	V00346	THOMSON GALE	01/11/11	35.54	MW	OH		Payee Name different in Check DB
AP00089535	V07008	TIME WARNER CABLE	01/11/11	145.70	MW	OH		
AP00089536	V00772	TRI-XECUTEX CORP	01/11/11	160.00	MW	OH		Payee Name different in Check DB
AP00089537	V00776	TRUGREEN LANDSCAPE	01/11/11	5,826.70	MW	OH		
AP00089538	V07749	TUFF SKIN	01/11/11	400.00	MW	OH		
AP00089539	V02035	TURNER, LEANNE	01/11/11	304.50	MW	OH		
AP00089540	V05462	UNITED TRAFFIC	01/11/11	6,444.96	MW	OH		
AP00089541	V05461	URBAN GRAFFITI ENTERPRISES IN	01/11/11	5,700.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00089542	V00229	US POSTMASTER	01/11/11	2,055.86	MW	OH	
AP00089543	V00158	VULCAN MATERIALS COMPANY	01/11/11	107.37	MW	OH	Payee Name different in Check DB
AP00089544	V04678	WALCZAK, MARY LOU	01/11/11	81.13	MW	OH	
AP00089545	V01119	WARREN DISTRIBUTING INC	01/11/11	114.01	MW	OH	Payee Name different in Check DB
AP00089546	V04643	WELLS FARGO FINANCIAL LEASING	01/11/11	1,392.42	MW	OH	
AP00089547	V00812	WEST COAST ARBORISTS INC	01/11/11	1,692.60	MW	OH	
AP00089548	V03620	WEST COVINA AUTO BODY	01/11/11	733.97	MW	OH	
AP00089549	V03419	WHITE, SHELBY	01/11/11	878.40	MW	OH	
AP00089550	V00821	WILLDAN	01/11/11	2,115.00	MW	OH	Payee Name different in Check DB
AP00089551	V07281	WOODS, KENNETH	01/11/11	200.00	MW	OH	
AP00089552	V07492	WRIGHT DESIGNS	01/11/11	512.53	MW	OH	

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	270,178.89	Number of Checks Processed:	136
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>GRAND TOTAL</b>	<b>270,178.89</b>		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089553	V07646	12 MILES OUT.COM	01/18/11	800.00	MW	OH		
AP00089554	V07752	2011 CAPE CONFERENCE	01/18/11	175.00	MW	OH		
AP00089555	V05630	A-1 POWER SWEEPING CO INC	01/18/11	600.00	MW	OH		
AP00089556	V00876	ADVANCED GRAPHIX INC	01/18/11	141.29	MW	OH		
AP00089557	V00040	AIRGAS-WEST	01/18/11	244.59	MW	OH		Payee Name different in Check DB
AP00089558	V07362	ALL STAR GLASS	01/18/11	236.37	MW	OH		
AP00089559	V07756	ALL-AMERICAN BOYS CHORUS	01/18/11	150.00	MW	OH		
AP00089560	V07381	ALTA PLANNING & DESIGN	01/18/11	812.39	MW	OH		
AP00089561	V02224	AMERICAN WEST COAST SECURITY	01/18/11	125.00	MW	OH		
AP00089562	V04864	AT&T MOBILITY	01/18/11	811.20	MW	OH		Payee Name different in Check DB
AP00089563	V01660	AT&T	01/18/11	357.22	MW	OH		
AP00089564	V01955	AZUSA PLUMBING & HEATNG SUPPL	01/18/11	737.23	MW	OH		
AP00089565	V00090	BAKER AND TAYLOR INC	01/18/11	1,381.23	MW	OH		
AP00089566	V07750	BARBARA RICCHIO	01/18/11	25.00	MW	OH		
AP00089567	V02591	BEST BEST & KRIEGER LLP	01/18/11	46,249.25	MW	OH		
AP00089568	V06711	BLACKBOARD CONNECT INC	01/18/11	36,024.00	MW	OH		
AP00089569	V00114	BLAKE PAPER CO	01/18/11	34.19	MW	OH		Payee Name different in Check DB
AP00089570	V05481	BRASS STARR PRODUCTIONS	01/18/11	156.25	MW	OH		
AP00089571	V01003	BUCHANAN, PATRICK	01/18/11	500.00	MW	OH		Payee Name different in Check DB
AP00089572	V06683	BUILDING ELECTRONIC CONTROLS	01/18/11	75.00	MW	OH		
AP00089573	V06872	CALIF BUILDING STANDARDS COMM	01/18/11	240.30	MW	OH		
AP00089574	V00153	CALIF, STATE OF	01/18/11	376.94	MW	OH		
AP00089575	V01269	CALIF, STATE OF	01/18/11	356.00	MW	OH		Payee Name different in Check DB
AP00089576	V06471	CaIPACS	01/18/11	275.00	MW	OH		
AP00089577	V00160	CAMBRIDGE INTEGRATED SVCS	01/18/11	9,500.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089578	V01595	CANON BUS SOLUTIONS INC	01/18/11	305.61	MW	OH		Payee Name different in Check DB
AP00089579	V01558	CCH	01/18/11	105.93	MW	OH		
AP00089580	V00186	CENTURY OFFICE PRODUCTS	01/18/11	20.96	MW	OH		
AP00089581	V04253	CHARLES E THOMAS COMPANY	01/18/11	239.29	MW	OH		
AP00089582	V04824	CHARTER OAK HARDWARE	01/18/11	133.08	MW	OH		
AP00089583	V00193	CHEVRON PRODUCTS COMPANY	01/18/11	1,072.36	MW	OH		
AP00089584	V03592	CITRUS AUTO UPHOLSTERY	01/18/11	152.07	MW	OH		
AP00089585	V04454	CITRUS VALLEY FLORIST	01/18/11	119.75	MW	OH		
AP00089586	V00237	COMMUNICATIONS CENTER	01/18/11	337.50	MW	OH		
AP00089587	V00393	CORRPRO WATERWORKS	01/18/11	1,335.00	MW	OH		
AP00089588	V00256	COVINA DISPOSAL CO	01/18/11	9,553.93	MW	OH		
AP00089589	V00256	COVINA DISPOSAL CO	01/18/11	3,897.92	MW	OH		
AP00089590	V00256	COVINA DISPOSAL CO	01/18/11	236,590.78	MW	OH		
AP00089591	V00234	COVINA IRRIGATING CO	01/18/11	147,110.75	MW	OH		
AP00089592	V00837	COVINA WATER & REFUSE, CITY O	01/18/11	263.86	MW	OH		Payee Name different in Check DB
AP00089593	V00838	COVINA, CITY OF	01/18/11	144.37	MW	OH		Payee Name different in Check DB
AP00089594	V01587	CRRA	01/18/11	200.00	MW	OH		Payee Name different in Check DB
AP00089595	V04726	DAVIS, RYAN	01/18/11	80.00	MW	OH		
AP00089596	V02671	DISNEYLAND HOTEL	01/18/11	856.75	MW	OH		
AP00089597	V07751	DONALD BROWN	01/18/11	101.29	MW	OH		
AP00089598	V06224	ECONOMIC DEVELOPMENT COUNCIL	01/18/11	2,125.00	MW	OH		
AP00089599	V00175	EDISON CO	01/18/11	42,262.31	MW	OH		
AP00089600	V02161	EXIGEN USA INC	01/18/11	7,257.87	MW	OH		Payee Name different in Check DB
AP00089601	V00176	FEDEX	01/18/11	5.62	MW	OH		
AP00089602	V02704	FESS PARKER'S DOUBLETREE RESR	01/18/11	779.49	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089603	V06433	GALE CENGAGE LEARNING	01/18/11	184.87	MW	OH		
AP00089604	V00350	GAS COMPANY, THE	01/18/11	1,623.10	MW	OH		Payee Name different in Check DB
AP00089605	V02471	GOLDEN STATE OVERNIGHT	01/18/11	60.55	MW	OH		
AP00089606	V00375	GRAND PRINTING	01/18/11	2,082.26	MW	OH		
AP00089607	V00378	GREENS LOCK AND SAFE	01/18/11	10.98	MW	OH		
AP00089608	V03087	GRISWOLD INDUSTRIES	01/18/11	9,934.72	MW	OH		
AP00089609	V03659	HAEBE, CYNTHIA	01/18/11	935.00	MW	OH		
AP00089610	V00402	HDL SOFTWARE LLC	01/18/11	6,500.00	MW	OH		Payee Name different in Check DB
AP00089611	V07294	HOLLIDAY ROCK CO INC	01/18/11	288.65	MW	OH		
AP00089612	V00006	HOME DEPOT	01/18/11	169.83	MW	OH		
AP00089613	V00418	ICC INTERNATIONAL CODE COUNCI	01/18/11	138.61	MW	OH		Payee Name different in Check DB
AP00089614	V07758	IL PANINO INC	01/18/11	175.60	MW	OH		
AP00089615	V00420	INDEPENDENT CITIES ASSOC	01/18/11	450.00	MW	OH		
AP00089616	V00425	INGRAM DIST GROUP	01/18/11	452.98	MW	OH		
AP00089617	V00213	INLAND EMPIRE STAGES	01/18/11	2,040.00	MW	OH		
AP00089618	V06816	INTER-CON SECURITY SYSTEMS IN	01/18/11	5,078.29	MW	OH		
AP00089619	V00777	J.G. TUCKER AND SON	01/18/11	613.83	MW	OH		Payee Name different in Check DB
AP00089620	V03518	JAIME, LUIS	01/18/11	20.00	MW	OH		
AP00089621	V05490	JS CONSULTANTS	01/18/11	38,751.25	MW	OH		
AP00089622	V07083	KANDID GRAPHICS	01/18/11	1,056.90	MW	OH		
AP00089623	V00451	KELLY PAPER CO	01/18/11	137.56	MW	OH		
AP00089624	V00463	KING BOLT CO	01/18/11	7.63	MW	OH		
AP00089625	V03576	LA CNTY DEPT OF PUBLIC WORKS	01/18/11	1,824.01	MW	OH		
AP00089626	V00478	LA CNTY FIRE DEPARTMENT	01/18/11	620,046.20	MW	OH		Payee Name different in Check DB
AP00089627	V00479	LA CNTY MTA	01/18/11	491.80	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089628	V01333	LAKIN TIRE WEST INC.	01/18/11	172.15	MW		OH	
AP00089629	V07753	LATREILLE, VERA	01/18/11	243.59	MW		OH	
AP00089630	V00493	LEAGUE OF CALIF CITIES	01/18/11	14,278.00	MW		OH	
AP00089631	V03544	LEVEL 3 COMMUNICATIONS LLC	01/18/11	2,139.53	MW		OH	Payee Name different in Check DB
AP00089632	V00496	LEWIS ENGRAVING INC	01/18/11	28.48	MW		OH	
AP00089633	V00502	LIFE ASSIST INC	01/18/11	138.29	MW		OH	
AP00089634	V00214	LIGHTNING OIL COMPANY INC	01/18/11	3,152.00	MW		OH	Payee Name different in Check DB
AP00089635	V07755	MARK BUTACA	01/18/11	3.00	MW		OH	
AP00089636	V06820	MARTHA HEAVISIDE	01/18/11	704.00	MW		OH	
AP00089637	V00708	MCNEILL SOUND & SECURITY SYS	01/18/11	270.00	MW		OH	Payee Name different in Check DB
AP00089638	V04229	MERRIMAC ENERGY GROUP	01/18/11	24,971.66	MW		OH	
AP00089639	V02581	MICRO FOCUS INC	01/18/11	3,156.87	MW		OH	
AP00089640	V01240	MISSION LINEN SUPPLY	01/18/11	129.38	MW		OH	
AP00089641	V07131	MUNICIPAL BUDGET AND	01/18/11	419.10	MW		OH	
AP00089642	V00573	NAPA AUTO PARTS	01/18/11	169.55	MW		OH	
AP00089643	V06687	NEWPORT FARMS INC	01/18/11	394.02	MW		OH	
AP00089644	V00589	NOLO PRESS	01/18/11	84.37	MW		OH	
AP00089645	V00894	OCLA-INDEPENDENT	01/18/11	2,002.39	MW		OH	Payee Name different in Check DB
AP00089646	V01136	OFFICE DEPOT	01/18/11	153.29	MW		OH	
AP00089647	V00797	OFFICE DEPOT	01/18/11	185.93	MW		OH	Payee Name different in Check DB
AP00089648	V04971	PARS	01/18/11	841.41	MW		OH	
AP00089649	V00635	POMONA VALLEY REPROGRAPHICS	01/18/11	76.83	MW		OH	
AP00089650	V05392	PYRO-COMM SYSTEMS INC	01/18/11	135.00	MW		OH	
AP00089651	V03047	R.R. BOWKER	01/18/11	2,854.95	MW		OH	
AP00089652	V03295	RANDALL, KYLE	01/18/11	165.50	MW		OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089653	V07501	RC KEMP CONSULTING LLC	01/18/11	1,080.00	MW		OH	
AP00089654	V07106	REGIONAL TAP SERVICE CENTER	01/18/11	719.74	MW		OH	
AP00089655	V05907	RF CONSULTING	01/18/11	385.94	MW		OH	
AP00089656	V07757	SALAS, FRANK	01/18/11	175.00	MW		OH	
AP00089657	V07760	SALAS, MICHAEL	01/18/11	1,050.00	MW		OH	
AP00089658	V07754	SAN DIEGO MARRIOTT	01/18/11	496.00	MW		OH	
AP00089659	V00698	SAN GAB VALLEY WATER ASSOC	01/18/11	25.00	MW		OH	
AP00089660	V02961	SCRRA	01/18/11	500.00	MW		OH	
AP00089661	V05429	SECOM INTERNATIONAL INC	01/18/11	87.75	MW		OH	
AP00089662	V04066	SECURITAS SECURITY SERVICES	01/18/11	6,657.80	MW		OH	
AP00089663	V06095	SGV EXAMINER	01/18/11	1,196.84	MW		OH	
AP00089664	V00851	SIEMENS BUILDING TECHNOLOGIES	01/18/11	1,895.00	MW		OH	Payee Name different in Check DB
AP00089665	V00727	SMART AND FINAL IRIS CORP	01/18/11	15.28	MW		OH	
AP00089666	V06163	SOUTHLAND TRANSIT	01/18/11	40,507.01	MW		OH	
AP00089667	V06071	STAPLES BUSINESS ADVANTAGE	01/18/11	75.37	MW		OH	
AP00089668	V00007	STAPLES INC	01/18/11	789.15	MW		OH	
AP00089669	V06661	STEVENSON, ROY	01/18/11	156.80	MW		OH	
AP00089670	V00110	SUNGARD BI-TECH INC	01/18/11	854.40	MW		OH	Payee Name different in Check DB
AP00089671	V00754	SUPERB GRAPHICS INC	01/18/11	439.00	MW		OH	
AP00089672	V00872	THEMATIC ATTIC	01/18/11	27.57	MW		OH	
AP00089673	V00346	THOMSON GALE	01/18/11	176.08	MW		OH	Payee Name different in Check DB
AP00089674	V05229	THYSSENKRUPP ELEVATOR	01/18/11	920.68	MW		OH	
AP00089675	V05776	TOSHIBA BUSINESS SOLUTIONS	01/18/11	58.42	MW		OH	
AP00089676	V00229	US POSTMASTER	01/18/11	1,311.96	MW		OH	
AP00089677	V07403	VERIZON CALIFORNIA	01/18/11	2,575.15	MW		OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00089678	V02304	VICTORY EXTERMINATING INC	01/18/11	50.00	MW	OH	
AP00089679	V04678	WALCZAK, MARY LOU	01/18/11	24.42	MW	OH	
AP00089680	V06602	WELLDYNERX	01/18/11	17.66	MW	OH	
AP00089681	V00232	WESTERN WATER WORKS SUPPLY	01/18/11	2,770.53	MW	OH	
AP00089682	V00829	XEROX CORPORATION	01/18/11	165.41	MW	OH	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	1370,582.81	Number of Checks Processed:	130
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>G R A N D T O T A L</b>	<b>1370,582.81</b>		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089683	V06191	AFLAC ACCT# YQ792	01/19/11	3,544.84	MW	OH		Payee Name different in Check DB
AP00089684	V01695	AFSCME	01/19/11	740.00	MW	OH		
AP00089685	V01681	CALIFORNIA PUBLIC EMPLOYEES'	01/19/11	59,445.60	MW	OH		Payee Name different in Check DB
AP00089686	V07287	CITY OF COVINA-FSA	01/19/11	1,222.00	MW	OH		
AP00089687	V07727	CONSECO INSURANCE COMPANY	01/19/11	285.87	MW	OH		
AP00089688	V01686	COVINA POLICE ASSOCIATION	01/19/11	1,890.00	MW	OH		
AP00089689	V02095	COVINA POLICE ASSOCIATION	01/19/11	980.00	MW	OH		
AP00089690	V01697	COVINA, CITY OF	01/19/11	6,193.20	MW	OH		
AP00089691	V02879	COVINA, CITY OF	01/19/11	39.80	MW	OH		
AP00089692	V05506	COVINA, CITY OF	01/19/11	23,231.01	MW	OH		
AP00089693	V06385	CSAC-EIA	01/19/11	4,312.97	MW	OH		
AP00089694	V06386	CSAC-EIA	01/19/11	1,394.76	MW	OH		
AP00089695	V05186	DELTA DENTAL OF CALIFORNIA	01/19/11	6,133.95	MW	OH		
AP00089696	V07259	FLEX ONE	01/19/11	20.00	MW	OH		Payee Name different in Check DB
AP00089697	V01692	GREAT WEST LIFE & ANNUITY	01/19/11	4,642.50	MW	OH		
AP00089698	V01694	HARTFORD LIFE INS	01/19/11	9.67	MW	OH		Payee Name different in Check DB
AP00089699	V01691	ICMA RETIREMENT TRUST-457	01/19/11	5,752.98	MW	OH		
AP00089700	V07302	ICMA RETIREMENT TRUST-401	01/19/11	680.44	MW	OH		
AP00089701	V01690	NATIONAL DEFERRED COMPENSATIO	01/19/11	3,267.50	MW	OH		Payee Name different in Check DB
AP00089702	V01693	PERS LONG TERM CARE PROGRAM	01/19/11	318.36	MW	OH		
AP00089703	V01687	PERS	01/19/11	77,712.18	MW	OH		
AP00089704	V04828	UNION BANK OF CALIFORNIA	01/19/11	1,814.90	MW	OH		
AP00089705	V01696	UNITED WAY OF GREATER LA	01/19/11	25.41	MW	OH		Payee Name different in Check DB
AP00089706	V06785	VISION SERVICE PLAN (CA)	01/19/11	516.68	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
=====								
GRAND TOTALS:								
		Total Void Machine Written		0.00			Number of Checks Processed:	0
		Total Void Hand Written		0.00			Number of Checks Processed:	0
		Total Machine Written		204,174.62			Number of Checks Processed:	24
		Total Hand Written		0.00			Number of Checks Processed:	0
		Total Reversals		0.00			Number of Checks Processed:	0
		Total Cancelled Checks		0.00			Number of Checks Processed:	0
		Total EFTs		0.00			Number of EFTs Processed:	0
		GRAND TOTAL		204,174.62				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089707	V04747	10-8 RETROFIT	01/25/11	65.00	MW			
AP00089708	V00019	AARDVARK TACTICAL INC	01/25/11	717.89	MW			
AP00089709	V04342	ACE-1 AUTO SERVICE	01/25/11	636.92	MW			
AP00089710	V02224	AMERICAN WEST COAST SECURITY	01/25/11	180.00	MW			
AP00089711	V07449	ANTHEM BLUE CROSS	01/25/11	521.94	MW			
AP00089712	V07312	ANURA K. T. DESILVA	01/25/11	2,500.00	MW			
AP00089713	V01660	AT&T	01/25/11	1,117.19	MW			
AP00089714	V00089	B & K ELECTRIC WHOLESALE	01/25/11	274.68	MW			Payee Name different in Check DB
AP00089715	V07100	BANK OF THE WEST	01/25/11	9,395.07	MW			
AP00089716	V05589	BELL BUILDING MAINTENANCE CO	01/25/11	3,205.00	MW			
AP00089717	V07218	BLUE SHIELD OF CALIFORNIA	01/25/11	506.87	MW			
AP00089718	V04061	BROWN MOTOR WORKS INC	01/25/11	40.00	MW			
AP00089719	V00150	CALIF, STATE OF	01/25/11	593.74	MW			
AP00089720	V00151	CALIF, STATE OF	01/25/11	96.00	MW			
AP00089721	V05555	CINTAS CORP #693	01/25/11	264.46	MW			
AP00089722	V00240	COMPUTER SERVICE COMPANY	01/25/11	4,874.16	MW			
AP00089723	V00248	COUNSELING TEAM, THE	01/25/11	480.00	MW			Payee Name different in Check DB
AP00089724	CRA	COVINA REDEVELOPMENT AGENCY	01/25/11	8,181.96	MW			
AP00089725	CRA	COVINA REDEVELOPMENT AGENCY	01/25/11	1,491.28	MW			
AP00089726	CRA	COVINA REDEVELOPMENT AGENCY	01/25/11	451.64	MW			
AP00089727	V00837	COVINA WATER & REFUSE, CITY O	01/25/11	350.48	MW			Payee Name different in Check DB
AP00089728	V05128	COVINA WELDING & SHEET METAL	01/25/11	49.39	MW			
AP00089729	V00838	COVINA, CITY OF	01/25/11	44.37	MW			Payee Name different in Check DB
AP00089730	V04027	CRAFCO INC	01/25/11	1,728.56	MW			Payee Name different in Check DB
AP00089731	V06385	CSAC-EIA	01/25/11	9.04	MW			

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089732	V05186	DELTA DENTAL OF CALIFORNIA	01/25/11	951.00	MW	OH		
AP00089733	V00175	EDISON CO	01/25/11	1,416.64	MW	OH		
AP00089734	V00870	ESRI	01/25/11	1,168.25	MW	OH		
AP00089735	V00176	FEDEX	01/25/11	8.07	MW	OH		
AP00089736	V05707	FRAZEE PAINT & WALLCOVERING	01/25/11	323.48	MW	OH		
AP00089737	V00350	GAS COMPANY, THE	01/25/11	809.96	MW	OH		Payee Name different in Check DB
AP00089738	V00730	GOLDEN STATE WATER COMPANY	01/25/11	54.05	MW	OH		Payee Name different in Check DB
AP00089739	V03687	GOPHER	01/25/11	213.72	MW	OH		
AP00089740	V00374	GRAINGER	01/25/11	1,533.93	MW	OH		Payee Name different in Check DB
AP00089741	V00212	HAAKER EQUIPMENT CO	01/25/11	118.53	MW	OH		
AP00089742	V00006	HOME DEPOT	01/25/11	142.26	MW	OH		
AP00089743	V00417	HUNTINGTON COURT REPORTERS	01/25/11	740.24	MW	OH		Payee Name different in Check DB
AP00089744	V00233	HYORO CONNECTIONS	01/25/11	5.66	MW	OH		Payee Name different in Check DB
AP00089745	V00424	INGLEWOOD, CITY OF	01/25/11	2,326.92	MW	OH		Payee Name different in Check DB
AP00089746	V00777	J.G. TUCKER AND SON	01/25/11	87.25	MW	OH		Payee Name different in Check DB
AP00089747	V00445	JEECO MFG & SUPPLY	01/25/11	33.09	MW	OH		Payee Name different in Check DB
AP00089748	V00458	KEYSTONE UNIFORM DEPOT	01/25/11	70.13	MW	OH		Payee Name different in Check DB
AP00089749	V00463	KING BOLT CO	01/25/11	15.22	MW	OH		
AP00089750	V00475	LA CNTY DEPT OF ANIMAL CARE	01/25/11	12,820.41	MW	OH		Payee Name different in Check DB
AP00089751	V05260	LA CTY FIRE DEPT	01/25/11	1,458.00	MW	OH		
AP00089752	V07231	LA WORKS	01/25/11	6,164.00	MW	OH		
AP00089753	V00496	LEWIS ENGRAVING INC	01/25/11	31.17	MW	OH		
AP00089754	V03481	LOWE'S COMPANIES INC	01/25/11	64.34	MW	OH		Payee Name different in Check DB
AP00089755	V06533	MACIAS GINI & O'CONNELL LLP	01/25/11	4,980.00	MW	OH		
AP00089756	V07167	MEREDITH DIGITAL	01/25/11	2,707.54	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089757	V00594	MICHAEL J O'DAY AND ASSOC	01/25/11	300.00	MW	OH		Payee Name different in Check DB
AP00089758	V07748	MIKE MCCRARY AND ASSOCIATES	01/25/11	324.00	MW	OH		
AP00089759	V00551	MILLERS & ISHAMS FIRE	01/25/11	153.46	MW	OH		Payee Name different in Check DB
AP00089760	V01240	MISSION LINEN SUPPLY	01/25/11	323.20	MW	OH		
AP00089761	V07131	MUNICIPAL BUDGET AND	01/25/11	317.95	MW	OH		
AP00089762	V06687	NEWPORT FARMS INC	01/25/11	498.61	MW	OH		
AP00089763	V04312	OSTARCEVIC, IVAN	01/25/11	102.10	MW	OH		
AP00089764	V07759	PACIFIC STAMP & SIGN	01/25/11	118.83	MW	OH		
AP00089765	V07146	PARRISH, DARYL	01/25/11	493.56	MW	OH		
AP00089766	V05301	PEST OPTIONS INC	01/25/11	265.00	MW	OH		
AP00089767	V06690	PHONE SUPPLEMENTS INC	01/25/11	1,491.47	MW	OH		
AP00089768	V04276	POLLARD SWAIN INC	01/25/11	2,053.61	MW	OH		
AP00089769	V00640	POWER PROS ELECTRIC CO	01/25/11	29,127.50	MW	OH		
AP00089770	V00909	PRIORITY MAILING SYSTEMS	01/25/11	282.58	MW	OH		
AP00089771	V07288	QUALITY IMAGING SUPPLIES INC.	01/25/11	971.29	MW	OH		
AP00089772	V06114	REPUBLIC MASTER CHEFS	01/25/11	328.92	MW	OH		
AP00089773	V00679	RIO HONDO COLLEGE	01/25/11	33.00	MW	OH		Payee Name different in Check DB
AP00089774	V05102	SANTA ANITA FAMILY SERVICE	01/25/11	300.00	MW	OH		
AP00089775	V06095	SGV EXAMINER	01/25/11	50.66	MW	OH		
AP00089776	V03713	SIMPLEX GRINNELL LP	01/25/11	460.80	MW	OH		Payee Name different in Check DB
AP00089777	V00727	SMART AND FINAL IRIS CORP	01/25/11	110.17	MW	OH		
AP00089778	V00007	STAPLES INC	01/25/11	964.41	MW	OH		
AP00089779	V00772	TRI-XECUTEX CORP	01/25/11	581.01	MW	OH		Payee Name different in Check DB
AP00089780	V00783	ULTRA-CHEM INC	01/25/11	851.86	MW	OH		Payee Name different in Check DB
AP00089781	V05462	UNITED TRAFFIC	01/25/11	1,257.19	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089782	V05461	URBAN GRAFFITI ENTERPRISES IN	01/25/11	5,700.00	MW	OH		
AP00089783	V00229	US POSTMASTER	01/25/11	2,089.59	MW	OH		
AP00089784	V04113	USA MOBILITY WIRELESS INC	01/25/11	44.04	MW	OH		Payee Name different in Check DB
AP00089785	V03305	V & V MANUFACTURING	01/25/11	28.48	MW	OH		
AP00089786	V07403	VERIZON CALIFORNIA	01/25/11	886.39	MW	OH		
AP00089787	V06297	VERIZON WIRELESS	01/25/11	4,657.97	MW	OH		
AP00089788	V06785	VISION SERVICE PLAN (CA)	01/25/11	46.48	MW	OH		
AP00089789	V00812	WEST COAST ARBORISTS INC	01/25/11	14,895.20	MW	OH		
AP00089790	V00815	WEST LITE SUPPLY CO INC	01/25/11	118.15	MW	OH		
AP00089791	V04581	WEST PAYMENT CENTER	01/25/11	3,391.79	MW	OH		Payee Name different in Check DB
AP00089792	V06911	XO COMMUNICATIONS SERVICES IN	01/25/11	5,161.23	MW	OH		
AP00089793	V00432	YWCA INTERVALE SENIOR SERVICE	01/25/11	986.15	MW	OH		Payee Name different in Check DB

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	155,786.15	Number of Checks Processed:	87
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>G R A N D T O T A L</b>	<b>155,786.15</b>		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089794	X0005	AGGERS, MICHAEL PAUL	01/26/11	1,416.00	MW	OH		
AP00089795	X3154	ALVAREZ, DANIEL	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089796	V01347	ANDERSON, ALLEN	01/26/11	1,567.44	MW	OH		
AP00089797	X0016	ANDERSON, PATRICIA GRACE	01/26/11	1,416.00	MW	OH		
AP00089798	X2432	BARKER, BEN	01/26/11	2,942.64	MW	OH		Payee Name different in Check DB
AP00089799	X3338	BEAVER, PAUL B	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089800	X2434	BELL, DONALD R	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089801	X2119	BENNINGTON, WILLIAM	01/26/11	102.00	MW	OH		Payee Name different in Check DB
AP00089802	X2435	BERGENER, WALTER	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089803	X2594	BLADES, STEVEN	01/26/11	1,416.00	MW	OH		Payee Name different in Check DB
AP00089804	X2603	BONNELL, EVELYN	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089805	X2436	BOWMAN, CLAUDE	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089806	X3743	BRINEGAR, ROBERT	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089807	X05247	BRITZ, IRENE	01/26/11	234.60	MW	OH		
AP00089808	X05260	BROWN, ELAINE	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089809	X2524	BROWN, JULIE C	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089810	X5246	BROWNE, ROBERT	01/26/11	1,567.44	MW	OH		
AP00089811	X3779	BROWNING, BETTY	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089812	X2437	BRUBAKER, JERRY	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089813	X3552	CAGLE, MARY	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089814	X0013	CAREW, CAROL ANN	01/26/11	102.00	MW	OH		
AP00089815	X05257	CATANIA, MARY ELLEN	01/26/11	234.60	MW	OH		
AP00089816	X2438	CELLIAN, MARY	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089817	X05253	CLARK, HUBERT	01/26/11	1,416.00	MW	OH		
AP00089818	V03712	CLARK, RONNIE	01/26/11	1,416.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089819	X2440	CLEMENS, ROBERT	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089820	X2050	CLEMENT, LARRY	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089821	X1556	COAKLEY, RAYMOND J	01/26/11	234.60	MW	OK		Payee Name different in Check DB
AP00089822	X5250	CORDER, MARK C	01/26/11	1,650.00	MW	OH		
AP00089823	X3364	DEWKIRST, DEL	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089824	X3156	DOWDY, WAYNE	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089825	X5249	DUKE, WILMA	01/26/11	102.00	MW	OH		
AP00089826	X3759	ESCALANTE, RICHARD J.	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089827	X2442	ESTRADA, EDWARD	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089828	X2443	FILES, DALE	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089829	X2529	FISHER, MARGARET	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089830	X2444	FORNES JR, JAMES C	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089831	X05256	FOURZAN, SERGIO	01/26/11	234.60	MW	OH		
AP00089832	V01642	FRANKLIN-VALDEZ, VALERIE	01/26/11	1,416.00	MW	OH		Payee Name different in Check DB
AP00089833	X1100	FRIZE, PAT	01/26/11	234.60	MW	OK		Payee Name different in Check DB
AP00089834	X0006	GALLIVAN, KAREN SU ANN	01/26/11	1,416.00	MW	OK		
AP00089835	V04874	GALLON, JOHN DARREL	01/26/11	1,416.00	MW	OK		
AP00089836	X1320	GATTONE, DONALD	01/26/11	234.60	MW	OK		Payee Name different in Check DB
AP00089837	X2445	GAULDIN, HAROLD A	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089838	X0002	GILMAN, ROBERT ERIC	01/26/11	1,416.00	MW	OH		
AP00089839	X0014	GOETZ, MARCIA DALE	01/26/11	1,416.00	MW	OH		
AP00089840	X05252	GOODMAN, GLEN	01/26/11	93.60	MW	OH		
AP00089841	X2079	GOODWIN, PAUL	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089842	X1235	GRAMMATIKAS, DOLORES	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089843	X2446	GRAVES, KENNETH A	01/26/11	234.60	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089844	X2447	GREENER, CHARLES	01/26/11	102.00	MW	OH		Payee Name different in Check DB
AP00089845	X5245	GROSS, RUTH	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089846	X05261	HALSTED, MARILYN	01/26/11	1,416.00	MW	OH		Payee Name different in Check DB
AP00089847	X05258	HANSON, ALLISON	01/26/11	1,416.00	MW	OH		Payee Name different in Check DB
AP00089848	X3493	HARD, DAVID	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089849	X05254	HARRIS, KENNETH	01/26/11	1,416.00	MW	OH		
AP00089850	X2530	HARRISON, JAMES	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089851	X05259	HARVEY, ANDREW J	01/26/11	1,650.00	MW	OH		
AP00089852	X2548	HASEMEYER, CLYDE	01/26/11	102.00	MW	OH		Payee Name different in Check DB
AP00089853	X2449	HOSTETLER, DARREL	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089854	X3892	HOWELL, CLAUDE	01/26/11	331.50	MW	OH		Payee Name different in Check DB
AP00089855	X05255	IVY, RICHARD	01/26/11	1,416.00	MW	OH		
AP00089856	X05108	JACOBS, DANIEL	01/26/11	1,416.00	MW	OH		
AP00089857	X2450	JANES, NORMAN G	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089858	X1256	JENNINGS, ERMONT	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089859	X3804	JOHNSON, CARL	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089860	V06647	JOHNSON, PAUL DAVID	01/26/11	1,416.00	MW	OH		
AP00089861	X2527	JONES, RITA	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089862	X4264	JORDAN, RICHARD	01/26/11	102.00	MW	OH		Payee Name different in Check DB
AP00089863	X2452	KAVANAGH, JOHN	01/26/11	4,591.08	MW	OH		Payee Name different in Check DB
AP00089864	X05517	KEEN, WILLIAM	01/26/11	93.60	MW	OH		
AP00089865	X0008	KEMP, ROBERTA EVE	01/26/11	1,416.00	MW	OH		
AP00089866	V01348	KEOHEN, WILLIAM P.	01/26/11	1,416.00	MW	OH		
AP00089867	X2453	KESSLER, CHARLES W	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089868	X3780	KIMBALL, MARILYN	01/26/11	234.60	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089869	X2243	KLINGELBERG, KENTON	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089870	X1592	KREBS, ROBERT LEE	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089871	X2454	LAMUNYON, STEVEN	01/26/11	2,368.14	MW	OH		Payee Name different in Check DB
AP00089872	X1737	LANGHAM, MARJORIE A	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089873	X2341	LENTZ, JOHN	01/26/11	102.00	MW	OH		Payee Name different in Check DB
AP00089874	X0007	LEO, RACHEL LOUISE	01/26/11	1,650.00	MW	OH		
AP00089875	X2455	LETOURNEAU, RAYMOND H	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089876	X3340	LOWRY, MICHAEL H	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089877	X2600	MAGAN, PAUL	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089878	X5252	MANGIAPANE, JAMES	01/26/11	1,416.00	MW	OH		
AP00089879	X2028	MANNERS, NANCY	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089880	X05519	MARQUEZ, MICHAEL	01/26/11	102.00	MW	OH		
AP00089881	V02037	MC GUIRE, ANNE	01/26/11	102.00	MW	OH		
AP00089882	V01349	MC KEE, RONALD T.	01/26/11	1,567.44	MW	OH		
AP00089883	X1754	MCAFFEE, GENE	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089884	X0004	MESSINEO, JACQUELINE	01/26/11	1,416.00	MW	OH		
AP00089885	V01639	MILES, DAVID L.	01/26/11	1,567.44	MW	OH		Payee Name different in Check DB
AP00089886	X1680	MITCHELL, C JOANNE	01/26/11	102.00	MW	OH		Payee Name different in Check DB
AP00089887	X3327	MITCHELL, HAROLD	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089888	X1909	MURPHY, JAMES	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089889	X2598	MURRAY, DENNIS	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089890	X2456	NEILSON, RALEIGH	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089891	X2597	NELSON, WILLIAM	01/26/11	141.60	MW	OH		Payee Name different in Check DB
AP00089892	X3390	OBLONSKY, JERRY	01/26/11	102.00	MW	OH		Payee Name different in Check DB
AP00089893	X1972	OLIVE, ROBERT J	01/26/11	234.60	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089894	X2458	OLSON, ZAN	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089895	X5247	OSBORN, MICHAEL	01/26/11	1,416.00	MW	OH		
AP00089896	X2459	PARRIS, ERNEST	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089897	X0003	PHILIPS, PAUL JULE	01/26/11	2,250.00	MW	OH		
AP00089898	X0011	PIERSON, SCOTT BRETT	01/26/11	1,650.00	MW	OH		
AP00089899	X0010	POSSNER, ROGER DUDLEY	01/26/11	102.00	MW	OH		
AP00089900	X05248	PURCELL, CHRISTOPHER SCOTT	01/26/11	1,416.00	MW	OH		
AP00089901	X2461	RANKIN, DONALD	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089902	X05520	REDDEN, CHARLES	01/26/11	1,416.00	MW	OH		
AP00089903	X2462	REIGEL, WILLIAM	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089904	X0012	REVIS, CATHY	01/26/11	1,416.00	MW	OH		
AP00089905	X05251	RODRIGUEZ, PHILIP	01/26/11	234.60	MW	OH		
AP00089906	V01224	ROSALES, CHARLES	01/26/11	1,416.00	MW	OH		
AP00089907	X0009	RUMPLER, JOANNE	01/26/11	1,416.00	MW	OH		
AP00089908	V01643	SANTOS, ROGER	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089909	X5251	SCHLEIF, FRANCISCA ISABEL	01/26/11	1,416.00	MW	OH		
AP00089910	X2191	SCHMID, FRANK	01/26/11	1,416.00	MW	OH		Payee Name different in Check DB
AP00089911	X0001	SHAUP, JOY ANN	01/26/11	93.60	MW	OH		
AP00089912	X2474	SMITH, DEANNA	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089913	X3188	SMITH, HOWARD	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089914	V05660	SMITH, RICHARD MICHAEL	01/26/11	93.60	MW	OH		
AP00089915	V03604	SOUTHALL, MARY JO	01/26/11	234.60	MW	OH		
AP00089916	X2464	STANFIELD, DEWEY	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089917	V01074	SUTHERLAND, DALE	01/26/11	93.60	MW	OH		
AP00089918	V05781	SWEENEY, PAUL	01/26/11	1,416.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089919	V05782	TARIN, LORENA	01/26/11	93.60	MW	OH		
AP00089920	X1234	TESKE, OSCAR	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089921	X2465	THOMAS, DON R	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089922	X2596	THOMPSON, MARGARET A	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089923	X5010	THOMSON, JOHN R	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089924	X0015	TOLENTINO, LEOPOLD AGUILA	01/26/11	102.00	MW	OH		
AP00089925	X3030	TWIST, MARGARET	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089926	V01640	VELEZ, RAUL	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089927	X0017	VER KUILEN, VALERIE	01/26/11	1,888.00	MW	OH		
AP00089928	X1600	WALKER, EVELINE V	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089929	X4263	WALTON, MARLA	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089930	X5248	WEISS, MOREY	01/26/11	1,416.00	MW	OH		
AP00089931	X2170	WILCOX, MARILYN	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089932	X2466	WINTER, JOAN L	01/26/11	93.60	MW	OH		Payee Name different in Check DB
AP00089933	X1622	WOOTEN, HUBERT	01/26/11	234.60	MW	OH		Payee Name different in Check DB
AP00089934	X2467	WORTHY, WILLIAM	01/26/11	2,942.64	MW	OH		Payee Name different in Check DB
AP00089935	X2031	ZVALO, PEARL	01/26/11	234.60	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
=====								
G R A N D T O T A L S:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		90,783.16		Number of Checks Processed:		142
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled Checks		0.00		Number of Checks Processed:		0
		Total EFTs		0.00		Number of EFTs Processed:		0
		G R A N D T O T A L		90,783.16				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089936	V01269	CALIF, STATE OF	01/31/11	4,100.00	MW	IP		Payee Name different in Check DB

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	4,100.00	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>GRAND TOTAL</b>	<b>4,100.00</b>		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00089259	V05630	A-1 POWER SWEEPING CO	01/04/11	1,200.00	RV	TR		Payee Name different in Check DB
AP00089260	V06611	ADVANTEC CONSULTING EN	01/04/11	146,347.98	RV	TR		Payee Name different in Check DB
AP00089261	V06519	AMERICAN TRAFFIC SOLUT	01/04/11	32,370.00	RV	TR		Payee Name different in Check DB

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	179,917.98	Number of Checks Processed:	3
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>GRAND TOTAL</b>	<b>179,917.98</b>		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00089593	V00838	COVINA, CITY OF	01/18/11	144.37	RV	TR	Payee Name different in Check DB
APO0D89641	V07131	MUNICIPAL BUDGET AND	01/18/11	419.10	RV	TR	Reversed

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	563.47	Number of Checks Processed:	2
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>GRAND TOTAL</b>	<b>563.47</b>		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00088988	V00846	ADVANCED GRAPHIX INC	12/14/10	915.24	RV	TR		Reversed
AP00089271	V07218	BLUE SHIELD OF CALIFOR	01/04/11	506.87	RV	TR		Payee Name different in Check DB
AP00089399	CRA	COVINA REDEVELOPMENT A	01/06/11	1,000.00	RV	TR		Payee Name different in Check DB

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	2,422.11	Number of Checks Processed:	3
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>GRAND TOTAL</b>	<b>2,422.11</b>		

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the City of Covina dated Accounts Payable for 1/04/11, 1/05/11, 1/06/11, 1/11/11, 1/18/11, 1/19/11, 1/25/11, 1/26/11 and 1/31/11; Payroll for 1/06/11, 1/10/11 and 1/20/11; Voids for January 2011; Workers Compensation for 12/17/10, 12/30/10, 1/07/11, 1/14/11, 1/24/11 and 1/28/11; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis  
Finance Director

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2011

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**CITY OF COVINA**  
**AGENDA ITEM COMMENTARY**

**MEETING DATE:** March 15, 2011

**ITEM NO.:** CC 4

**STAFF SOURCE:** Catherine LaCroix, Deputy City Clerk



**ITEM TITLE:** Update on the Strategic Plan

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**STAFF RECOMMENDATION**

Receive and file the monthly Strategic Plan objectives update.

**FISCAL IMPACT**

None.

**BACKGROUND**

City Council and staff held a Strategic Planning Meeting on October 26, 2010. In accordance with the Strategic Plan process, progress toward achievement of the outlined objectives will be reported to the City Council at the second meeting of each month. Attached, for the City Council's review, is the Strategic Plan Objectives matrix indicating the progress of each six-month objective for the three-year goals.

**RELEVANCE TO THE STRATEGIC PLAN**

See attached matrix.

**EXHIBITS**

- A. Strategic Plan Objective Matrix

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

# CITY OF COVINA STRATEGIC OBJECTIVES

October 26, 2010 to April 1, 2011

<b>THREE-YEAR GOAL: <i>IMPROVE AND PROMOTE CUSTOMER SERVICE</i></b>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Dec. 31, 2010	City Manager and HR Director	Complete the structure of the Instant Customer Service Feedback Program, Xit Poll, and develop, distribute, analyze and present the results of five customer service surveys to the City Council.		X		Results from downtown survey presented to Council. Further surveys are being conducted during the 2011 calendar year.
2. April 1, 2011	City Manager - lead, HR Director, Mayor	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).		X		Staff will be forming customer service team and seek trainer for 4 <sup>th</sup> quarter of the 2010-11 FY.
3. April 1, 2011	Mayor and HR Dir., working with a Customer Service Committee (consisting of one rep from each dept)	Using the City Employees' Customer Service Survey, identify at least five ways to improve internal customer service.		X		See item #2.

**THREE-YEAR GOAL: *ENHANCE FINANCIAL STABILITY***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Quarterly	Finance Director	Present to the City Council updates on state and federal actions that could impact the financial stability of the city.	1/25/11 X			Council and Agency Board was updated on the State impacts at special meeting on 1/25/11
2. Feb. 15, 2011	Executive Director of Redevelopment	Enter into an agreement with a consulting firm to begin the process of combining the Redevelopment Project Areas and study other options to eliminate blight, improve low and moderate income housing and promote economic development.	X		X	The agreement was approved, but is on hold due to the State's proposed elimination of local redevelopment agencies.
3. April 1, 2011	City Manager	Complete the study of the pros and cons, including the cost of options, for providing fire services, and recommend an option to the City Council for action.			X	Recommend revising date to 6/20/11. New LA County Fire Chief appointed 2/24/11. Requested meeting with new Chief Osby in the near future at the meeting held with Supervisor Antonovich.
4. April 1, 2011	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.			X 5/1/11	Consultant under contract to study Lighting District study. Will report findings to Council as part of the budget process. Limitations due to Prop. 26 being studied. Will report to council with possibilities.

5. April 1, 2011	Finance Director and City Manager	In accordance with state law, conduct a Fee Study and present recommendations to the City Council for action.			X	Same response as above.
6. April 1, 2011	Deputy Executive Dir. of Redevelopment	Survey at least 50 businesses to determine their needs as a part of a Business Assistance/Ombudsman Program and report the results to the City Council.			X	This item will be delayed or amended due to the potential elimination of the redevelopment agency.
7. April 1, 2011	HR Director	Present to the City Council for direction a study on ways to control costs of employee benefits at sustainable levels.		X	X	Items to be presented to Council in March or by end of April.

**THREE-YEAR GOAL: *ENHANCE PARKS & RECREATION AND LIBRARY SERVICES***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the Feb. 11, 2011 City Council meeting	Dir. of Parks and Recreation and the Dir. of Community Development	Make a recommendation to the City Council for action for the award of contract for the development of Heritage Plaza.	X			
2. April 1, 2011	Dir. of Parks and Recreation, working with private and public schools	Develop and implement at least one reading program for the benefit of young readers and to improve coordination between the library and private and public schools.		X		
3. April 1, 2011	Dir. of Parks and Recreation, working with the Library Board of Trustees and Community Library Vision Committee	Identify at least three strategies to encourage the public to contribute funds in support of the library.		X		
4. April 1, 2011	Dir. of Parks and Recreation	Present to the City Council for action at least two library policies or procedures for greater efficiency and improved customer service.		X		
5. April 1, 2011	Dir. of Parks and Recreation, working with the City Attorney and Police Chief	Present to the City council for action updated city park ordinances (e.g., related to the noise levels, dogs, wheel toys).		X		

**THREE-YEAR GOAL: *BECOME AN ENVIRONMENTALLY SUSTAINABLE COMMUNITY***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Feb. 15, 2011	Communications Manager	Develop and initiate a public information campaign (e.g., on the website, in City View) on available green practices in the city.		X		City View and Website both include information on green practices
2. April 1, 2011	Public Works Dir. and Councilmember King, in partnership with SCE	Complete strategic energy conservation audits of city facilities and present to the City Council for action at least five opportunities for energy conservation.		X		
3. April 1, 2011	Public Works Director	Research grants and site location opportunities for the development of a community garden and report the results to the City Council for direction.		X		
4. April 1, 2011	Public Works Director	Incorporate educational, environmentally sustainable landscape in at least one project on City property.		X		Project may lose funding if state eliminates CRA
5. <del>April 1, 2011</del> June 30, 2011	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.			X	Completion date moved back to June 30 due to revisions in federal approval process
6. At the April 12, 2011 City Council meeting	Community Development Dir.	Present to the City Council for consideration updated zoning codes to encourage environmental sustainability (e.g., water, solar).		X		Planning Commission kick off of these items is scheduled for February 22.

**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.		X		
2. In compliance with California Law	Finance Dir. and HR Director	Submit to the Attorney General and State Controller's Office all employment MOUs, contracts and benefit changes as well as voluntarily placing the information on the city's website.	X			Completed 2 <sup>nd</sup> quarter of the 2010-11 FY.
3. At the Dec. 7, 2010 City Council meeting	Police Chief	Present an update on LA RICS (Los Angeles Regional Interoperable Communication System) and its countywide funding issues.	X			Update presented at the December 21, 2010 City Council Meeting
4. At the Feb. 15, 2011 City Council meeting	Councilmember Allen and the Police Chief	Present the updated Disaster Plan to the City Council for action.	X			Presented to the City Council on 2/15/11

**CITY OF COVINA**  
**AGENDA ITEM COMMENTARY**

**MEETING DATE:** March 15, 2011

**ITEM NO.:** CC 5

**STAFF SOURCE:** Kim J. Raney, Chief of Police

*KK by  
JEL*

**ITEM TITLE:** Resolution of the City Council of the City of Covina, County of Los Angeles, State of California, approving the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force Joint Powers Agreement (LA IMPACT JPA).

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**STAFF RECOMMENDATION**

Adopt **Resolution No. 11-6938**, the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force Joint Powers Agreement (LA IMPACT JPA) authorizing the City's membership in LAIMPACT; and authorize the City Manager to execute the JPA agreement.

**FISCAL IMPACT**

No fiscal impact.

**BACKGROUND**

Inaugurated on July 1, 1991, the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (LA IMPACT) is a compilation of numerous Federal, State and local Law Enforcement agencies in Los Angeles County whose primary focus is to investigate major crimes, with an emphasis on dismantling mid to major level drug trafficking organizations. The task force was founded by the Los Angeles County Police Chiefs' Association, who currently act as the Board of Directors.

LA IMPACT is one of the most prolific, innovative and progressive crime task forces in the country through its wide range of abilities and expertise. Many of the task force members are seasoned investigators from a myriad of different disciplines who possess expertise outside the realm of narcotic enforcement. This enables LA IMPACT to provide a diverse range of investigative services in the areas of property crimes, financial crimes and crimes against persons, in addition to narcotic enforcement during times of mutual aid by requesting entities.

LA IMPACT's primary area of expertise is narcotic enforcement. The task force is known for its surveillance capabilities and possesses the most extensive surveillance resources in California. LA IMPACT has specialized proficiency in the following areas: major drug trafficking organizations, money laundering, clandestine laboratory investigations, transportation and parcel interdiction, and gang enforcement. LA IMPACT is the primary clandestine laboratory response team for Los Angeles County.

Although the mission of LA IMPACT is to address drug trafficking, Los Angeles County is considered by many to be the epicenter of street gang activity and has been plagued by the

threat of gang violence and illegal drug activity for many years. As gang memberships have multiplied and crossed jurisdictional lines, rivalries have developed resulting in an escalation of violence. Gangs and drugs are two words that are synonymous. Control of the drug sales in a specific geographic area is very critical to a gang.

Therefore, LA IMPACT has taken an aggressive enforcement approach and investigates gangs as a Criminal Organization by identifying the gang leaders and its hierarchy in an attempt to disrupt and ultimately dismantle the criminal organization.

In 2005, the California Court of Appeal issued a decision stating that LA IMPACT, though not intended by member agencies to be a separate public entity, was, in fact, a local public agency whose Board of Directors meetings are subject to the open meeting requirements of the Ralph M. Brown Act.

Additionally, LA IMPACT was sued in two civil lawsuits involving claims by former non-sworn contract employees. While both lawsuits were settled in the summer of 2009, the current MOU does not provide a formal mechanism to address the question of, when litigation is commenced against LA IMPACT, whether LA IMPACT or member agencies are required to fund the defense of the litigation and any settlement or judgment that may result.

In light of the Court of Appeal's 2005 decision and the two lawsuits against the task force, the Board of Directors believes that operating under the informal arrangement of an MOU is no longer prudent, and that it would be in LA IMPACT's and its members' best interests to formally organize itself as a Joint Powers Authority governed by an Agreement that explicitly addresses these and other issues of legal concern.

For the past two years, a working group of Police Chiefs and City Attorneys have been meeting to review the issues associated with maintaining and operating LA IMPACT. This working group, including Covina's Police Chief and a representative from the Covina City Attorney's office, drafted a Joint Powers Agreement (JPA (Exhibit A) that will form the LA IMPACT Authority.

The JPA will become effective after not less than ten (10) cities have authorized and executed the Agreement, and forty-five days have elapsed after not less than ten (10) cities have authorized and executed the agreement.

#### JPA Key Points

Under the JPA, LA IMPACT will possess the following powers:

- (1) To make and enter into contracts, including but not limited to, agreements for the purpose of purchasing/leasing and or disposing of supplies and equipment;
- (2) To make and enter into contracts with public entities as Associate Members;
- (3) To receive compensation, gifts, contributions and donations of property, funds, services and other forms of financial assistance;

- (4) To acquire, construct, manage, maintain or operate any building, works or improvements;
- (5) To sue and be sued in its own name;
- (6) To apply for, receive and utilize appropriate grants under any Federal, state or local programs for assistance;
- (7) To issue bonds and to otherwise incur debts, liabilities and obligations, provided that no such bond, debt, liability or obligation shall constitute a debt, liability or obligation to the individual respective Members;
- (8) To appoint/hire officers, employees, agents or consultants, and adopt personnel rules and policies governing officers and employees;
- (9) To reimburse Member's overtime expenditures for their personnel as set forth by the Executive Director of the Authority;
- (10) To distribute proceeds from asset forfeiture seizures to Members and Associate Members as specified by the Agreement in accordance with rules and formula developed by the Board of Directors;
- (11) To obtain all types of insurance as may be necessary to cover the liabilities of the Authority or its Members as determined by the Board of Directors;
- (12) To promulgate, adopt, and enforce any rules and regulations, as may be necessary and proper to implement and effectuate the terms, provisions, and purposes of this Agreement.

### Governance

LA IMPACT will be governed by a Board of Directors, which shall be comprised of the President of the Los Angeles County Police Chief's Association, the Police Chief of the law enforcement agency of each member City, the Los Angeles County Sheriff or Undersheriff, and a representative of any Federal or State agency which is a Member. The Board will also establish a thirteen (13) member Executive Committee, which shall include the President of the Los Angeles County Police Chief's Association and the Chair of the Authority. An Executive Director will administer the daily business and activities of the Authority, subject to the general supervision and policy direction of the Board of Directors and the Executive Committee. The Executive Director will provide for the appointment of support staff as may be necessary.

### Operating Budget

Currently the LA IMPACT budget is approximately \$4.6 million per year with the majority of the funding coming from Federal and State grants, in addition to asset forfeitures. Each agency is currently responsible for the member's salary and benefit package, and this arrangement will remain in place. L.A. IMPACT will also continue to reimburse each agency with a certain number of hours per month of overtime.

In order to encourage maximum participation, the JPA is set up so that Members may withdraw without cost or penalty for a period of up to 180 days after Bylaws are adopted by the Authority.

The City of Covina is a current member of LA IMPACT. In light of the benefits and opportunities to help shape the policies of LA IMPACT going forward, coupled with the fact that there is a minimum of a 180 days period after Bylaws are adopted to withdraw from LA IMPACT with no penalty or cost, there is no "down-side" to becoming an LA IMPACT Member City at this time.

**RELEVANCE TO THE STRATEGIC PLAN**

None.

**EXHIBITS**

- A. LA IMPACT Joint Powers Agreement
- B. Resolution No. 11-6938 approving the LA IMPACT Joint Powers Agreement

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

JOINT POWERS AGREEMENT FOR  
LOS ANGELES INTERAGENCY METROPOLITAN POLICE APPREHENSION  
CRIME TASK FORCE  
(LA IMPACT)

This Agreement is executed by and among those public agencies, duly organized and existing, which are parties signatory to this Agreement. All such public agencies, hereinafter each called a Member, shall be listed in Exhibit A to the Agreement. This Agreement is dated \_\_\_\_\_, 2011 for reference purposes.

Each public agency executing this Agreement shall be referred to individually as "Member," with all referred to collectively as "Members."

RECITALS

WHEREAS, the Members have and possess the power and authorization to organize and establish a consolidated law enforcement task force to address criminal justice issues for the benefit of the lands and inhabitants within their respective boundaries; and

WHEREAS, the Members propose to join together to establish, operate, and maintain a joint powers authority for the purpose of integrating resources and investigative efforts to address emerging criminal justice issues and for the benefit of their respective lands and inhabitants; and

WHEREAS, it is in the public interest to provide a means by which other public agencies may request services for the benefit of their lands and inhabitants; and

WHEREAS, the Members have the authority under the Joint Exercise of Powers Act, in California Government Code Section 6500 et seq. (the "Act"), to enter into this Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein the parties hereto agree as follows:

ARTICLE 1  
DEFINITIONS

"Act" shall mean the Joint Exercise of Powers Act, in California Government Code Section 6500 et seq.

"Authority" shall mean the LOS ANGELES INTERAGENCY METROPOLITAN POLICE APPREHENSION CRIME TASK FORCE (L.A. IMPACT) created by this Agreement.

"Associate Member" means a public agency which is a party to an Associate Membership Agreement entered into between the Authority and such public agency pursuant to Article 4 hereof.

"Board of Directors" or "Board" shall mean the governing body of the Authority.

"Bylaws" shall mean guidelines adopted by the Board of Directors setting forth policies and procedures for the operation of the Authority and for the exercise of the Board's powers granted in this Agreement.

"Controller" shall mean the chief financial officer designated with the primary responsibility for financial accounting and reporting.

"Executive Committee" shall mean the Executive Committee of the Board of Directors of the Authority.

"Fiscal Year" shall mean that period of twelve months which is established by the Board of Directors or the Bylaws as the fiscal year of the Authority.

"Government Code" shall mean the California Government Code, as it may be amended from time to time.

"Member(s)" means any public agency as the term "public agency" is defined by Section 6500 of the Joint Powers Law, which includes, but is not limited to, any federal, state, county, city, public corporation, public district of this state or another state, or any joint powers authority formed pursuant to the Joint Powers Law by any of these agencies which has executed this Agreement and has become a member of the Authority.

## ARTICLE 2 PURPOSES

2.01 The purpose of the Authority is to establish a separate organization for the exercise of powers common to the Members, which may include promoting coordinated law enforcement efforts and facilitating the integration, investigation and sharing of criminal justice information, data, and issues in the manner set forth in this Agreement.

2.02 The Authority is intended to promote coordinated law enforcement efforts, and to address emerging criminal justice issues throughout the Los Angeles County area and other areas that appear to have a connection or nexus to Los Angeles County, encouraging maximum cooperation between all law enforcement and prosecutorial agencies, and promoting the safety of both police personnel and the public, accomplished in an effective manner within constitutional guidelines, including but not limited to:

a) Target, investigate, and cause to be prosecuted individuals who organize, direct, finance, or otherwise engage in drug trafficking enterprises or money laundering, placing a high priority on those subjects engaged in the importation of drugs and to interdict such illicit supply lines and seize their drugs.

b) Identify, cause to be prosecuted and ultimately cause to be convicted drug traffickers and to seize assets derived through drug trafficking through the effective methods of a task force approach.

c) Use short and long term investigations to focus on the eradication of criminal activity within street gangs by extracting the criminal hierarchy and disrupting the organizational flow of street gangs.

d) Assist Members or Associate Members, when requested, in criminal investigations, lending of equipment, sharing of information, providing support personnel, specialized expertise, training or other needs that the Authority can provide at the time the request is made.

e) Assist non-Member agencies, when requested and with the approval of the Executive Director or designee, in criminal investigations, lending of equipment, sharing of information, providing support personnel, specialized expertise, training or other needs that the Authority can provide at the time the request is made.

f) Apply for grants and implement programs to address issues of narcotics, terrorism and Homeland Security.

### ARTICLE 3 PARTIES TO AGREEMENT; EFFECTIVE DATE

3.01 Each Member, as a party to this Agreement, certifies that it intends to and does contract with all other Members as parties to this Agreement and with such other public agencies as later may be added as parties to this Agreement.

3.02 This Agreement shall become effective, and the Authority shall come into existence, when the following event occurs (the "Effective Date"):

a) This Agreement is authorized and executed by not less than ten (10) public agencies; and

b) Forty-five days has elapsed after the authorization and execution by not less than ten (10) public agencies.

3.03 The Board shall also designate a period, which shall be not less than 180 days after the Bylaws are adopted, during which Members may submit written notice of immediate withdrawal from the Authority. There will be no costs for any

Member that withdraws from the Authority within this time period. It is the intent of the Members that Bylaws will be developed and adopted by the Board, as authorized under Section 6.04(a), and that the Authority will seek applicable and necessary liability coverage during this period.

Notice shall be given to all Members pursuant to Section 18.02 within five (5) days of adoption of the Bylaws. The notice shall include a copy of the adopted Bylaws and a statement of the extent and type of liability coverage which the Authority can obtain. After the Bylaws have been adopted, Members may withdraw from the Authority during the specified period in accordance with the provisions of this Section 3.03. After expiration of said stated time period, any Member may withdraw from the Authority in accordance with Article 16 hereinbelow.

#### ARTICLE 4 ASSOCIATE MEMBERSHIP AGREEMENT

4.01. Power to Enter Into Associate Membership Agreements. In addition to those powers specified in this Agreement, the Authority shall have the power to enter into Associate Membership Agreements with any public agency upon the approval thereof by the Board.

4.02. Contents of Associate Membership Agreement. Each Associate Membership Agreement shall:

a) State that the public agency is an Associate Member of the Authority.

b) Specify that the purpose of the Associate Membership Agreement is (i) to facilitate cooperation between law enforcement agencies to carry out the stated purposes of the Authority; and/or (ii) to contribute law enforcement personnel, who shall remain under the general direction and control of the respective Associate Member agency to which they belong, to the Authority to assist in carrying out the activities of the Authority.

c) Restrict the powers and obligations of such public agency with respect to the Authority to those enumerated in this Article 4;

d) Specify that such public agency shall not have the power to: (i) vote on any action to be taken by the Authority; or (ii) appoint a Director to the Board;

e) Specify the fees, if any, to be charged such public agency for its participation in the Authority; and

f) Specify to what extent, if any, the Associate Member may share in asset distributions.

4.03. Approval of Associate Membership Agreements. In determining whether to approve an Associate Membership Agreement with a public agency which proposes to be an Associate Member, the Directors may take into account any criteria deemed appropriate to the Directors.

## ARTICLE 5 POWERS

5.01 The Authority shall possess in its own name, and the Members delegate to it, the following enumerated powers:

a) To make and enter into, in its own behalf and not on behalf of the individual Members, contracts consistent with this Agreement, including, but not limited to, contracts to purchase/lease and/or dispose of supplies and equipment,.

b) To receive gifts, contributions, and donations of property, funds, services, and other forms of financial assistance from persons, firms, corporations, and any governmental entity, in accordance with applicable Los Angeles County Conflict of Interest Code and State conflict of interest laws.

c) To sue and be sued in its own name.

d) To apply for appropriate grants under any Federal, State, or local programs for assistance in developing any of its programs or providing services to other public entities.

e) To issue bonds and to otherwise incur debts, liabilities and obligations, provided that no such bond, debt, liability or obligation shall constitute a debt, liability or obligation of the individual respective Members.

f) To appoint committees, adopt rules, regulations, policies, Bylaws, and procedures governing the operation of the Authority.

g) To add Members or Associate Members to the Authority as approved by the Authority Board of Directors and the existing Members as provided herein.

h) To appoint/hire officers, employees, agents, or consultants and adopt personnel rules and policies governing officers and employees.

i) To reimburse Members for overtime expenditures of a Member's contributed personnel who is/are assigned to assist in carrying out the activities

of the Authority as directed by the Executive Director of the Authority and approved by the Executive Committee in accordance with Section 13.06 of this Agreement. Said overtime expenditures, if any, shall be paid in accordance with all applicable State and Federal laws, including the Fair Labor Standards Act.

j) To purchase equipment with prior approval by the Executive Director and pursuant to a purchasing policy adopted by the Board of Directors in accordance with Section 5.04.

k) To distribute proceeds from asset forfeiture seizures to Members, and to Associate Members as applicable, in accordance with rules and formula specified in the Bylaws and applicable Federal and State law.

l) To assign personnel contributed from the Members or Associate Members to positions that fulfill the needs of the Authority, who shall remain under the general direction and control of the respective Member or Associate Member agency to which such personnel belong.

m) To invest and manage Authority funds, by and through the Treasurer, in accordance with State law.

n) To obtain all types of insurance as may be necessary to cover the liabilities of the Authority or its Members as determined by the Board.

o) To exercise such other powers and authority as are necessary and proper to carry out its functions herein, and as provided in the Act.

5.02 Each Member expressly retains all rights and powers to investigate, finance, plan, develop, construct, equip, maintain, repair, manage, operate and control equipment, facilities, properties, projects, and information that it deems in its sole discretion to be necessary or desirable for its own criminal justice needs, and that are authorized by the laws governing it. This Agreement shall not be interpreted, and the Authority created herein, shall not have the power to impair or control any of the Members' respective rights, powers, or title to such investigations, equipment, facilities, properties, information, and projects, nor shall any Member be required to provide additional personnel, equipment, or services to the Authority than as provided in this Agreement, without the written consent of the Member.

5.03 Each Member expressly retains all rights and powers to use other funds or funding sources to investigate, finance, plan, develop, construct, equip, maintain, repair, manage, operate, and control equipment and facilities for their criminal justice needs.

5.04 Pursuant to and to the extent required by Government Code Section 6509, including the power to contract, the Authority shall be restricted in the exercise of

its powers in the same manner as the City of Los Angeles is restricted in its exercise of similar powers; provided that, if the City of Los Angeles shall cease to be a Member, then the Authority shall be restricted in the exercise of its power in the same manner as the City of Long Beach.

## ARTICLE 6 ORGANIZATION

**6.01 Composition of Board.** The Authority shall be governed by the Board of Directors, which shall be composed of the President of the Los Angeles County Police Chiefs Association, the Police Chief of the city law enforcement agency of each Member city, the Los Angeles County Sheriff, and any designated representative of any Federal or State agency which is a Member. The Police Chief of the City of Los Angeles and the Los Angeles County Sheriff may designate an alternate to act in his/her place on the Board, provided the alternate is a person at executive command rank. Each Member shall provide a written designation of its Director representative to the Authority. The Board shall maintain a list of all current Members in good standing who serve on the Board, including but not limited to any Federal or State agency which is a Member. The Board of Directors may allow for an alternate of the designated representative to the Authority in accordance with the Bylaws of the Authority.

**6.02 Termination of Status as Director.** A Director shall be removed from the Board of Directors upon the occurrence of any one of the following events:

- a) The withdrawal or removal of the Member from the Authority;
- b) The death or resignation of the Director;
- c) The Authority's receipt of written notice from the Member that the Director is no longer qualified as provided in Section 6.01 of this Article.

**6.03 Compensation.** Directors and their alternates, if any, are not entitled to compensation by the Authority. The Board of Directors may authorize reimbursement of expenses incurred by Directors in the performance of services for the Authority where such expenses are not paid by the employing Member.

**6.04 Powers of Board.** The Board of Directors shall have the following powers and functions:

- a) Except as otherwise provided in this Agreement, the Board shall exercise all powers and conduct all business of the Authority, either directly or by delegation to other bodies or persons. The primary objective of the Board is to establish overall policy and strategy. As such, the Board may adopt Bylaws or other guidelines setting forth policies and procedures for the operation of the Authority and for the exercise of the Board's powers granted herein.

b) The Board shall form an Executive Committee, as provided in Article 8. The Executive Committee may exercise all powers or duties of the Board, except (i) the adoption of the Authority's annual budget or any amendments thereto, (ii) the adoption of the Bylaws or any amendments thereto, and (iii) the issuance of bonded debt, which powers are expressly reserved to the Board. All actions by the Executive Committee shall be subject to review, and approval, modification or disapproval, by the Board at its discretion.

c) The Board may form, as provided in Article 10, such other advisory committees as it deems appropriate or it may delegate such power to the Executive Committee in the Bylaws or by resolution of the Board. The membership of any such other committee may consist in whole or in part of persons who are not members of the Board.

d) The Board shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Authority. To the extent that the budget includes funding by Members, such funding is subject to approval by the governing bodies of those Member agencies. Adoption of the budget may not be delegated.

e) The Board shall receive, review and act upon periodic reports and audits of the funds of the Authority, as required under Articles 10 and 13 of this Agreement.

f) The Board shall develop the rules and formula for the distribution of proceeds from asset forfeiture seizures, consistent with applicable Federal and State law, to its participating Members and Associate Members which are reasonably related to each such participant's contribution of personnel and/or participation in the activities of the Authority.

g) The Board shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority including but not limited to adopting contracting and purchasing rules and regulations, in accordance with Section 5.04, internal financial controls, personnel rules and regulations, and similar rules and regulations consistent with State law governing public agencies.

h) Meetings of the Board of Directors, Executive Committee, and any other "legislative body" of the Authority, as that term is defined in Section 54952 of the Government Code, shall be called, noticed, and conducted in accordance with the Ralph M. Brown Act, Section 54950 et seq. of the Government Code.

## ARTICLE 7 MEETINGS OF THE BOARD OF DIRECTORS

7.01 Regular Meetings. The Board of Directors shall hold at least two (2) regular meetings each year. The Board of Directors shall fix by resolution or in

the Bylaws the date upon which, and the hour and place at which, each regular meeting is to be held.

7.02 Minutes. The Authority shall have minutes of each regular, adjourned regular, and special meetings kept by the Secretary. As soon as practicable after each meeting, the Secretary shall forward to each Board member a copy of the minutes of such meeting.

7.03 Quorum. A majority of all members of the Board and the Executive Committee, respectively, is a quorum for the transaction of business. A vote of the majority of a quorum at a meeting of the Board or the Executive Committee is sufficient to take action unless otherwise provided in the Bylaws; except that a majority of all members of the Board is required in order to take action on: (i) the adoption of the Authority's annual budget and any amendment(s) thereto, (ii) the adoption of the Bylaws and any amendment(s) thereto, and (iii) the issuance of any bonded debt of the Authority. However, less than a quorum may adjourn from time to time but may not take action on matters before the Board or Executive Committee.

7.04 Voting. Each Member of the Board shall have one vote.

## ARTICLE 8 EXECUTIVE COMMITTEE

8.01 The Board shall establish an Executive Committee which shall consist of a total of thirteen (13) Directors selected from the Board, which shall include the President of the Los Angeles Police Chiefs Association, the Sheriff of the County of Los Angeles or his/her designee (provided such designee shall be at an executive command level) and the Chair of the Authority designated pursuant to Article 9. Except as otherwise provided herein, the composition, the terms of office of the Directors, and the conduct of the Executive Committee shall be as provided in the Bylaws. The Executive Committee shall conduct the business of the Authority between meetings of the Board, exercising all those powers as provided for in Section 6.04(b), or as otherwise delegated to it by the Board.

8.02 Each Director on the Executive Committee shall be confirmed and approved by the Board of Directors, and, with the exception of the President of the Los Angeles County Police Chiefs Association, must be a Member with personnel assigned to the taskforce.

8.03 Any vacancy on the Executive Committee shall be filled by the Board within ninety (90) days of the vacancy.

## ARTICLE 9 OFFICERS

9.01 The Board shall nominate and elect a Chair, Vice Chair, and Secretary of the Authority, each for a term of two (2) years, from among the Directors at its last meeting of every other Fiscal Year. Each officer shall assume the duties of the respective office upon election. If an officer ceases to be a member of the Board, the resulting vacancy shall be filled at the next regular meeting of the Board held after the vacancy occurs or at a special meeting of the Board called to fill such vacancy. In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Chair shall preside at and conduct all meetings of the Board. The Board may appoint such other officers as it considers necessary and as provided in the Bylaws.

## ARTICLE 10 COMMITTEES

10.01 The Board may establish advisory committees as it deems appropriate or it may, in the Bylaws or by resolution, delegate such power to the Executive Committee. Members of committees shall be appointed by the Board or the Executive Committee. Each committee shall have those duties as determined by the Board or the Executive Committee or as otherwise set forth in the Bylaws. Each committee shall meet on the call of its chairperson, and shall report to the Executive Committee and the Board as directed by the Board or the Executive Committee.

## ARTICLE 11 LIABILITY OF BOARD OF DIRECTORS, OFFICERS AND COMMITTEE MEMBERS

11.01 The members of the Board of Directors, officers and committee members of the Authority shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement.

No Director, officer or committee member shall be responsible for any action taken or omitted by any other Director, officer or committee member. No Director, officer or committee member shall be required to give a bond or other security to guarantee the faithful performance of his or her duties pursuant to this Agreement.

The Authority shall acquire and maintain insurance protection as is necessary to protect the interest of the Authority and its Members in its administration of the Authority in accordance with Section 14.06 below.

## ARTICLE 12 STAFF

12.01 Principal Staff. The following staff members shall be appointed by and serve at the pleasure of the Executive Committee:

a) Executive Director. The Executive Director shall administer the daily business and activities of the Authority, subject to the general supervision and policy direction of the Board and the Executive Committee; shall be responsible for all minutes, notices and records of the Authority; shall administer all contracts; may enter into contracts within authority set by the Board or Executive Committee, and shall perform such other duties as are assigned by the Board or Executive Committee. The Executive Director shall be a peace officer employed by one of the Members or Associate Members of the Authority and shall have obtained senior law enforcement management rank that will provide a range of operational capability to the Authority.

b) Legal Counsel. With the approval of the Board, legal counsel shall be provided by one or more Member agencies to serve as general counsel ("General Counsel") to the Authority, except to the extent that among those agencies, conflicts of interest prevent such representation. The specific and ongoing duties of General Counsel may be rotated, as determined among those agencies, and shall be on a voluntary basis at no cost to the Authority. However, nothing in this Agreement shall prevent or be construed to prevent the Authority from seeking and engaging legal counsel from a private legal firm to handle any matter, subject to the approval of the Executive Committee.

12.02 Support Staff. Subject to the approval of funding in the Authority's budget and to the general supervision and direction of the Board and Executive Committee, the Executive Director shall provide for the appointment of such other staff as may be necessary for the administrative support of the Authority, which staff shall be employees of the Authority. Upon mutual agreement, a Member may provide supplemental administrative support services in exchange for reimbursement by the Authority, or as a contribution credit for services. Administrative personnel of a Member performing these functions remain employees of the contributing Member, and are not employees of the Authority.

12.03 Treasurer and Controller. Pursuant to Section 6505.5 of the Act, the City of La Verne Treasurer and Controller are hereby designated as the Treasurer and Controller, respectively, of the Authority. The Treasurer shall be the depository and have custody of all funds of the Authority. The Controller shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Authority. The Treasurer and Controller shall have the duties and obligations set forth in Section 6505 and 6505.5 of the Act, as those sections may be amended from time to time. To the extent permitted by the Act, the Board of Directors may change the Treasurer and Controller of the

Authority to any person or entity that is authorized by the Act to occupy such offices.

12.04 Compensation. With the exception of payments to the City of La Verne for work performed by the Treasurer and Controller, per a written agreement approved by the Board of Directors for financial services, there shall be no direct compensation paid by the Authority to any individuals contributed by a Member or Associate Member agency to serve in the capacity as an officer of the Authority, such as the Executive Director, Treasurer, General Counsel, or any other individuals who are employed by a Member or Associate Member agency and contributed to the Authority under this Article 12. The Authority shall consider the services of such personnel as part of a formula for the purpose of the distribution of proceeds from asset forfeiture seizures as provided in Section 5.01(k) to the contributing Member or Associate Member, unless direct reimbursement is otherwise authorized pursuant to Section 12.02 or Section 13.06 of this Agreement.

12.05 Personnel Contributed by Members. Participating personnel (both sworn and non-sworn) assigned to the Authority by a Member or Associate Member shall not be considered employees or contractors of the Authority for any purpose. Such personnel shall during the period of assignment remain employees of the assigning Members or Associate Members.

## ARTICLE 13 BUDGET, OPERATING FUNDS, AND AUDITS

13.01 Annual Budget. The Executive Director will prepare and submit to the Board of Directors in sufficient time for revision and adoption prior to July 1 of each year, the annual budget of the Authority for the next succeeding Fiscal Year.

13.02 Disbursement of Funds. The Executive Director or his/her designee shall cause to have warrants drawn for the payment of funds or disbursements and such requisition for payment in accordance with rules, regulations, policies, procedures, and by-laws adopted by the Board. The Executive Director may apply for and receive and use credit cards for the sole purpose of conducting Authority business in accordance with written rules and regulations adopted pursuant to AB 1234.

13.03 Accounting. All funds received by the Authority shall be placed in the custody of the Treasurer. These funds shall be given object accounts, and the receipt, transfer, or disbursement of such funds during the term of this Agreement shall be accounted for by the Controller in accordance with generally accepted accounting principles applicable to governmental entities. There shall be strict accountability of all funds by the Controller. All revenues and

expenditures shall be reported by the Controller to the Executive Committee on a quarterly basis, unless otherwise required by the Board of Directors.

13.04 Approval of Expenditures. All expenditures within the approved budget shall be made upon the approval of the Executive Director in accordance with the rules, policies, and procedures adopted by the Board.

13.05 Records and Audit. The Controller shall cause to be kept accurate and correct books of account showing in detail all financial transactions of the Members relating to the Authority, which books of account shall correctly show any receipts and also any costs, expenses, or changes paid or to be paid to a Member. Said books and records of the Authority in the hands of the Controller shall be open to inspection at all times during normal business hours by any representative of a Member, or by any accountant or other person authorized by a Member to inspect said books of records. The Controller shall cause the books of account and other financial records of Authority to be audited annually, or biennially if so authorized by the Board of Directors, by an independent certified public accountant and any cost of the audit shall be paid by the Authority. The minimum requirements shall be those prescribed by the State Controller under California Government Code section 26909 and in conformance with generally accepted auditing standards. The annual audit, or biennial as the case may be, shall be submitted to the Board of Directors and the Executive Committee when completed.

13.06 Compensation of Contributed Personnel. All participating personnel contributed and assigned to the Authority by a Member or Associate Member shall have their salary, benefits, and overtime paid by the respective Member or Associate Member. The Authority may, but is not obligated to, reimburse a Member or Associate Member for the overtime of sworn personnel and/or for salary, benefits and overtime of non-sworn personnel contributed for administrative support as authorized by Section 5.01(i) and Section 12.02, respectively and as approved by the Executive Director. It shall be the responsibility of the Authority to institute an auditing system wherein the hours worked by each individual will be documented and reported on a weekly basis, listing case reference numbers for submission in a timely manner to the individual's contributing agency.

#### ARTICLE 14 INDEMNIFICATION AND INSURANCES

14.01 Obligations of the Authority. The debts, liabilities and obligations of the Authority ("Authority Obligations") shall be the debts, liabilities and obligations of the Authority alone. The Authority Obligations shall not constitute debts, liabilities and obligations of any individual Member, and the Members shall have no liability therefore.

**14.02 Contributed Member Employees.** The Members acknowledge that each Member may be contributing and assigning its own personnel to a cooperative pool of personnel to provide service to the Authority. Each such contributing Member shall be solely responsible for and retain all debts, liabilities, and other obligations for all activities of its employees while acting in the course and scope of their assignment to the Authority, and shall maintain sufficient insurance coverage, as determined by the Member, in effect at all times to cover any such claim, loss, liability, or obligation, or otherwise provide for payment of such liability. Members may elect to self insure any insurance obligation under this Agreement.

**14.03 Member Indemnity for General Liability of Contributed Employee.** Except as provided in Section 18.05, each Member shall protect, defend, indemnify, and hold free and harmless the Authority and the other Members, their respective elected and appointed boards, officials, officers, agents, volunteers, and employees from and against any and all liabilities, damages, loss, cost, claims, expenses, actions, or proceedings of any kind or nature caused by a contributed employee of the Member who is performing Authority law enforcement or support functions, including, but not by way of limitation, injury or death of any person, injury or damage to any property, including consequential damages and attorney's fees and costs, resulting or arising out of or in any way connected with the alleged willful or negligent acts or alleged failure to act in the course and scope of carrying out their responsibilities in the performance of their duties to the Authority and for which each Member shall maintain sufficient liability coverage, pooled self-insurance coverage, or a program of self-insurance, which includes coverage for contractual promises to indemnify, in effect at all times as determined by the Board of Directors, to cover any such damage claim, loss, cost, expense, action, proceeding, liability, or obligation.

**14.04 Member Indemnity for Workers Compensation Liability of Contributed Employee.** Each Member shall fully indemnify and hold harmless the Authority and each other Member, its officers, employees and agents, from any claims, losses, fines, expenses (including attorneys' fees and court costs or arbitration costs), costs, damages or liabilities arising from or related to (1) any workers' compensation claim or demand or other workers' compensation proceeding arising from or related to, or claimed to arise from or relate to, employment which is brought by an employee of the respective agency or any contract labor provider retained by the law enforcement agency, or (2) any claim, demand, suit or other proceeding arising from or related to, or claimed to arise from or relate to, the status of employment (including without limitation, compensation, demotion, promotion, discipline, termination, hiring, work assignment, transfer, disability, leave or other such matters) which is brought by an employee of the law enforcement agency or any contract labor provider retained by the law enforcement agency.

**14.05 Risk Management.** The Authority shall employ the principles of sound risk management in its operations. Risks of loss shall be identified, evaluated, and treated in a manner that protects the Authority and each Member from adverse financial consequences. This may be accomplished in part through the purchase of appropriate commercial insurance. The Board of Directors may designate a Risk Manager from one of the Members (the "Authority Risk Manager") who shall act in an advisory capacity to the Board to provide guidance in the area of risk management, loss control, insurance procurement, and claims management. The Authority Risk Manager or his/her designee will be responsible for maintaining the original insurance policies and other risk management and insurance documents.

**14.06 Authority Indemnity of Members.** The Authority shall protect, defend, indemnify, and hold free and harmless the Members, their respective elected and appointed boards, officials, officers, agents, volunteers, and employees from and against any and all liabilities, damages, loss, cost, claims, expenses, actions, or proceedings of any kind or nature caused by staff employed by the Authority hired pursuant to Section 12.02 including, but not by way of limitation, injury or death of any person, injury or damage to any property, including consequential damages and attorney's fees and costs, resulting or arising out of or in any way connected with the alleged willful or negligent acts or alleged failure to act in the course and scope of carrying out their responsibilities in the performance of their duties to the Authority.

## ARTICLE 15 MEMBER RESPONSIBILITIES

**15.01** Each Member shall have the following responsibilities:

- a) To appoint its Director, or alternate as may be allowed, to or remove from the Board as set forth in Article 6.
- b) To consider proposed amendments to this Agreement as set forth in Article 18.
- c) To make contributions in the form of membership premiums, assessments, and fees, if any, in accordance with the Bylaws and as determined by the Board, for the purpose of defraying the costs of providing the annual benefits accruing directly to each party from this Agreement. Any such contributions are subject to approval by the governing bodies of Member agencies from whom such contributions are sought.
- d) To provide to the Authority such other information or assistance as may be necessary for the Authority to carry out crime prevention programs as determined by the Board.

ARTICLE 16  
ADMISSION AND WITHDRAWAL OF PARTIES

16.01 Public agencies with law enforcement departments and federal and California law enforcement agencies may become Members of the Authority upon approval and execution of this Agreement and under such terms and conditions as are determined by the Bylaws and upon approval of the Board.

16.02 The Executive Director shall file a notice of this Agreement within 30 days of its effective date with the office of the California Secretary of State, as required by Government Code Section 6503.5. Upon any change in membership, the Executive Director/Secretary shall file a notice of such change of membership within 10 days of its effective date with the Secretary of State and with the county clerk of each county in which the Authority maintains an office, as required by Government Code Section 53051.

16.03 Members may withdraw from the Authority in accordance with the following procedures and conditions:

a) A Member may withdraw as provided and in accordance with Section 3.03 of this Agreement.

b) After the expiration of the period provided in Section 3.03, a Member may withdraw as follows:

(1) Effective Date of Withdrawal for a Member or Associate Member. Such withdrawal shall become effective sixty (60) days following the giving of written notice of withdrawal of participation by any Member or Associate Member agency to the Executive Director. This 60-day period will provide for the timely transfer of assignments and the selection of replacement personnel.

2) Disposition of Assets Upon Withdrawal. Upon the withdrawal of a Member or Associate Member, that agency will receive its allocation of assets, including asset forfeiture funds, accrued until the date of withdrawal. Such allocation shall be reduced by the amount of any delinquent fees or assessments owed by the Member or Associate Member.

16.04 The Board of Directors may terminate membership of any Member or Associate Member upon majority vote of the entire Board, upon the effective date set by the Board.

ARTICLE 17  
DISSOLUTION AND DISPOSITION OF ASSETS

17.01 Except as provided herein, the Members agree that all supplies and equipment purchased by the Authority shall be owned and controlled by the Authority as its sole and separate property and not as property of any Member.

17.02 The Authority shall continue to exist and exercise the powers herein until the Authority is terminated and dissolved by a vote of two-thirds of the entire Board of Directors; provided, however, that no such dissolution shall be complete and final until the Authority has satisfactorily disposed of all financial obligations and claims, distributed all assets, and performed all other functions deemed necessary by the Board to conclude the affairs of the Authority.

17.03 Termination shall occur upon:

- a) The written consent of two-thirds of the Board of Directors; and
- b) Full satisfaction of all outstanding financial obligations of the Authority; and
- c) All other contractual obligations of the Authority have been satisfied.

17.04 In the event of such termination of the Authority, any funds remaining following the discharge of all debts and obligations shall be disposed of by distribution to each Member who is on the Board immediately prior to the termination of the Authority, a share of such funds proportionate to the contribution made to the Authority by the Member which have accrued during its participation, to the extent determined by the Board in its sole discretion to be fair and equitable and consistent to the distribution of assets as specified in the Bylaws.

17.05 Notwithstanding any other provisions of the Agreement, the Members agree to abide by the following procedure for selling of equipment in the event the Agreement is terminated. The equipment shall be given a fair market value by an appraiser agreed upon by the Board. Before the equipment is sold on the open market, each Member shall have the right to purchase the equipment at a price and under terms as agreed upon by the Board which may include a financing arrangement for the purchaser to allow for a transition period after the termination of this Agreement. If an agreement cannot be reached concerning a purchase of the equipment, then it shall be sold on the open market. Proceeds from the sale of equipment upon termination of the Agreement shall be distributed to the Members in a manner consistent with the distribution of assets as provided in the Bylaws, and any modifications to that formula adopted by the Board.

ARTICLE 18  
MISCELLANEOUS

18.01 Amendments. This Agreement may be amended with the majority approval of the Members; provided, however, that no amendment may be made that would adversely affect the interests of the owners of bonds, letters of credit, or other financial obligations of the Authority.

18.02 Notices. Any notice required or permitted to be made hereunder shall be in writing and shall be delivered in the manner prescribed herein at the principal place of business of each party. The party may give notice by:

Personal delivery;

E-mail;

U.S. Mail, first class postage prepaid;

Facsimile; or,

Any other method deemed appropriate by the Board.

At any time, by providing written notice to the other parties to this Agreement, any party may change the place, facsimile number or e-mail for giving notice. All written notices or correspondence sent in the described manner will be deemed given to a party on whichever date occurs earliest:

The date of personal delivery;

The fifth business day following deposit in the U.S. mail, when sent by "first class" mail; or,

The date of transmission, when sent by e-mail or facsimile.

18.03 Effective Date. This Agreement shall be effective at such time as provided in Section 3.02.

18.04 Conflicts of Interest. No official, officer or employee of the Authority or any Member shall have any financial interest, direct or indirect, in the Authority. Nor shall any such officer or employee participate in any decision relating to the Authority that affects his or her financial interests or those of a corporation, partnership, or association in which he or she is directly or indirectly interested, in violation of any State law or regulation. The Authority shall be subject to a Los Angeles County Conflict of Interest Code, as adopted by the Board of Supervisors, and must comply with all filing and other requirements as set forth therein and in State law.

18.05 Dispute Resolution and Arbitration. Disputes regarding the interpretation or application of any provision of this Agreement shall first, to the extent reasonably feasible, be resolved by and between any Members, or by and between any such Member and the Authority, through consultation between the parties. In the event the parties cannot resolve their dispute, then the Executive Committee shall form a subcommittee of three non-interested, objective Members of the Executive Committee who may resolve the dispute.

In the event the dispute cannot be resolved by the subcommittee of the Executive Committee, as provided hereinabove, the parties to the dispute agree to resolve the matter through non-binding mediation by a mediator to be mutually selected by the disputing parties, unless the parties agree to a different process for dispute resolution. Either Party may take other available legal actions only after the procedures for alternative dispute resolution as specified in this Section 18.05 are complied with and completed.

18.06 Partial Invalidity. If any one or more of the terms, provisions, sections, promises, covenants or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable or void for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, sections, promises, covenants and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

18.07 Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the Members hereto.

18.08 Assignment. No Member may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third party beneficiary of any Member shall have any right, claim, or title to any part, share, interest, fund or asset of the Authority.

18.09 Governing Law. This Agreement is made and to be performed in the County of Los Angeles, State of California, and as such California substantive and procedural law shall apply.

18.10 Headings. The section headings herein are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

18.11 Counterparts. This Agreement may be executed in counterparts.

18.12 Execution. The legislative body or governing body of each Member enumerated herein have each authorized execution of this Agreement, as evidenced by the authorized signatures below, respectively.

18.13 Entire Agreement. This Agreement, supersedes any and all other agreements whether oral or written, between the parties hereto with respect to the subject matter hereof and contains all of the covenants and agreements between the parties with respect to said matter, and each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement or modification of this Agreement shall be effective only if executed in writing and signed by the Authority and all Members.

IN WITNESS WHEREOF, each Member has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, its official seals to be hereto affixed, as follows:

**City of Covina Authorization**  
for Membership in the LOS ANGELES INTERAGENCY METROPOLITAN  
POLICE APPREHENSION CRIME TASK FORCE  
(L.A. IMPACT)

IN WITNESS WHEREOF, The City of Covina by Resolution of its City Council has caused this Joint Powers Agreement to be executed on its behalf by the City Manager, and attested by the City Clerk as of the date so executed below.

COVINA, CALIFORNIA

Dated: \_\_\_\_\_

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk, City of Covina

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

**RESOLUTION NO. 11-6938**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING THE LOS ANGELES INTERAGENCY METROPOLITAN POLICE APPREHENSION CRIME TASK FORCE JOINT POWERS AGREEMENT (LA IMPACT JPA).**

**WHEREAS**, the City of Covina recognizes the need for a regional crime task force with specialized proficiency in the area of surveillance to effectively investigate major crimes, with an emphasis on narcotics enforcement; and,

**WHEREAS**, the City of Covina currently participates in the Interagency Metropolitan Police Apprehension Crime Task Force (LA IMPACT) as a signatory to a Memorandum of Understanding, and supports the concept of formally organizing LA IMPACT as a Joint Powers Authority to clarify the rights and duties of the LA IMPACT members and to provide LA IMPACT with legal standing as an entity with its own; and,

**WHEREAS**, the Joint Powers Agreement (JPA) creates an Authority to coordinate a county-wide multi-jurisdictional crime task force; and

**WHEREAS**, the City of Covina desires to become a member of the LA IMPACT Authority created thereto.

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

Section 1. Pursuant to the City's authority under the Joint Exercise of Powers Act in California Government Code §6500 et seq., the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (LA IMPACT) Joint Powers Agreement, attached hereto and incorporated herein, is approved, thereby authorizing the City's membership in the LA IMPACT Authority; and

Section 2. The City Manager is authorized and directed to execute the LA IMPACT Joint Powers Agreement to effectuate the intent of this Resolution.

Section 3. The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption and the City Clerk, or his duly appointed deputy is directed to attest thereto.

Section 4. This Resolution is effective upon adoption.

Passed, approved and adopted this 15th day of March, 2011.

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Mayor, City of Covina

ATTEST:

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City Clerk, City of Covina

APPROVED AS TO FORM;

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City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 11-XXXX was adopted by the Covina City Council at a regular meeting of the City Council held this 15th day of March, 2011 and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Catherine M. LaCroix, Deputy City Clerk

**CITY OF COVINA**  
**AGENDA ITEM COMMENTARY**

**MEETING DATE:** March 15, 2011

**ITEM NO.:** CC 6

**STAFF SOURCE:** Amy Hall-McGrade, Parks & Recreation Director   
Tara Rizzolo, Community Services Supervisor 

**ITEM TITLE:** Adopt **Resolution No. 11-6939** and **Resolution No. 11-6940** approving the applications for Statewide Park Program grant funds

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**STAFF RECOMMENDATION**

Adopt **Resolution No. 11-6939** approving the application for Statewide Park Program grant Funds under Proposition 84 for the construction of Cougar Park.

Adopt **Resolution No. 11-6940** approving the application for Statewide Park Program grant Funds for the renovation of Kelby Park and the Joslyn Center.

**FISCAL IMPACT**

No City match is required to apply for this grant.

**BACKGROUND**

California voters passed the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006, Proposition 84. The Statewide Park Program portion of Proposition 84 funds the creation and development of parks and recreation facilities. This program will award grants on a competitive basis for the creation of new parks and new recreation opportunities in proximity to the most critically underserved communities across California. The creation of new parks in neighborhoods will be given priority.

The Parks & Recreation Department proposes to apply for grant funds for two projects. The first project would create new park acreage on City owned property located behind the Baja Ranch Market and adjacent to District Field. The proposed park would be named "Cougar Park" after one of the original Covina Citrus labels. The park would include a small building to be used for Summer Day Camp and, during the school year, for Leisure Lifestyle classes. Both programs generate fees that would cover program and maintenance costs. The proposed park also includes a play area, pathways, historical mural, trees, small community garden, and parking.

The second project would be at Kelby Park and include the renovation of the Joslyn Center, removal of the park restrooms, installation of sports lighting, and reconfiguration of the existing parking lot.

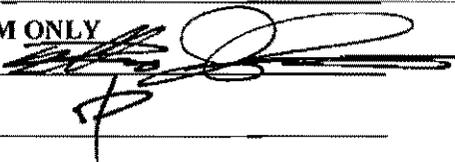
Grant applications are due July 1, 2011. The grant awards will be announced six months after the application deadline. Project construction must be completed within three years of the grant award.

**RELEVANCE TO THE STRATEGIC PLAN**

Applying for park grant funds will provide an opportunity to enhance parks and recreation programs in Covina. This is one of the three-year goals of the current Strategic Plan.

**EXHIBITS**

- A. Resolution No. 11-6939
- B. Resolution No. 11-6940

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

RESOLUTION NO. 11-6939

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING THE APPLICATION FOR STATEWIDE PARK PROGRAM GRANT FUNDS FOR THE CONSTRUCTION OF COUGAR PARK.

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Program, setting up necessary procedures governing the Application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the applicant to certify by resolution the approval of application(s) before submission of said application(s) to the State; and

WHEREAS, the applicant will enter into a contract with the State of California to complete the grant scope project;

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

Approves the filing of an application for the construction of Cougar Park, and

SECTION 1. Certifies that said application has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and

SECTION 2. Certifies that the applicant has or will have sufficient funds to operate and maintain the project(s), and

SECTION 3. Certifies that the applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and

SECTION 4. Delegates the authority to the City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope; and

SECTION 5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guideline.

SECTION 6. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 15<sup>th</sup> day of March, 2011.

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Mayor

ATTEST:

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Deputy City Clerk

Approved as to form:

---

Legal Counsel

RESOLUTION NO. 11-6940

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING THE APPLICATION FOR STATEWIDE PARK PROGRAM GRANT FUNDS FOR THE RENOVATION OF KELBY PARK AND THE JOSLYN CENTER.

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Program, setting up necessary procedures governing the Application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the applicant to certify by resolution the approval of application(s) before submission of said application(s) to the State; and

WHEREAS, the applicant will enter into a contract with the State of California to complete the grant scope project;

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

Approves the filing of an application for the renovation of Kelby Park and the Joslyn Center, and

SECTION 1. Certifies that said application has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and

SECTION 2. Certifies that the applicant has or will have sufficient funds to operate and maintain the project(s), and

SECTION 3. Certifies that the applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and

SECTION 4. Delegates the authority to the City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope; and

SECTION 5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guideline.

SECTION 6. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 15<sup>th</sup> day of March, 2011.

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Mayor

ATTEST:

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Deputy City Clerk

Approved as to form:

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Legal Counsel

**CITY OF COVINA**  
**AGENDA ITEM COMMENTARY**

**MEETING DATE:** March 15, 2011

**ITEM NO.:** CC 7

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



**ITEM TITLE:** Public Works Department Monthly Activity Report

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**STAFF RECOMMENDATION**

Receive and file the Public Works Department Monthly Activity Report

**FISCAL IMPACT**

This report is informational only and has no budgetary impact.

**BACKGROUND**

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

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

During February, the following trends were noted:

- With the second month of expanded and additional tracking, Code Enforcement increased significantly in the categories of total homes in foreclosure and number of open cases. The number of open cases increased due to the additional increase in Industrial Waste Permits and a mass mailing on foreclosed properties.
- Preventative maintenance services and safety inspections in Central Equipment continue to trend above previous year averages with the addition of a full time position and with increased coordination of labor and job assignments.
- February 2011 marks the completion of the first year for the City's in-house sanitary sewer maintenance program. Beginning their first month in February of 2010, Streets & Sewers cleaned over seven miles of main line sewer. Where in February 2011, they were able to double that number by cleaning over fourteen miles due to increased experience and efficiency.
- The Transportation Division experienced a large spike in the number of sales of blue zone monthly permits due to the closure of the Italia municipal parking lot and new year sales.

**RELEVANCE TO THE STRATEGIC PLAN**

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

**EXHIBITS**

A. Public Works Department Monthly Activity Report – February 2011

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

**CITY OF COVINA  
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT  
FEBRUARY 2011**

<b>DIVISION</b>	<b>ACTIVITY</b>	<b>QUANTITY</b>
<b>Water Utility</b>	Meter reads	4,062
	Meter replacements	7
	Consumer responses	72
	Backflow tests	0
	Flushed blow-offs	0
	Service line repair/replace	2
	Main line repair/replace	3
	Fire hydrant repair/replace	3
	Isolation valves exercised	10
	Dig alert responses	78
	Emergency call outs	8
	<b>Equipment Maintenance</b>	Preventative Maintenance service
Safety inspections		45
Daily demand repairs		98
Tire repairs		18
Major repairs over \$1000		5
Emergency call outs		17
<b>Street Maintenance</b>	Traffic sign remove/replace/install	10
	Potholes repaired	262
	Curb and gutter remove/replace (LF)	0
	Sidewalk remove/replace (SF)	0
	Curb painted (LF)	240
	Illegally dumped items picked up (LBS.)	6,885
	Utility cuts repaired	8
	Trees trimmed - LA Works crew	276
	Trees removed	3
Emergency call outs	0	
<b>Environmental Services</b>	Used oil containers distributed	7
	Compost bins distributed	15
	NPDES violations investigated	0
	NPDES Permit Inspections	1
	Waste management consumer contacts	41
	Industrial Waste Permit Inspections	62
	Plans checked for environmental compliance	14
	Environmental legislation & regulations reviewed	8
	Special Waste collection events promoted	4
<b>Engineering Inspection</b>	Permits issued	47
	Inspections conducted	60
	Complaint responses	2
	Jobsite meetings	6
	Plan checks conducted	38
	Document research requests	51
	Value of plans prepared	0
<b>Building Maintenance</b>	Service requests completed	21
	Facility heat/air conditioning repairs	1
	Facility lighting/electrical repairs	1
	Emergency call outs	0

**CITY OF COVINA  
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT  
FEBRUARY 2011**

<b>DIVISION</b>	<b>ACTIVITY</b>	<b>QUANTITY</b>
<b>Transportation</b>	Bus passes sold	84
	Covina Transit passengers	1,538
	Metrolink monthly permits sold	592
	Metrolink Avg. daily permits sold	71
	Municipal lots blue zone permits sold	204
	Municipal lots monthly machine revenues	\$584
<b>Code Enforcement</b>	Number of Inspections	908
	Number of signs pulled from public right-of-way	264
	Number of resolved cases	68
	Number of open cases	348
	Industrial waste cases open	117
	Liens filed	11
	Liens released	2
	Total homes in foreclosure	542
	Foreclosed homes registered	213
	Cases referred for possible litigation	14
<b>Building &amp; Safety</b>	Pre/Post permit counter visits	186
	Pre/Post Activity (hours)	46.5
	Permits issued	78
	Inspections conducted	352
	Plan checks conducted	29
	Permit valuation	\$317,184
<b>Sewer Maintenance</b>	Manholes inspected	81
	Linear feet of main cleaned	78,000
	Hot-spot locations cleaned	33
	Sewer overflow responses	0
	Manholes treated for vermin infestation	35
	Manholes treated for rodent infestation	12
	Routine pump station checks	28
<b>Special Activities of Note</b>	Asphalt skin patches (SF)	1,979
	New safety lights installed at City Yard public access	2
	Assistance with PD planned power outage on Feb. 9	1
	Fallen tree limbs picked up	63

**CITY OF COVINA**  
**AGENDA ITEM COMMENTARY**

**MEETING DATE:** March 15, 2011

**ITEM NO.:** CC 8

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



**ITEM TITLE:** Water Utility Billing and Automated Meter Reading Projects Status Updates

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**STAFF RECOMMENDATION**

Receive and file the Water Utility Billing and Automated Meter Reading Projects Status Updates Report.

**FISCAL IMPACT**

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

**BACKGROUND**

At its regular meeting of January 18<sup>th</sup>, the City Council directed staff to provide regular status updates on the on-going implementation of the Water Utility's new billing system and automated meter reading system. This is the first of these reports and the key performance information for both projects is as follows:

**Utility Billing System**

- The contract Customer Service component is fully staffed and 100% operational
- For the period of February 1 – 28 the Call Center handled 1,131 contacts. Of those, 5 were characterized as complaints. The remainder were standard calls related to payments, address changes, move-in, move-out, and general account and billing inquiries.
- 78% of the 1,112 calls to the Call Center were picked-up by a Customer Service representative in less than 60 seconds. The average wait time for customers to be connected to a Customer Service representative was 50 seconds.
- 96% of the 7,393 bills processed in February were issued within the required 25 to 35-day read window. The exception was book 104 in Cycle 1 which was 40 days due to a delay in the city transmitting reads to Global. The billing cycle includes several days of "float" within the schedule to accommodate unanticipated delays. In this instance, Public Works staff incorrectly assumed that they could use all the "float" to complete the meter reads; which subsequently delayed the billing process. This error has been corrected and internal protocols have been implemented to ensure that this problem does not present itself in the future.

- The Call Center and automated payment processing center processed 15,334 payments in the month of February; 748 of which were credit card payments; a service not previously available to customers.
- 100% of payments deposited in the payment drop boxes at the City Yard and City Hall were processed and posted on a daily basis.
- A secondary payment drop box was delivered and installed at City Hall for customers to drop-off payments at either the City Yard or City Hall. Public Works staff services both boxes daily with water payments being processed at the City Yard on a daily basis and trash payments being forwarded to the Finance Department for processing.

**Automated Meter Reading System**

- The installation of the ten (10) wireless Data Collection Units (DCUs) has been completed; the DCU transmissions have been integrated with the billing system; and the system is currently 100% operational.
- 5,679 meters, or approximately sixty-eight percent (68%) of the system's meters have been replaced with the automated reading meters. Each of these meters is fully activated upon installation; eliminating the need for their manual reading.
- Meter change outs on reading Cycles 2, 3, 4, 5, 6 and 8 have been completed. The contractor is currently working on Cycle 1, with Cycle 7 and Route 250 (fire lines) to go.
- While the new meters are currently self-reading and feeding their data directly to the billing system; customers will not be able to access their read information via the Internet until the entire project is completed. Once all meters are in place, the E-Care component of the system will be activated; providing customers with the ability to access real-time read data by personal computer.

**RELEVENCE TO THE STRATEGIC PLAN**

While not a listed objective of the current Strategic Plan, through its enhancement of customer service capabilities and expansion of electronic business functions in a cost-effective manner the proposed action addresses and supports three of the current Plan's goals, i.e. Improve and promote customer service; Enhance financial stability; and Become an environmentally sustainable community.

**EXHIBITS**

None

<b>REVIEW TEAM ONLY</b>	
City Attorney: 	Finance Director: 
City Manager: 	Other: 

**COVINA REDEVELOPMENT AGENCY**  
**AGENDA ITEM COMMENTARY**

**MEETING DATE:** March 15, 2011

**ITEM NO.:** CC 9

**STAFF SOURCE:** Robert Neiuber, Deputy Executive Director *RN*  
Lisa Brancheau, Redevelopment Manager

**ITEM TITLE:** Approve Temporary License Agreement with Olson – Covina 5 LLC for usage of property located at 135 East Badillo Street for storage of items during grading of the Olson Citrus Walk Project site

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**AGENCY RECOMMENDATION**

Approve Temporary License Agreement with Olson – Covina 5 LLC, retroactive to February 25, 2011 for usage of property located at 135 East Badillo Street for storage of items during grading of the Olson Citrus Walk Project site and authorize Executive Director to execute the agreement.

**FISCAL IMPACT**

There is no fiscal impact to the General Fund. The recommended action will result in approximately \$900 (\$300 per month) in additional revenue to be placed in CRA Olson Project account no. 5031-4450-00-53710.

**BACKGROUND**

At-Grade demolition of the Olson Citrus Walk project site has taken place and steps to convey the property to developer, Olson – Covina 5 LLC, is in process. As a result, the developer will soon begin grading and below-grade excavation of the project site and during that time wishes to store existing project site brick pavers at vacant Agency-owned property located at 135 East Badillo Street. The bricks will be reinstalled back into the Citrus Walk Project site once grading of the site is complete. The Temporary License Agreement is requested by staff to be retroactive to February 25, 2011 as the removal of the bricks from the project site was necessary to allow the demolition contractor ample room to adequately complete all demolition work. Under the proposed agreement, the developer is also required to maintain the storage lot at 135 East Badillo Street in good condition and free of weeds. The Olson Company expects to utilize the site for storage of the bricks for no more than three months, or until May 2011.

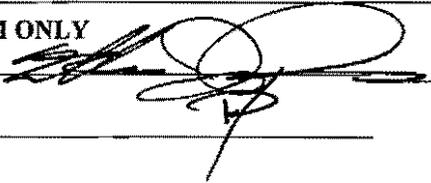
**RELEVANCE TO STRATEGIC PLAN**

Construction of the Olson Citrus Walk project is in keeping with the Strategic Planning Goal of Enhancing Financial Stability. The project will result in an influx of new residents and their visitors into the downtown area who will shop, dine, and relax downtown, thus furthering the revitalization of the area.

**EXHIBITS**

A. Temporary License Agreement

**REVIEW TEAM ONLY**

City Attorney: 

Finance Director: 

City Manager: \_\_\_\_\_

Other: \_\_\_\_\_

## TEMPORARY LICENSE AGREEMENT

This Temporary License Agreement ("License") is made effective as of February 25, 2011, pending future Agency Board approval, by and between the Olson-Covina 5, LLC, a California limited liability company ("Licensee"), and Covina Redevelopment Agency, a political corporation and governmental agency ("Agency"). The parties agree as follows:

**PREMISES.** Agency, in consideration of the License payments provided in this License, Licenses to Licensee 3,000 square feet upon property located at 135 E. Badillo Street, Covina, California 91723, and as more particularly shown in Exhibit A ("Lot") for the storage of City owned street lights, bricks, tree cages, and trash containers whose removal was necessitated by the Citrus Walk development. Nothing herein shall be deemed to grant to Licensee any fee interest, leasehold, or other possessory interest in the Lot, or any portion thereof, beyond the rights set forth herein.

**TERM.** The License term will begin on February 25, 2011, and will terminate on May 25, 2011 or upon completion of the grading of the Citrus Walk development, whichever is sooner. This License may be terminated by either party, for any reason or for no reason upon ten (10) working days (Monday through Friday) written notice to the other party.

**LICENSE PAYMENTS.** Licensee shall pay to Agency monthly payments on the first day of each month in the amount of \$300.00 for a total payment obligation of \$900.00 for the Term of this License. License payments shall be made to the Agency at 125 East College Street, Covina, California, 91723.

In the event that this License is terminated in the middle of any month during the Term, the Agency shall repay to the Licensee that pro-rata portion of the monthly payment paid at the beginning of that month.

**POSSESSION.** The Licensee shall be entitled to possession on the first day of the Term of this License, and shall yield possession to the Agency on the last day of the Term of this License, unless otherwise agreed by both parties in writing.

**OPERATION, MAINTENANCE, REPAIR AND CAPITAL IMPROVEMENT RESPONSIBILITIES.** All operation and maintenance during the term of this License, including fence costs, weed removal and installation of green screen for the fencing shall be the responsibility of the Licensee. All obligations to repair damage to the Lot shall be the responsibility of the Agency, except to the extent any damage is attributable to Licensee's use of the Lot, at which point Licensee shall be responsible for the costs of any repair to the Lot.

**INDEMNITY OF AGENCY FOR LOSS OR DAMAGES.** The Licensee agrees to indemnify, defend with counsel reasonably acceptable to Agency and save harmless the Agency, its officers, officials, employees, agents and volunteers from and against any and all liability, expense, including defense costs and reasonable legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury or property damage arising from the Licensee's operations on or its use of the Lot hereunder, including any

workers' compensation suits, liability or expense arising from or connected with services performed on behalf of the Licensee by any person pursuant to this License, except for any act or omission attributable to the Agency's negligence or wrongful act or omission.

**INSURANCE.** The Licensee shall procure and maintain for the duration of this License insurance against claims for injuries to persons or damages to property that may arise from or in connection with the Licensee's operation and use of the Lot. The cost of such insurance shall be borne by the Licensee.

**Minimum Scope of Insurance**

Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).

**Minimum Limits of Insurance**

The Licensee shall maintain limits no less than:

General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this License or the general limit shall be twice the required occurrence limit.

**Other Insurance Provisions**

The general liability policy is to contain, or be endorsed to contain, the following provisions:

1. The Agency, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of property owned, occupied or used by the Licensee. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers.
2. The Licensee's insurance coverage shall be primary insurance as respects to the Agency, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Agency, its officers, officials, employees or volunteers shall be excess of the Licensee's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Agency, its officers, officials, employees or volunteers.
4. Coverage shall state that the Licensee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in

limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Agency.

**Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

**Verification of Coverage**

The Licensee shall furnish Agency with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the Agency. All endorsements are to be received and approved by the Agency before the Licensee occupies the Lot, or any portion thereof. As an alternative to the Agency's forms, the Licensee's insurer may provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

**DEFAULTS.** The Licensee shall be in default of this License, if the Licensee fails to fulfill any License obligation or term by which the Licensee is bound, and the Agency may immediately take possession of the Lot following written notice of such default and Licensee's failure to promptly cure the same.

**NOTICE.** Notices under this License shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

**AGENCY:**

Name: Covina Redevelopment Agency  
Address: 125 East College Street  
Covina, CA 91723  
Attn: Robert Neuber, Deputy Executive Director

**LICENSEE:**

Name: Olson-Covina 5, LLC  
Address: 3010 Old Ranch Parkway, Suite 100  
Seal Beach, CA 90740  
Attn: Eric Everhart

Such addresses may be changed from time to time by either party by providing notice as set forth above.

**AGENCY BOARD APPROVAL.** Staff will bring this License forward for Agency Board consideration at their March 15, 2011 Board Meeting. Should the Board not approve the Temporary License, then the Licensee must vacate the property within ten (10) working days.

**ENTIRE AGREEMENT/AMENDMENT.** This License contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This License may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

**SEVERABILITY.** If any portion of this License shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this License is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, than such provision shall be deemed to be written, construed and enforced as so limited.

**WAIVER.** The failure of either party to enforce any provisions of this License shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this License.

**CUMULATIVE RIGHTS.** The rights of the parties under this License are cumulative, and shall not be construed as exclusive unless otherwise required by law.

**GOVERNING LAW/VENUE.** This License shall be construed in accordance with the laws of the State of California. Venue shall be in Los Angeles County.

**RECORDING.** This License may be recorded against the Lot concerned with the Recorder's Office of Los Angeles County.

AGENCY:

COVINA REDEVELOPMENT AGENCY, a political corporation and governmental agency

By: \_\_\_\_\_  
Executive Director

Approved as to Form:

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

*[SIGNATURES CONTINUE ON NEXT PAGE]*

LICENSEE:

OLSON – COVINA 5,LLC,  
a California limited liability company

By: In-Town Communities, LLC,  
a California limited liability company  
Its member

By: Olson Urban Housing, LLC,  
a Delaware limited liability company  
Its Member

By: In Town Living, Inc.,  
a Delaware corporation,  
Its Managing Member

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT "A"**  
(Description of the Lot)

**EXHIBIT "A"**  
(Description of the Lot)

**COVINA E 53.5 F EX OF ST ALLEY LOT 13, EX OF ST, ALLEY LOTS  
14 AND 15 BLK 7, CITY OF COVINA, COUNTY OF LOS ANGELES,  
CENSUS TRACT & BLOCK NO. 4061012/2  
APN: 8445-009-910**

**COVINA REDEVELOPMENT AGENCY**  
**AGENDA ITEM COMMENTARY**

MEETING DATE: March 15, 2011

ITEM NO.: CC 10

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

ITEM TITLE: Payment of Demands

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**STAFF RECOMMENDATION:**

Approve Payment of Demands in the amount of **\$265,843.54**

**BACKGROUND:**

Attached list of warrants, demands, which are being presented for approval for January, 2011 are summarized as follows:

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
<b>ACCOUNTS PAYABLE WARRANTS</b>		
January 6, 2011	6276-6294	\$26,666.12
January 13, 2011	6295-6309	\$148,574.42
January 20, 2011	6310-6321	\$10,417.08
January 6, 2011	(Reimburse PR Insurance)	\$7,198.04
January 20, 2011	(Reimburse PR Insurance)	\$6,504.41

**PAYROLL**

January 6, 2011		\$25,437.49
January 20, 2011		\$41,058.98

**VOIDS**

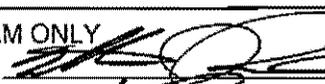
January 31, 2011	6138	(\$13.00)
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**RELEVANCE TO STRATEGIC PLAN:** Not applicable

**GRAND TOTAL: \$265,843.54**

**EXHIBITS:**

A. ACCOUNTS PAYABLE REGISTER

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

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
RA00006276	CRA00543	BANK OF THE WEST	01/06/11	817.52	MW	OH	
RA00006277	CRA00129	COVINA WATER & REFUSE, CITY O	01/06/11	169.88	MW	OH	Payee Name different in Check DB
RA00006278	CRA00128	COVINA, CITY OF	01/06/11	4,684.03	MW	OH	Payee Name different in Check DB
RA00006279	CRA00128	COVINA, CITY OF	01/06/11	200.00	MW	OH	Payee Name different in Check DB
RA00006280	CRA00128	COVINA, CITY OF	01/06/11	105.15	MW	OH	Payee Name different in Check DB
RA00006281	CRA00027	EDISON CO	01/06/11	51.59	MW	OH	
RA00006282	CRA00049	GEOGRAPHICS	01/06/11	1,854.41	MW	OH	Payee Name different in Check DB
RA00006283	CRA00051	GRAND PRINTING	01/06/11	172.09	MW	OH	
RA00006284	CRA00004	HOME DEPOT	01/06/11	111.78	MW	OH	
RA00006285	CRA00070	LEWIS OPERATING CORP	01/06/11	9,278.00	MW	OH	
RA00006286	CRA00695	LOWES	01/06/11	260.17	MW	OH	
RA00006287	CRA00480	OFFICE DEPOT	01/06/11	147.90	MW	OH	
RA00006288	CRA00667	PROFESSIONAL DESIGN ASSOCIATE	01/06/11	2,640.00	MW	OH	
RA00006289	CRA00595	REGINA COLLINS	01/06/11	2,550.00	MW	OH	Payee Name different in Check DB
RA00006290	CRA00100	SGV NEWSPAPER GROUP	01/06/11	600.00	MW	OH	
RA00006291	CRA00437	SO CALIF GAS COMPANY	01/06/11	124.45	MW	OH	
RA00006292	CRA00446	SYSTEMS INTERNATIONAL INC	01/06/11	1,525.00	MW	OH	
RA00006293	CRA00273	UNITED SITE SERVICES OF CA IN	01/06/11	174.15	MW	OH	Payee Name different in Check DB
RA00006294	CRA00125	YWCA WINGS SHELTER	01/06/11	1,200.00	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
=====								
GRAND TOTALS:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		26,666.12		Number of Checks Processed:		19
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled Checks		0.00		Number of Checks Processed:		0
		Total EFTs		0.00		Number of EFTs Processed:		0
		GRAND TOTAL		26,666.12				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
RA00006295	CRA00545	AL-SAL OIL COMPANY INC	01/13/11	7,333.33	MW		OH	
RA00006296	CRA00626	ANDY GUMP INC	01/13/11	19.86	MW		OH	
RA00006297	CRA00013	ASSOCIATED COURIER SVC	01/13/11	68.95	MW		OH	
RA00006298	CRA00020	BANK OF NEW YORK MELLON	01/13/11	2,120.00	MW		OH	Payee Name different in Check DB
RA00006299	CRA00549	BEST BEST & KRIEGER LLP	01/13/11	16,677.38	MW		OH	
RA00006300	CRA00035	COVINA DISPOSAL CO	01/13/11	210.48	MW		OH	
RA00006301	CRA00128	COVINA, CITY OF	01/13/11	352.87	MW		OH	Payee Name different in Check DB
RA00006302	CRA00128	COVINA, CITY OF	01/13/11	330.33	MW		OH	Payee Name different in Check DB
RA00006303	CRA00128	COVINA, CITY OF	01/13/11	111,610.02	MW		OH	Payee Name different in Check DB
RA00006304	CRA00034	DH MAINTENANCE SERVICES	01/13/11	125.00	MW		OH	
RA00006305	CRA00027	EDISON CO	01/13/11	139.95	MW		OH	
RA00006306	CRA00480	OFFICE DEPOT	01/13/11	21.83	MW		OH	
RA00006307	CRA00667	PROFESSIONAL DESIGN ASSOCIATE	01/13/11	31.42	MW		OH	
RA00006308	CRA00097	RJS FINANCIAL	01/13/11	8,333.00	MW		OH	Payee Name different in Check DB
RA00006309	CRA00125	YWCA WINGS SHELTER	01/13/11	1,200.00	MW		OH	

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	148,574.42	Number of Checks Processed:	15
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>GRAND TOTAL</b>	<b>148,574.42</b>		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To	Note
RA00006310	CRA00549	BEST BEST & KRIEGER LLP	01/20/11	126.26	MW				
RA00006311	CRA00128	COVINA, CITY OF	01/20/11	179.89	MW				Payee Name different in Check DB
RA00006312	CRA00034	DH MAINTENANCE SERVICES	01/20/11	220.00	MW				
RA00006313	CRA00027	EDISON CO	01/20/11	62.18	MW				
RA00006314	CRA00056	HIMES AND HIMES INC	01/20/11	2,400.00	MW				
RA00006315	CRA00673	MACIAS GINI & O CONNELL LLP	01/20/11	4,240.00	MW				
RA00006316	CRA00096	POWELL CAMERA SHOP	01/20/11	96.53	MW				
RA00006317	CRA00570	SGV EXAMINER	01/20/11	337.76	MW				
RA00006318	CRA00134	TERRILL PUBLICATIONS	01/20/11	2,190.00	MW				
RA00006319	CRA00273	UNITED SITE SERVICES OF CA IN	01/20/11	105.52	MW				Payee Name different in Check DB
RA00006320	CRA00212	VERIZON CALIFORNIA	01/20/11	56.60	MW				
RA00006321	CRA00642	XO COMMUNICATIONS	01/20/11	402.34	MW				

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	10,417.08	Number of Checks Processed:	12
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
<b>GRAND TOTAL</b>	<b>10,417.08</b>		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
RA00006138	CRA00684	LOS ANGELES COUNTY	10/07/10	13.00	RV	TR		Reversed

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	13.00	Number of Checks Processed:	1
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
GRAND TOTAL	13.00		

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the Covina Redevelopment Agency dated Accounts Payable for 1/06/11, 1/13/11 and 1/20/11; Payroll for 1/06/11 and 1/20/11; voids for January, 2011; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis,  
Finance Director

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2011

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**CITY OF COVINA**  
**AGENDA ITEM COMMENTARY**

**MEETING DATE:** March 15, 2011

**ITEM NO.:** CPH 1

**STAFF SOURCE:** Robert Neiuber, Director of Community Development

**ITEM TITLE:** Consider application Conditional Use Permit 10-010 and Negative Declaration related to the wireless communication facility located at 1175 East Garvey Avenue and determine if the required findings can be justified.

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**STAFF RECOMMENDATION**

- A. Open the Public Hearing and consider public testimony.
- B. Consider application CUP 10-010, a Conditional Use Permit for the construction and operation of a roof mounted and screened wireless communication facility and associated equipment; and
- C. Close the Public Hearing, determine if the required findings can be made and approve or deny the application and related environmental document.

**FISCAL IMPACT**

None.

**BACKGROUND**

At the October 26, 2010 Planning Commission Meeting, the Planning Commission considered the required findings and approved an application for a wireless communication facility to be located at 1175 East Garvey Avenue. City Council member Walt Allen III requested that the decision be appealed and asked the Council to consider hearing the appeal. The Council considered and approved hearing the appeal at their November 17 meeting. The appeal was heard at their December 7, 2010 meeting and has twice been continued since then by the Council to allow T-Mobile time to hold a public meeting, answer Council's questions, and bring back any changes for the Council's consideration.

T-Mobile held an open house on March 7, 2010, in the City Council Chambers and had their new plans available to share with those that attended. Only one person from the neighborhood attended the open house. After speaking with T-Mobile and reviewing their new plans he indicated to staff that he was satisfied with the changes that they have made and was going to go back and share the information with his neighbors.

The original application for a 55' monopine-type wireless facility and associated equipment to be located on a commercial property at the northwest corner of Forest Hills Drive and Garvey Avenue required a Conditional Use Permit (CUP) 10-010 for operation of the wireless facility

and compact parking stalls and a related Variance 10-004 required for due to the setback of the site equipment

The new plans consist of an 8'4" wide by 6' long by 6' high screened area on top of the existing commercial office building. The T-Mobile antennas would be completely screened from view behind the screening wall. The screening wall would be textured and painted to match the building. At its highest point the screen wall is 37'. At its highest point the building is 31'. Any approved structure would still require building review and approval for any building safety issues. The site equipment is now located adjacent to the building and out of the set back area. In addition, compact stalls are no longer required.

A CUP is still required for wireless communication facilities in this planning zone. CUPs require that four (4) findings can be made. Those findings are:

1. That the site for the use is adequate in size and shape to accommodate the proposed use.
2. That the streets adjacent to the use are adequate to handle the traffic generated.
3. That the use will have no adverse effect on abutting properties.
4. That the proposed use does not affect the public health, safety, and general welfare of the community.

Planning staff provided facts to the Planning Commission to justify the findings for the October 26, 2010 Planning Commission meeting and the Planning Commission approved the CUP. The Facts provided can be found on page 4 to page 6 of Exhibit A. The reasoning behind the facts could still be considered in approving the new design featuring the screened antennas on the roof of the commercial office building and screened from view.

The original Variance application pertained to the construction and operation of the aforementioned monopine type wireless communication facility and associated equipment that would both be located within a required 10-foot setback from the frontward street or Garvey Avenue. The facility is now roof mounted and screened and the associated equipment is no longer in the required set-back area which means that a Variance is no longer needed.

Planning staff also provided conditions of approval (Exhibit B) that the property owner and the facility owner must follow in order to construct, operate, and maintain the facility. The Conditions have been updated to reflect the new design featuring the antennas screened from view on the roof of the commercial office building.

The applicant indicated to the Planning staff that they did explore alternate sites in the vicinity and that this site was the best option available to them. Staff does encourage applicants to try to co-locate whenever possible. Staff has asked the applicant to be available to answer Council's question and to speak during the Public Hearing should they desire to do so. Staff did receive a

"Petition Against 55FT Cell Antenna" from residents near the proposed site, which was provided to the Council at their December 7, 2010 meeting.

Should the City Council determine that all of the findings can be made; the City Council can approve the application. Should the City Council determine that any of the required findings for the CUP cannot be met; the City Council can deny the application. The City Council could also send this item back to the Planning Commission for further review should it be determined that additional information is required.

Should the City Council approve the CUP, then the related Environmental Document must also be considered. Under the provisions of the California Environmental Quality Act (CEQA), staff is recommending the adoption of a Negative Declaration of Environmental Impact for the project proposal. This recommendation signifies that the project will not have a significant adverse impact on the environment. The Negative Declaration and an associated Initial Study are attached as Exhibit C.

**RELEVANCE TO THE STRATEGIC PLAN**

None.

**EXHIBITS**

- A. Planning Commission Report for CUP 10-010 and Variance 10-004 related to the wireless communication facility located at 1175 East Garvey Avenue.
- B. Conditions of Approval related to CUP 10-010 related to the wireless communication facility located at 1175 East Garvey Avenue.
- C. Negative Declaration of Environmental Impact and associated Initial Study
- D. Photo Simulations of site showing the screened roof enclosure
- E. Updated site plans provided by the applicant

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

- C. Negative Declaration of Environmental Impact and associated Initial Study
- D. Photo Simulations of site showing the screened roof enclosure
- E. Updated site plans provided by the applicant

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

**CITY OF COVINA**

**STAFF REPORT**

**OCTOBER 26, 2010**

**ITEM NUMBER 4**

**TO: PLANNING COMMISSION**

**FROM: ROBERT NEIUBER, DIRECTOR OF COMMUNITY DEVELOPMENT**

**COORDINATOR: ALAN CARTER, ASSOCIATE PLANNER**

**SUBJECT: APPLICATIONS CUP 10-010 AND VAR 10-004**

**APPLICANT:**

T-Mobile West Corporation

**REQUESTS:**

- a. Application CUP 10-010, a Conditional Use Permit for the construction and operation of a 55-foot high, monopine-type wireless communication facility and associated equipment and the installation of compact parking; and
- b. Application VAR 10-004, a Variance for a reduction in the setbacks of the communication facility and the equipment from Garvey Avenue.

**LOCATION:**

1175 East Garvey Avenue

**SURROUNDING LAND USES AND ZONING:**

	<b>EXISTING LAND USE</b>	<b>ZONING</b>
Site	Commercial-office building	C-P (PCD) (Administrative and Professional Office with a Planned Community Development overlay)
North	Residential-detached houses	City of West Covina
South	Various commercial and residential uses (across San Bernardino Freeway and in	City of West Covina

	City of West Covina)	
East	Hotel and restaurant complex	C-P (PCD) (Administrative and Professional Office with a Planned Community Development overlay)
West	Residential-detached houses	City of West Covina

**GENERAL PLAN DESIGNATION:**

General Commercial

**NOTIFICATION OF APPLICANT AND ADJACENT PROPERTY OWNERS:**

The applicant and the property owner were mailed copies of the staff report and the proposed Negative Declaration of Environmental Impact and an associated Initial Study (see following section and attachment). All property owners within a radius of 300 feet of the site were mailed notices of the public hearing on October 14, 2010, and the public hearing was advertised in the San Gabriel Examiner newspaper on the same date. Moreover, under the provisions of the California Environmental Quality Act (CEQA), notices pertaining to the two zoning applications and the proposed Negative Declaration and Initial Study were posted both at the office of the Los Angeles County Registrar-Recorder and on the subject site plus at two public places approximately 300 feet from the site on October 5, 2010.

**ENVIRONMENTAL DETERMINATION:**

Under the provisions of the California Environmental Quality Act (CEQA), the staff is recommending the adoption of a Negative Declaration of Environmental Impact for the project proposal. This recommendation signifies that the project will not have a significant adverse impact on the environment. The Negative Declaration and an associated Initial Study are documented on an attachment to this report and will be presented to the Planning Commission for consideration.

**PROJECT DATA:**

PROJECT DATA TABLE

DATA ITEM	CORRESPONDING FACT
Site Area	31,590 square feet (.73 acres)
Total Building Area on Property	8,750 square feet (1 structure)
General Location of Proposed Communication Facility and Equipment Area	Communication facility would be located in front-central portion of property (just west of building), its pole-type feature being 9 feet, 9 inches from the southern property line (at Garvey Avenue) and its antennas and branch-like features being

	located closer to the property line, as depicted on project plans; equipment would be sited near western end of site in a parking space, its surrounding block enclosure being 2 feet, 5 inches from southern property line, as further depicted on project plans
Vehicular and Pedestrian Access to Site and Total On-site Parking	From both Garvey Avenue (at front or southern side of property) and Forest Hills Drive (at eastern side of site); currently and under project (following installation of compact parking—see below), site would have 33 total parking spaces
Basis for Conditional Use Permit Application	For constructing/installing a) monopine-type wireless communication facility itself, communication-related elements consisting of multiple, upper-located, and screened panel and parabolic antennas; b) monopine-type communication facility that would deviate from certain Covina Municipal Code (CMC) requirements (outlined below); c) monopine-type communication facility that would exceed 50 feet in height (maximum height of appurtenant zoning district) (height (including upper-located branch-like features) would be 55 feet; and d) 9 compact parking spaces (under CMC and staff policy, on commercial-office and other properties with at least 20 parking spaces, up to 50 percent of required parking may consist of employee-oriented compact parking)
Basis for Variance Application	For deviating from required 10-foot front yard (from Garvey Avenue) setback requirement (under Section 17.34.110.A of CMC) relative to a) wireless communication facility itself (would vary between immediately abutting property line to 10 feet; and b) communication facility-related equipment (including enclosure) (would vary between 2 feet, 5 inches and 10 feet)

## **BACKGROUND:**

The applicant, T-Mobile West Corporation, requests Conditional Use Permit and Variance application approvals to construct and operate an unmanned wireless communication facility on a commercial-office property. The wireless communication facility would consist of 12 panel antennas and one parabolic antenna mounted at upper levels on a 55-foot high monopine-type structure (i.e., a structure resembling a pine tree), and the communication facility would be located in a street-side planter at the frontward or southern portion of the property, between the parking lot on the site and Garvey Avenue. All antennas on the monopine would be screened from surrounding views by the artificial foliage of the structure and by the partial painting of the antennas to match the apparatus. The supporting equipment for the wireless communication facility would be housed in multiple cabinets and appurtenances in a concrete block-composed enclosure that would be installed in a frontward parking space near the western end of the property. To compensate for the project-related loss of the single parking space, the applicant proposes to add one parking stall to an adjacent, northern row of parking spaces by incorporating compact parking into the parking row. Under the Covina Municipal Code, compact parking spaces also require a Conditional Use Permit.

For clarification on the planning-related details of, the key code requirements concerning, and the code-related deficiencies triggering the Variance application requirement, the Planning Commission should refer to the Project Data section and to the accompanying plans. The applicant's representative has stated that the communication facility is needed to augment T-Mobile West's existing cellular public- and private-serving network, which supports portable telephones and other mobile communication devices.

## **ANALYSIS AND FINDINGS - CONDITIONAL USE PERMIT:**

The Conditional Use Permit application pertains to the construction and operation of a wireless communication facility and associated equipment and the installation of compact parking, which have been described herein and in the associated project plans. Based on an analysis of the project, the Planning staff recommends that the Planning Commission make the following findings for this application:

1. That the site for the use is adequate in size and shape to accommodate the proposed use.

Fact: The appurtenant site is roughly three-quarters of an acre in size and, though generally triangular in shape, is flat and improved in a manner that could accommodate the proposed wireless communication facility and associated equipment plus compact parking. The Planning staff believes that the communication facility and supporting equipment and the compact parking have been located in the most suitable portions of the property. In sum, the Planning staff has not identified any major issues concerning the overall project proposal.

2. That the streets adjacent to the use are adequate to handle the traffic generated.

Fact: The project site is accessible to vehicular traffic from Garvey Avenue (the southerly street on which the property fronts) and from Forest Hills Drive on the eastern side, which are both fully improved, local in designation, and commercial-oriented streets. Because the proposed wireless communication facility would be unmanned and, according to information submitted with the application, would only require maintenance approximately once a month by typically a single technician, facility-associated traffic is not an issue for this component of the CUP request, nor is traffic an issue concerning the slated compact parking. In other words, no traffic or circulation issues concerning the project proposal have been identified.

3. That the use will have no adverse effect on abutting properties.

Fact: The proposed monopine-type structure and related equipment would be located in areas that the Planning staff believes would be sufficiently away from abutting properties, which are northerly and westerly, West Covina-affiliated houses. (During the initial review of the communication system request under application Site Plan Review (SPR 09-041), the staff routed the project plans to the West Covina Planning Department for comment. West Covina officials requested, among other things, that the communication facility be located the maximum possible distance away from the aforementioned residences. Under the West Covina code, wireless communication facilities must be located a minimum of 100 feet back from any residential property; Covina's code does not have a separation requirement of this type, though communication facilities must meet the general setback requirement of the appurtenant zoning district, which here is 10 feet, and must be located at least 300 feet from any major/arterial street and 1,000 feet from any similar freestanding communication system(s).) Also, the monopine-type element would be required to have ample artificial branches and foliage and other features to best screen the antennas (matching the project plans) or to replicate the appearance of an actual pine tree, thus blending with adjacent live trees. Concerning the proposed compact parking spaces, the staff believes that the parking would not create any incursions relative to the northerly and westerly residences. Moreover, the conditions of approval pertaining to the wireless communication facility and equipment plus the compact parking will provide the City with sufficient leverage for preventing any issues. Lastly, during project review, the Planning staff did not identify any land use-related problems concerning the relation of each element of the project proposal to the surrounding properties.

4. That the proposed use does not affect the public health, safety, and general welfare of the community.

**Fact:** In terms of project design, the outer portion (or artificial foliage) of the wireless communication facility would be located at least 76 feet away from the closest/northerly residences and, as noted herein, would be designed to resemble a live tree. In addition, the facility-related equipment would be contained within a decorative concrete block-composed enclosure that would match existing improvements on the property and that would be sited at least 20 feet from the abutting residences. Therefore, as also previously stated, the overall monopine-type communication system and the related supporting equipment would be compatible with and sufficiently buffered from both on-site areas and adjacent uses as well as surrounding public areas. The compact parking, moreover, would be installed in a relatively limited portion of the parking lot, and this parking would not have any impacts off of the property. Regarding the matter of radio frequency (RF) emissions and the proposed wireless communication facility, the facility would be required to meet all radio frequency and related regulations of the Federal Communications Commission (FCC) at the time of initial operation and in perpetuity. (Copies of an initial RF Report and the applicant's master plan of communication facility sites have been submitted to Planning with the Conditional Use Permit and Variance applications.) And as addressed in the conditions of approval, under certain circumstances, the City would require that the applicant certify that the radio frequency emission levels continue to meet applicable standards. Lastly, all necessary City permits would have to be obtained in conjunction with facility construction. In sum, no threats to public health or safety have been identified in the review of the wireless communication facility and its appurtenances as well as the compact parking.

### **ANALYSIS AND FINDINGS - VARIANCE:**

The Variance application pertains to the construction and operation of the aforementioned wireless communication facility and associated equipment that would both be located within a required 10-foot setback from the frontward street or Garvey Avenue. Based on an analysis of the project, the Planning staff recommends that the Planning Commission make the following findings for this application:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved which do not apply generally to other property in the same vicinity and zone.

**Fact:** Considering all improvements on the property and the surroundings, the communication facility and associated equipment would be located in arguably the most appropriate, least intrusive sections of the site. In addition, the City encourages the placement of new communication facilities in, among other areas, commercially-zoned districts. But the communication system and its equipment would be located within the

required 10-foot front yard setback area. This particular setback issue has not arisen in the consideration of virtually all other wireless communication-related applications. The Planning staff believes that the wireless communication system and equipment would meet the intent of the applicable provisions of the Covina Municipal Code by, as previously stated, being located in a commercial area, by being sufficiently buffered from the closest residential properties, by being considerably away from the major streets and similar wireless communication facilities, and by being designed to be harmonious with both on-site improvements and surrounding uses.

2. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, which right is possessed by other property owners under like conditions in the same vicinity and zone, and the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the same vicinity and zone.

Fact: The strict adherence to the Municipal Code with respect to the required 10-foot front yard setback would prohibit the construction of the proposed wireless communication facility and associated equipment in what the staff believes are viable sections of the site. But for reasons stated in the aforementioned findings, the property is well-suited to accommodate the overall communication facility, the height and appearance of the communication facility itself would be reasonable and similar to those features of many other similar systems in the community, and the staff believes that there would be no negative impacts on adjacent properties from either the facility or the equipment. Moreover, the City has determined that the communication facility and its supporting equipment would represent reasonable improvements to the property in that they would meet the intent of the Municipal Code by, among other factors, maintaining at least some setback relief from Garvey Avenue and by being designed to be harmonious with the surroundings. Therefore, the Variance could be considered as a necessary mechanism for ensuring that the applicant's property rights are maintained.

3. The granting of the variance will not be materially detrimental to the public health, safety, convenience, and welfare or injurious to property and improvement in the same vicinity and zone in which the property is located.

Fact: As noted under the above Conditional Use Permit findings, the proposed wireless communication facility would be required to meet the FCC radio frequency regulations and would not appear to pose any threats to public health or safety. Also, the previously-noted design, appearance, and location of the communication facility and associated equipment would be compatible with the existing improvements on the property and would be harmonious with respect to the surroundings. Therefore, the overall project proposal should sustain the welfare, character, and appearance of

the appurtenant property and the surrounding area by consisting of elements that would prevent any potentially negative impacts or incursions. In particular, as stated under certain prior findings, the Planning staff believes that the project would not adversely affect the closest residences to the north. And once again, the conditions of approval pertaining to the wireless communication facility and associated equipment as well as the compact parking will provide the City with sufficient leverage for preventing any issues. In short, there should be no problems or obtrusiveness associated with the proposal.

4. The granting of such a variance will not be contrary to the objectives of the General Plan.

Fact: The General Plan regards monopine-type wireless communication facilities and their appurtenances as acceptable structures. The Plan also places a strong emphasis on maintaining the appearance, character, and vitality of the community, and on implementing the City Code in an appropriate fashion. Because the proposal, as noted herein, meets these goals, the staff believes that this finding can be made as well. Lastly, as addressed herein, compact parking is allowed under the Conditional Use Permit process, provides reasonable flexibility in project/development design (which the General Plan calls for), and therefore could be considered to further the goals and objectives of the General Plan as well.

#### **STAFF RECOMMENDATION:**

The Planning staff recommends that the Planning Commission approve Applications CUP 10-010 and VAR 10-004 and the associated proposed Initial Study and the Negative Declaration of Environmental Impact (first attachment), subject to the proposed conditions of approval (second attachment).

#### **EXHIBITS:**

- A. 300-Foot Radius Map
- B. Area Map
- C. Project Plans and Photo Simulations (submitted under separate cover)

**CITY OF COVINA  
APPLICATION CONDITIONS OF APPROVAL  
CONDITIONAL USE PERMIT APPLICATION NO. 10-010  
AS RECOMMENDED FOR CONSIDERATION TO THE CITY COUNCIL  
MARCH 15, 2011**

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The Conditional Use Permit shall authorize a) the construction and operation of an unmanned wireless communication facility (6 panel antennas, with each antenna measuring approximately 1 foot by 5 feet in size; screened from view on the roof of the commercial office building, maximum height of screening is 6 feet above the roof) and associated equipment

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**1.0 TIME LIMIT:**

- 1.1 The approval of the application shall be subject to revocation one year from the date of approval if the approved uses have not commenced.

**2.0 GENERAL REQUIREMENTS:**

- 2.1 Failure to comply with any conditions of approval noted herein shall be deemed just cause for revocation of project approval by the Planning Commission.
- 2.2 The wireless communication facility and appurtenances have been issued a Negative Declaration of Environmental Impact, pursuant to the California Environmental Quality Act (CEQA). This determination signifies that the project will not have a significant adverse impact on the environment. All documentation concerning the Negative Declaration of Environmental Impact is included as an attachment to these conditions of approval.
- 2.3 The wireless communication facility and its associated equipment shall be developed and operated in accordance with all design details as approved by the City Council (notably concerning the appearance of the screening that must be textured and painted to match the roof), the approved plans on file with the City, all representations of record made by the applicant, the conditions contained herein, and the Covina Municipal Code (CMC) and Covina Design Guidelines (CDG) (except where provisions have been waived under the appurtenant approval process). **Notwithstanding the above, the subsequent final or construction plans pertaining to the project (see condition 2.4 below) shall reflect certain minor clarifications to ensure that that the project proposal conforms to all applicable provisions of the CMC and the CDG.** Prior to completion of the approved improvements, all conditions of approval shall be complied with to the satisfaction of the City Planner or his/her designee.

- 2.4** Final or construction plans incorporating all conditions of approval and all plan-related changes required in the approval process shall be submitted for review to and approval by the City Planner or his/her designee prior to building permit issuance in conjunction with the Plan Check process of the Building Division (see condition 2.23 below). All construction/final plans and documents shall conform to the (revised) plans approved by the City Council. **The construction/final plans shall further reflect in the appropriate areas the following minor clarifications to ensure that the wireless communication facility will conform to all applicable provisions of the CMC and the CDG:** a) a note indicating that (in addition to being painted to match the appurtenant features) the antennas, must be completely screened by the approved screening material; b) a note(s) indicating that the equipment-associated enclosure would consist of either decorative block features (conforming to existing block features on the property) or stucco-coated and properly capped materials (conforming to the existing building on the property); c) a note(s) indicating that the access gate of the equipment-associated enclosure would consist of solid metal materials, painted to match the appurtenant enclosure; d) the new exterior building materials around the portion of the screening feature where the wireless communication facility will be located shall match the appearance of the existing building materials in terms of design, texture, and color; e) the cable chase must be installed, textured, and painted to match the existing building as detailed on the plans. In addition, the conditions of approval listed herein shall be printed upon the face of and included as part of the construction/final plans.
- 2.5** All equipment, equipment cabinets, and associated components concerning the wireless communication facility shall be kept within the area depicted and described in the (revised) approved project plans as the concrete block-composed equipment enclosure. In addition, the height of the equipment cabinets and any appurtenances (including any platforms) for the wireless communication facility shall not project above the highest level of the enclosure.
- 2.6** Should the new building materials around the portion of the screening feature where the wireless communication facility will be located break or deteriorate in a manner resulting in the public exposure of any spaces or components within the building feature thereat, including, but not limited to, the antennas and/or appurtenances that have been approved under this application, the malfunctioning building materials shall be replaced immediately. The screening feature and cable chase must stay in a good state of repair and must be maintained, painted, retextured, or repaired so that it remains intact and matches the roof or side of the building as appropriate. The structure of the screening feature must be maintained to meet Building Safety requirements.

- 2.7** All related utility lines concerning the wireless communication facility shall be placed underground.
- 2.8** Any on-site tree(s) that would need to be removed to accommodate the project must be replaced by tree(s) of the same number, species, and size, unless granted otherwise by the Planning staff. Any new landscape features shall further be fully integrated with and compatible with the existing automatic irrigation system on the property. Landscape and irrigation plans shall be submitted to and approved by planning staff if needed.
- 2.9** Any proposed changes in the existing exterior lighting on the property as a result of the communication facility-related project, including, but not limited to, the relocation of a light standard(s), shall first be reviewed by the Planning staff to ensure that the modified lighting would not generate any glare onto the surroundings and would conform to all applicable code requirements.
- 2.10** No parking stalls or vehicle access areas shall be removed under this application.
- 2.11** In accordance with Chapter 11.36 of the Covina Municipal Code, no street trees adjacent to the property shall be cut or trimmed in any manner by any persons associated with management, operational, or maintenance activities on the site without first obtaining a written permit from the Public Works Department.
- 2.12** In addition to obtaining approval from the City of Covina and all other applicable agencies regarding any future changes to the communication facility that is addressed under this Conditional Use Permit application, the applicant or the applicant's successor in interest a) shall make reasonable attempts to coordinate any change/modifications with any and all other communication facility operators on the site and with the appurtenant roof mounted and screened wireless facility and property owners and b) shall inform the owners of all abutting properties.
- 2.13** Under this approval, the initial zoning-related application pertaining to the project proposal that was reviewed by the Planning staff, application SPR 09-041, shall also be deemed to be granted by the City.
- 2.14** Approval of this request shall not waive compliance with all other sections of the Covina Municipal Code, the Covina Design Guidelines, and all other applicable plans and non-City laws and regulations that are in effect at the time of building permit issuance.
- 2.15** The City has the right of entry to inspect the premises to verify compliance with the conditions of approval and the Covina Municipal Code and the Covina Design Guidelines at any time.

- 2.16** Permittee shall defend, indemnify and hold harmless the City, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void or annul this permit approval, which action is brought within the applicable time period of Government Code Section 65009. The City must promptly notify the permittee of any claim, action, or proceeding and the City shall cooperate fully in the defense. If the City fails to promptly notify the permittee of any claim, action or proceeding, or if the City fails to cooperate fully in the defense, the permittee shall not thereafter be responsible to defend, indemnify, or hold harmless the City.
- 2.17** The permittee shall reimburse the City for any court and attorney's fees which the City may be required to pay as a result of any claim or action brought against the City because of this grant. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.
- 2.18** If any provision of this grant is held or declared to be invalid, the entire approval shall be void and the privileges granted hereunder shall lapse.
- 2.19** The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by applicant's violation of any condition imposed by the Conditional Use Permit or the Variance or any provision of the Covina Municipal Code or the Covina Design Guidelines shall be paid by the applicant and/or the property owner.
- 2.20** The installation of any security system that is associated with the project, as addressed under Chapter 8.20 of the Covina Municipal Code, shall first be coordinated with the Covina Police Department.
- 2.21** If required by Engineering, the establishment of a separate address for the wireless communication facility shall first be coordinated with the Engineering Division.
- 2.22** All construction must conform to the City Noise Ordinance, prohibiting construction between 8:00 p.m. and 7:00 a.m. on any day and on Sundays and legal holidays (except by special permit).
- 2.23** Any proposed new or modified site features for the disabled that are associated with this project approval, including, but not limited to, property access identification, parking stall and unloading area dimensions, path of travel, and building access, must comply with all applicable State Codes and must first be reviewed and approved by the Building Division (contact the Building Division for specific requirements).

2.24 The following items are required in order to comply with the Building Division code requirements as they pertain to this proposal:

2.24.1 Please submit five sets of complete plans; two sets shall be **“stamped approved”** by the Covina Planning Division and shall include the Building Division’s comments for consultant review. This project must comply with the 2007 California Building Standards and the 2008 energy code. Projects that procure permits on or after January 2, 2011 will be required to comply with the 2010 California Building Standards. A separate permit is required for any demolition, grading, and/or construction. Additional structural details and complete plans will be required at Building Division submittal, including setbacks from existing buildings and property lines.

2.24.2 Two sets each of any structural and energy calculations shall be submitted with the above-mentioned plans. All calculations must bear an original signature from the documented author.

2.24.3 This project must comply with Federal and State Accessibility requirements to and throughout the building. Please be prepared to provide details if tenant improvements are made.

2.24.4 Demolition and renovation activities require an asbestos containing materials (ACM) survey (SCAQMD RULE 1403). **The ACM report shall be prepared by an accredited testing laboratory in accordance with SCAQMD rules and regulations.** Proof of notification to the South Coast Air Quality Management District (SCAQMD), Office of Operations shall be submitted to the Building Division with your permit application for all renovations and demolition activities. Contact the SCAQMD at the address or number below for more information. Once any demolition activity has been approved by the SCAQMD, a formal demolition plan and permit must be obtained from the Building Division. **SCAQMD Headquarters; 21865 Copley Drive, Diamond Bar, CA, (909) 396-2381.**

2.24.5 The Los Angeles County Fire Department may need to review your construction plans. To expedite this process, you will need to contact one or more of their regional plan check office(s). **Appointments to discuss Fire Department requirements may be made between 7:30 a.m. and 10:30 a.m. The main office is located at 5823 Rickenbacker Road, Commerce, CA, 90040-3027. The phone number is (323) 890-4125.**

Regional plan check offices for the Los Angeles County Fire Department:

**Glendora Office, Building Plan Review Only**  
231 W. Mountain View Avenue  
Glendora, CA 91740

(626) 963-0067

Commerce Office, Sprinkler & Alarm Plan Review

5823 Rickenbacker Road

Commerce, CA 90040-3027

(323) 890-4125

Commerce Office, Land Development / Access

5823 Rickenbacker Road

Commerce, CA 90040-3027

(323) 890-4243

- 2.24.6** Construction activity is prohibited between the hours of 8:00 pm and 7:00 am and on Sundays and legal holidays, unless otherwise permitted by the City.
- 2.24.7** The Building Division Plan Check process may address additional concerns.
- 2.25** The following items are required in order to comply with Environmental Services Division code requirements as they pertain to this proposal:
- 2.25.1** The applicant shall sign and copy Form "OC 1/Owner's Certification: Minimum BMPs For All Construction Sites (see attachment)" onto the field set of construction plans, and the original copy of the Form must be returned to the Environmental Services Division via the Building Division.
- 2.25.2** An Environmental Services-related plan review fee of forty dollars (\$40.00) shall be paid.
- 3.0 PRIOR TO THE GRANTING OF FINAL APPROVAL OF THE NEW, APPROVED USES OR THE COMMENCEMENT OF OPERATIONS OF THE NEW, APPROVED USES:**
- 3.1** Referring to Chapter 17.59 of the Covina Municipal Code (Maintenance of Real Property), the property owner shall address the following maintenance issue/problems on the site:
- 3.1.1** All graffiti shall be removed from the light standards adjacent to the property.
- 3.2** All building or structural and landscape improvements shall be constructed or installed in a good workmanlike manner, consistent with the standard best practices of the subject trades and in a manner acceptable to the City.
- 3.3** This permit shall not be effective until such time as the applicant and the property owner each obtain an Inspection and Verification Permit and the City Planner or

his/her designee certifies on said permits that the premises and uses comply with all of the terms and conditions of this grant of approval.

- 3.4 This grant shall not be effective for any purposes until the applicant and the property owner have each filed at the office of the Planning Division their affidavits stating that they are aware of, and agree to accept, all of the conditions of this grant.
- 3.5 Any and all new exterior lighting fixtures on the property associated with the wireless communication facility and/or its appurtenances shall be installed in accordance with plans on file with the Planning and Building Divisions and shall be fully operational. In general, site area illumination shall comply with the standards of the Covina Design Guidelines, which require a minimum of 1.0 foot-candle of illumination. Any exterior lighting shall match the design of the existing and new improvements on the site and shall not generate glare on adjacent properties.

**4.0 THE APPROVED USES SHALL BE OPERATED IN ACCORDANCE WITH THE FOLLOWING:**

- 4.1 Any general repair work and/or maintenance of the wireless communication facility shall conform to the City of Covina Noise Ordinance and to any other applicable provisions of the Covina Municipal Code.
- 4.2 The Planning Commission shall review the conditions of approval of the wireless communication facility and appurtenances on the site every ten (10) years. The cost associated with the review shall be paid by the wireless communication facility operator and/or the property owner.
- 4.3 The wireless communication facility shall comply with all radio frequency (RF) emission levels of the FCC at the time of initial operation and in perpetuity.
- 4.4 Upon request by the City or when an alteration should occur, such as co-location, the applicant shall submit to the Planning Division certification that the radio frequency (RF) emission levels across the portion of the electromagnetic spectrum used by this applicant continue to meet the FCC radio frequency levels. The cost associated with the review shall be paid by the applicant or the applicant's successor in interest.
- 4.5 Any future outdoor storage on the property must conform to applicable City standards concerning location, screening, enclosure materials (if applicable), and related matters.
- 4.6 The site-, building-, communication system-, and landscape-related improvements on the site shall be maintained in a sound and attractive condition, free of weeds,

trash or debris, visible deterioration, graffiti, or other conditions that violate the Covina Municipal Code. The City may require that the applicant and/or the property owner pay the actual and reasonable cost for code compliance services needed to address any identified problem conditions.

CEQA APPENDIX G:  
ENVIRONMENTAL CHECKLIST FORM

NOTE: The following is a sample form and may be tailored to satisfy individual agencies' needs and project circumstances. It may be used to meet the requirements for an initial study when the criteria set forth in CEQA Guidelines have been met. Substantial evidence of potential impacts that are not listed on this form must also be considered. The sample questions in this form are intended to encourage thoughtful assessment of impacts, and do not necessarily represent thresholds of significance.

1. Project title: Application nos. CUP 10-010 & VAR 10-004

2. Lead agency name and address: CITY OF COLINA - Planning Division  
125 E. College St.  
Colina, CA 91723

3. Contact person and phone number: Alan Carter (626) 384-5454

4. Project location: 1175 E. Garvey Ave., Colina, CA

5. Project sponsor's name and address: T-Mobile West Corporation  
3257 E. Garvey Ave., #200  
Ontario, CA 91761

6. General plan designation: General Commercial 7. Zoning: C-P (PCO)

8. Description of project: (Describe the whole action involved, including but not limited to later phases of the project, and any secondary, support, or off-site features necessary for its implementation. Attach additional sheets if necessary.)

(RE: CUP) A. Construction and operation of monopine-type wireless communication facility and equipment  
plus installation of compact parking; and  
(RE: VAR) B. Reduction in front yard setback of facility/equipment.

9. Surrounding land uses and setting: Briefly describe the project's surroundings:  
A. To north west - residential-detached houses  
B. To south - various commercial & residential uses (across Sgt. 10 Hwy.) in West Colina.  
C. To east - hotel and restaurant complex.

10. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement.)  
Federal Communications Commission (FCC)

ND-1

**ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:**

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Aesthetics               | <input type="checkbox"/> Agriculture and Forestry Resources | <input type="checkbox"/> Air Quality                        |
| <input type="checkbox"/> Biological Resources     | <input type="checkbox"/> Cultural Resources                 | <input type="checkbox"/> Geology /Soils                     |
| <input type="checkbox"/> Greenhouse Gas Emissions | <input type="checkbox"/> Hazards & Hazardous Materials      | <input type="checkbox"/> Hydrology / Water Quality          |
| <input type="checkbox"/> Land Use / Planning      | <input type="checkbox"/> Mineral Resources                  | <input type="checkbox"/> Noise                              |
| <input type="checkbox"/> Population / Housing     | <input type="checkbox"/> Public Services                    | <input type="checkbox"/> Recreation                         |
| <input type="checkbox"/> Transportation/Traffic   | <input type="checkbox"/> Utilities / Service Systems        | <input type="checkbox"/> Mandatory Findings of Significance |

**DETERMINATION: (To be completed by the Lead Agency)**

On the basis of this initial evaluation:

I find that the proposed project **COULD NOT** have a significant effect on the environment, and a **NEGATIVE DECLARATION** will be prepared.

I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A **MITIGATED NEGATIVE DECLARATION** will be prepared.

I find that the proposed project **MAY** have a significant effect on the environment, and an **ENVIRONMENTAL IMPACT REPORT** is required.

I find that the proposed project **MAY** have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An **ENVIRONMENTAL IMPACT REPORT** is required, but it must analyze only the effects that remain to be addressed.

I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or **NEGATIVE DECLARATION** pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or **NEGATIVE DECLARATION**, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Alan Carter  
Signature

10-4-10  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ND-2

## EVALUATION OF ENVIRONMENTAL IMPACTS:

- 1) A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
- 2) All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
- 3) Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.
- 4) "Negative Declaration: Less Than Significant With Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less Than Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from "Earlier Analyses," as described in (5) below, may be cross-referenced).
- 5) Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063(c)(3)(D). In this case, a brief discussion should identify the following:
  - a) Earlier Analysis Used. Identify and state where they are available for review.
  - b) Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
  - c) Mitigation Measures. For effects that are "Less than Significant with Mitigation Measures Incorporated," describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.
- 6) Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
- 7) Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.
- 8) This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.

ND-3

- 9) The explanation of each issue should identify:
- a) the significance criteria or threshold, if any, used to evaluate each question; and
  - b) the mitigation measure identified, if any, to reduce the impact to less than significance

**SAMPLE QUESTION**

Issues:

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<b><u>I. AESTHETICS.</u> Would the project:</b>				
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**II. AGRICULTURE AND FORESTRY RESOURCES.** In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:

ND-4

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Result in the loss of forest land or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>III. AIR QUALITY.</b> Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:				
a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ND-5

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>IV. BIOLOGICAL RESOURCES:</u></b>				
Would the project:				
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ND-6

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<b><u>V. CULTURAL RESOURCES.</u> Would the project:</b>				
a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>VI. GEOLOGY AND SOILS.</u> Would the project:</b>				
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ND-7

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**VII. GREENHOUSE GAS EMISSIONS.**

Would the project:

a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**VIII. HAZARDS AND HAZARDOUS MATERIALS.** Would the project:

a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ND-8

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**IX. HYDROLOGY AND WATER QUALITY.**

Would the project:

a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ND-9

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>X. LAND USE AND PLANNING.</b> Would the project:				
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ND-10

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>XI. MINERAL RESOURCES.</b> Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>XII. NOISE</b> – Would the project result in:				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NO-U

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<b>XIII. POPULATION AND HOUSING.</b> Would the project:				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>XIV. PUBLIC SERVICES.</b>				
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>XV. RECREATION.</b>				
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NO-12

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>XVI. TRANSPORTATION/TRAFFIC.</u> Would the project:</b>				
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ND-13

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<b><u>XVII. UTILITIES AND SERVICE SYSTEMS.</u></b>				
Would the project:				
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>XVIII. MANDATORY FINDINGS OF SIGNIFICANCE.</b>				
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ND-14

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Note: Authority cited: Sections 21083 and 21083.05, Public Resources Code. Reference: Section 65088.4, Gov. Code; Sections 21080(c), 21080.1, 21080.3, 21083, 21083.05, 21083.3, 21093, 21094, 21095, and 21151, Public Resources Code; *Sundstrom v. County of Mendocino*, (1988) 202 Cal.App.3d 296; *Leonoff v. Monterey Board of Supervisors*, (1990) 222 Cal.App.3d 1337; *Eureka Citizens for Responsible Gov. v. City of Eureka* (2007) 147 Cal.App.4th 357; *Protect the Historic Amador Waterways v. Amador Water Agency* (2004) 116 Cal.App.4th at 1109; *San Franciscans Upholding the Downtown Plan v. City and County of San Francisco* (2002) 102 Cal.App.4th 656.

Revised 2009

NO-15

**INITIAL STUDY AND NEGATIVE DECLARATION – APPLICATIONS CUP 10-010 AND VAR 10-004 (1175 E. GARVEY AVE.)**

**SECTION XIX. DISCUSSION OF ENVIRONMENTAL IMPACTS**

**1. AESTHETICS.**

(a-d) *No Impact.* The site is presently used as a commercial office building. There are no scenic vistas of any significance and no scenic resources in the vicinity of the project. The wireless communication facility is proposed to take the shape of a pine tree, the equipment will be fully screened from the surroundings, and the compact parking would resemble existing parking conditions. Therefore, no aesthetic impacts will occur from the proposed project.

**2. AGRICULTURE AND FORESTRY RESOURCES.**

(a-e) *No Impact.* There are no agricultural or forest-associated resources or factors associated with the proposed project. The site is presently zoned for and developed as a commercial office building.

**3. AIR QUALITY.**

(a-e) *No Impact.* The City of Covina is currently exposed to emissions that are in excess of State and Federal Air Quality Standards for a majority of the year. The proposed installation and utilization of the wireless communication facility and equipment and the compact parking are anticipated to generate a negligible amount of short- and long-term emissions.

**4. BIOLOGICAL RESOURCES.**

(a-f) *No Impact.* The property currently is fully developed and used as a commercial office building. Furthermore, according to the Covina General Plan, the site is not within a biologically sensitive area. Therefore, there are no biological or sensitive resources associated with the project proposal.

**5. CULTURAL RESOURCES.**

(a-d) *No Impact.* As stated herein, the site is fully developed and used as a commercial office building. There are no known significant archeological or historical resources that would be impacted by the proposed project, as identified in the City's General Plan.

ND-16

**6. GEOLOGY AND SOILS.**

(a) *No Impact.* According to the Covina General Plan, the site is not located within a designated Special Studies Seismic Hazard Zone and does not lie over any other smaller earthquake faults. In addition, the property is relatively level.

(b-e) *No Impact.* The generally-flat site has been developed in its current use for more than 20 years, and, under the community's General Plan, does not lie over any geologically unstable soils.

**7. GREENHOUSE GAS EMISSIONS.**

(a-b) *No Impact.* The proposed (unmanned) wireless communication facility, its equipment, and compact parking (which would not result in an increase in overall parking for the site) would have a negligible impact pertaining to greenhouse gas emissions. And there would be no known conflicts with any plans pertaining to greenhouse gas reductions.

**8. HAZARDS AND HAZARDOUS MATERIALS.**

(a) *No Impact.* The proposal does not entail the transport, use, or disposal of hazardous materials that could create a risk of upset or a hazard to human health.

(b) *No Impact.* As a wireless communication facility, the project will not emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or wastes.

(c) *No Impact.* Although the project site abuts an existing residential area, the proposed wireless communication facility will not result in hazardous emissions or involve the handling of hazardous wastes that would affect the area.

(d) *No Impact.* The site is not identified on the list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, will not create a hazard to the public or the environment.

(e-f) *No Impact.* The site is not located within an airport land use plan or within the vicinity of a private airstrip.

(g) *No Impact.* The site is not a part of any adopted emergency response plan or emergency evacuation plan and, therefore, would not interfere with emergency response or evacuation.

(h) *No Impact.* The site is not located within or in close proximity to a wildland-related fire zone but, rather, is within an urbanized area surrounded by commercial and residential developments.

**9. HYDROLOGY AND WATER QUALITY.**

**(a-f) No Impact.** The proposed project involves no significant discharges of wastewater or the use of groundwater. Therefore, it will not violate any water quality standards or waste discharge requirements.

**(g-j) No Impact.** The proposed project is not located within a flood hazard-related area or within a mudflow-associated area. And the site is located over 40 miles away from the Pacific Ocean.

**10. LAND USE AND PLANNING.**

**(a-c) No Impact.** The monopine-type wireless communication facility and associated equipment would be located on an existing commercial-office property and would be sited and designed to be harmonious with the surroundings. Therefore, neither these facilities nor the generally innocuous, limited compact parking would in any way divide the community. The proposed project is consistent with General Plan policies and the intent of the Zoning Code. As the overall project is of a type and scope that would not have a significant, wide-ranging effect on the natural environment, it would not conflict with any habitat conservation or the conservation-oriented section of the Covina General Plan.

**11. MINERAL RESOURCES.**

**(a-b) No Impact.** No known mineral resources of value to the region and to the residents of the State have been identified within the project area, and the project would not consist of any elements that would have any effect on the resources located in outlying areas. The proposed project does not involve a site that is designated for resource recovery. Therefore, no impact to mineral resources would occur.

**12. NOISE.**

**(a-b) No Impact.** Construction of the project will not expose persons or neighbors to excessive noise in excess of local standards. And after the project is completed, neither the operation of the wireless communication facility and the associated equipment, nor the installation of compact parking, would generate any sounds above the existing ambient noise levels. Therefore, the proposed project would not generate noise levels or vibration in excess of the City's applicable standards. In sum, no noise impact would result from implementation of the proposed project.

**13. POPULATION AND HOUSING.**

**(a-c) No Impact.** The proposed project is located in a developed area and requires no significant changes to the local infrastructure for accommodation. The proposed project involves the installation of a wireless communication facility-associated apparatus and

compact parking only and, therefore, would not be replacing existing housing and people and, accordingly, would not necessitate the construction of replacement housing elsewhere.

**14. PUBLIC SERVICES.**

(a) *No Impact.* The proposed project appertains to the installation of a wireless communication system and compact parking. The type and scope of the project are not anticipated to have any effect upon or result in a need for new or altered public services or governmental facilities.

**15. RECREATION.**

(a-b) *No Impact.* The proposed project involving the installation of a wireless communication facility and equipment plus compact parking will not affect any existing recreational facilities. The site is presently fully developed as a commercial office building.

**16. TRANSPORTATION/TRAFFIC.**

a-f) *No Impact.* The proposed wireless communication system would be unmanned and would only require periodic service and maintenance by employees of the wireless provider and, therefore, would essentially not increase the number of vehicle trips or the volume to capacity ratio on the adjacent roads and would not exacerbate current conditions at surrounding intersections. In addition, the installation of the compact parking would not result in an increase or decrease in the total number of parking spaces on the property and, therefore, would not have any impacts on the surroundings concerning this topic either.

**17. UTILITIES AND SERVICE SYSTEMS.**

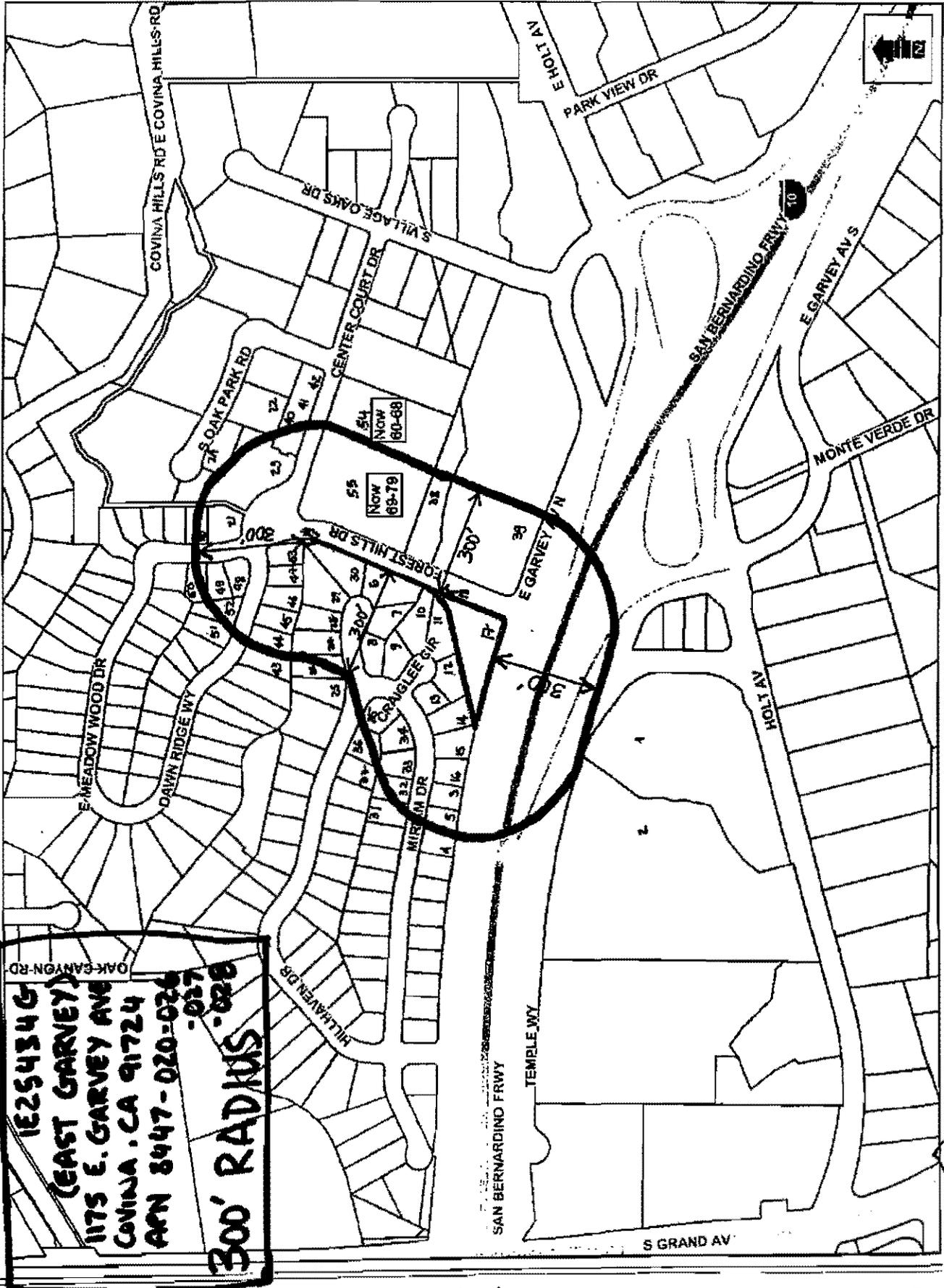
a-g) *No Impact.* No element of the proposed project would require new or modified utilities or service systems or (considering the submittal of a Variance application) would conflict with applicable laws at the different governmental levels.

**18. MANDATORY FINDINGS OF SIGNIFICANCE.**

(a-c) *No Impact.* Based upon the statements and substantiations provided in this Initial Study, the proposed project will not have any adverse impacts on the environment, either individually or cumulatively, and will not negatively affect human beings. Therefore, pursuant to Section 15070(a) of the California Environmental Quality Act (CEQA), a Negative Declaration will be prepared.

ND-19

300-FOOT RADIUS MAP



A-1

EXHIBIT A

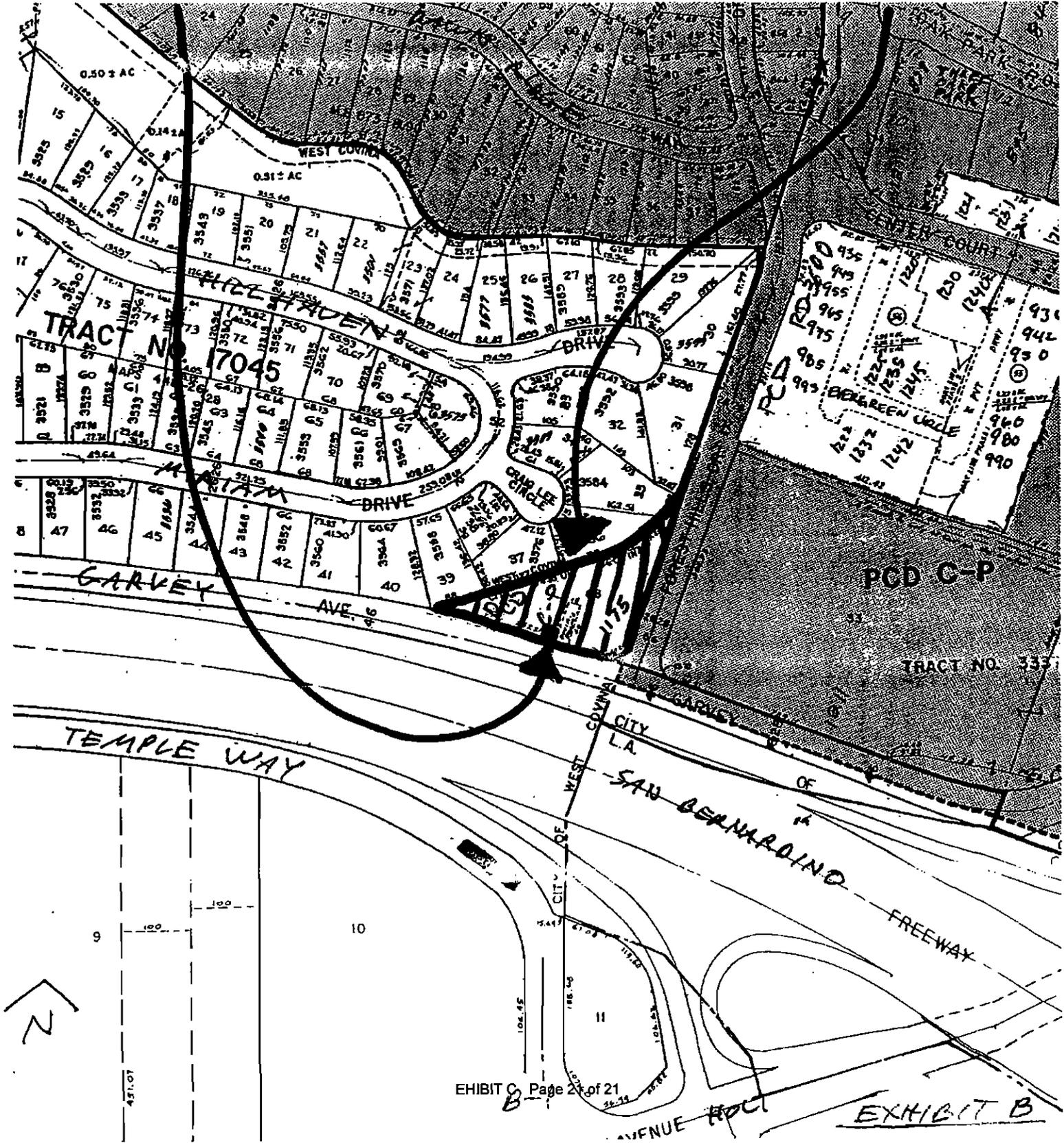
# AREA MAP

1175 EAST GARVEY AVENUE

CUP 10-010 / VAR 10-004

Antenna Site

Subject Site

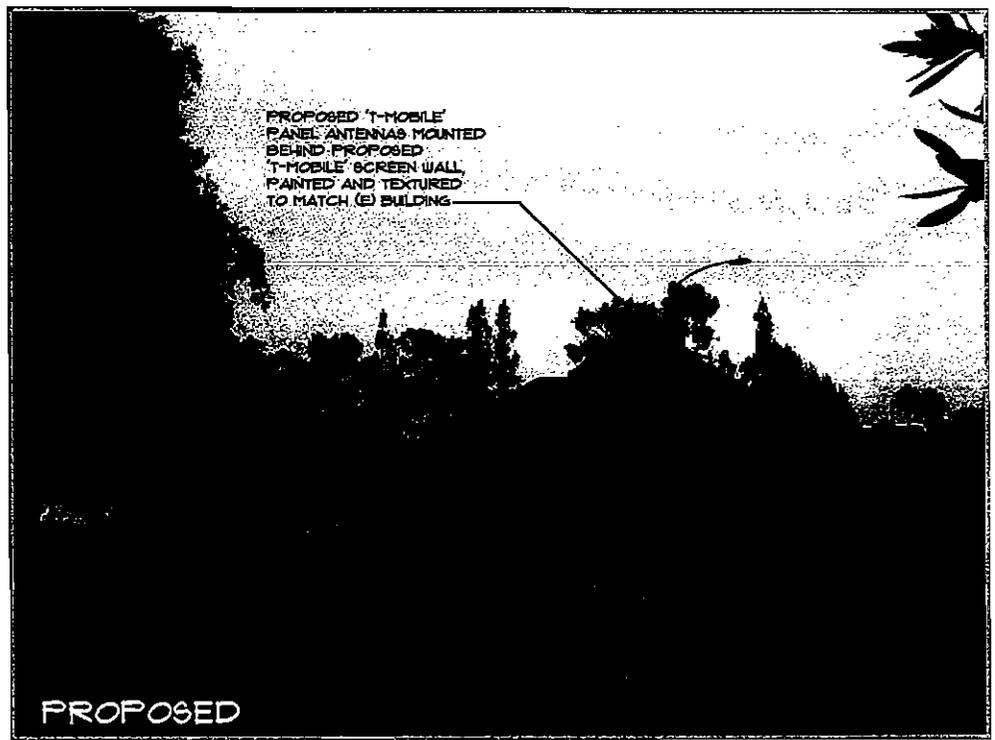
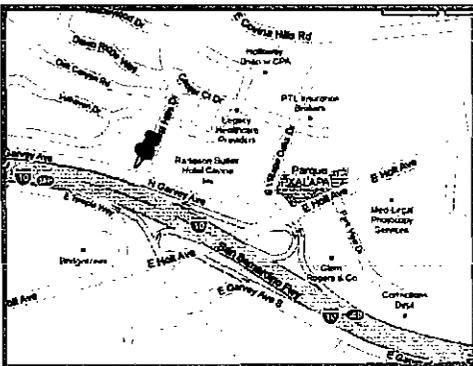


# T-Mobile

IE25434G EAST GARVEY  
1175 East Garvey Avenue  
Covina, CA 91724

Prepared By:  
**IKUMA**

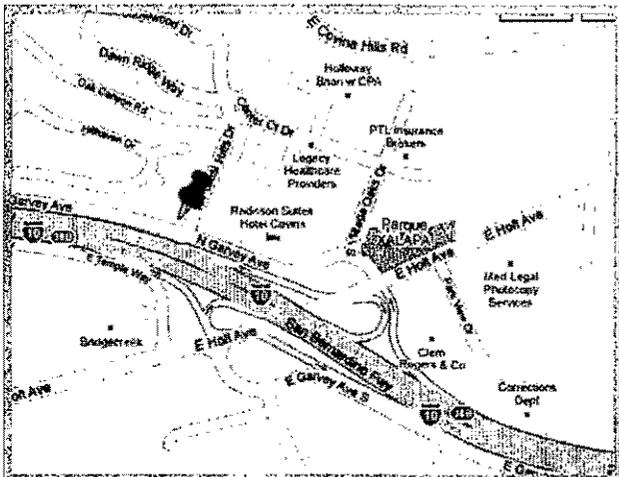
## SOUTHWEST ELEVATION



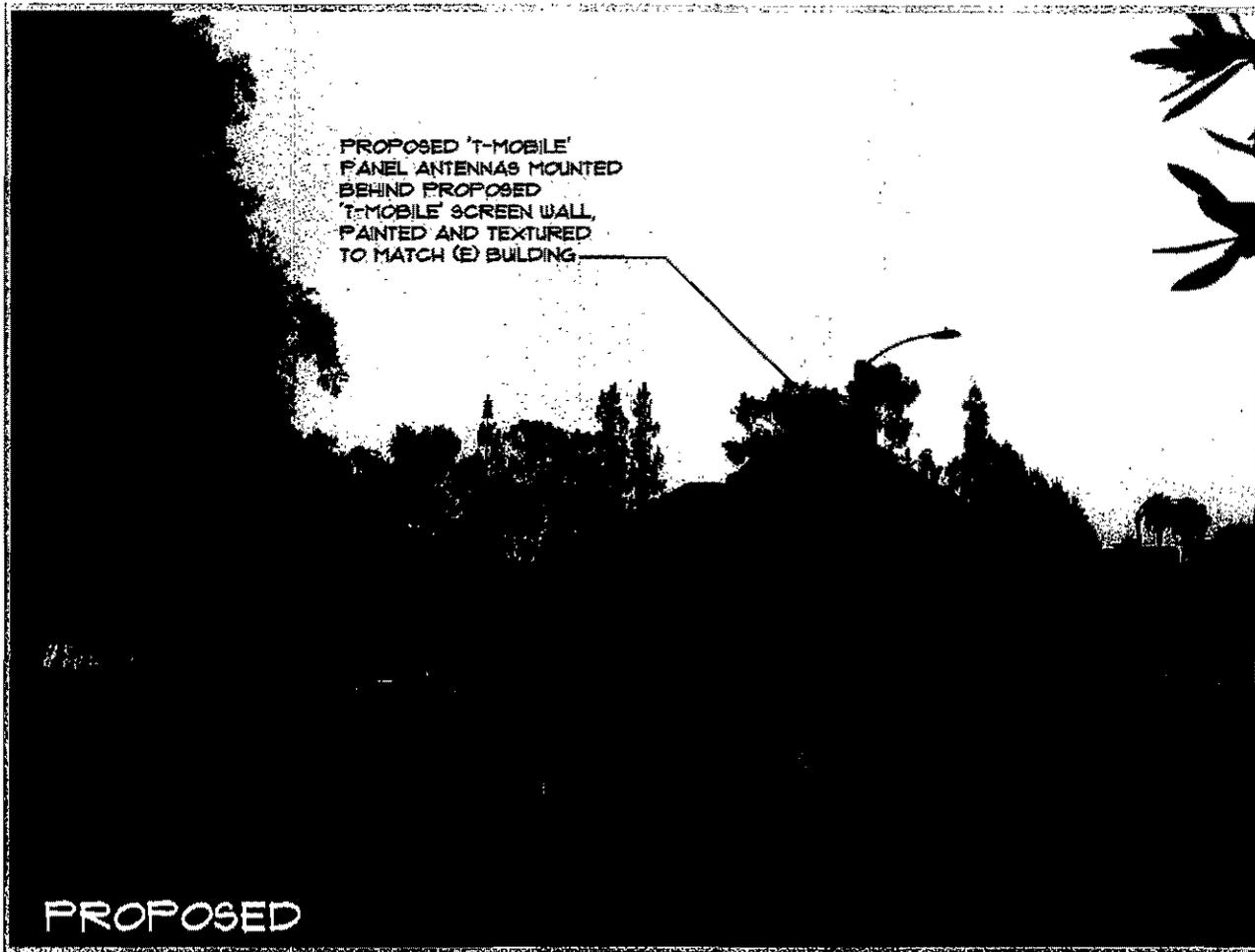
# T-Mobile

IE25434G EAST GARVEY  
1175 East Garvey Avenue  
Covina, CA 91724

SOUTHWEST ELEVATION



EXISTING



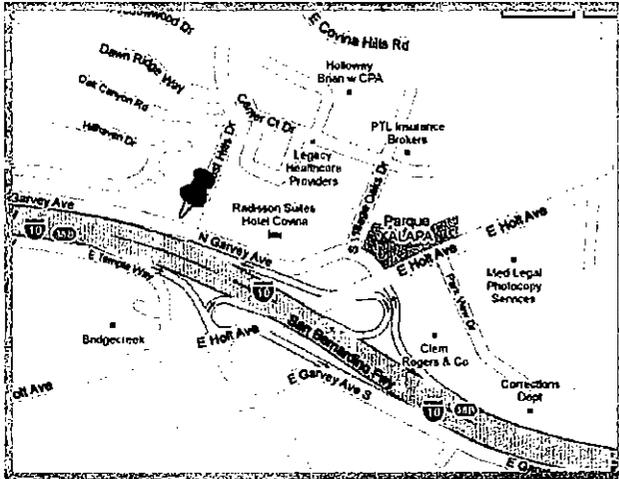
PROPOSED 'T-MOBILE'  
PANEL ANTENNAS MOUNTED  
BEHIND PROPOSED  
'T-MOBILE' SCREEN WALL,  
PAINTED AND TEXTURED  
TO MATCH (E) BUILDING.

PROPOSED

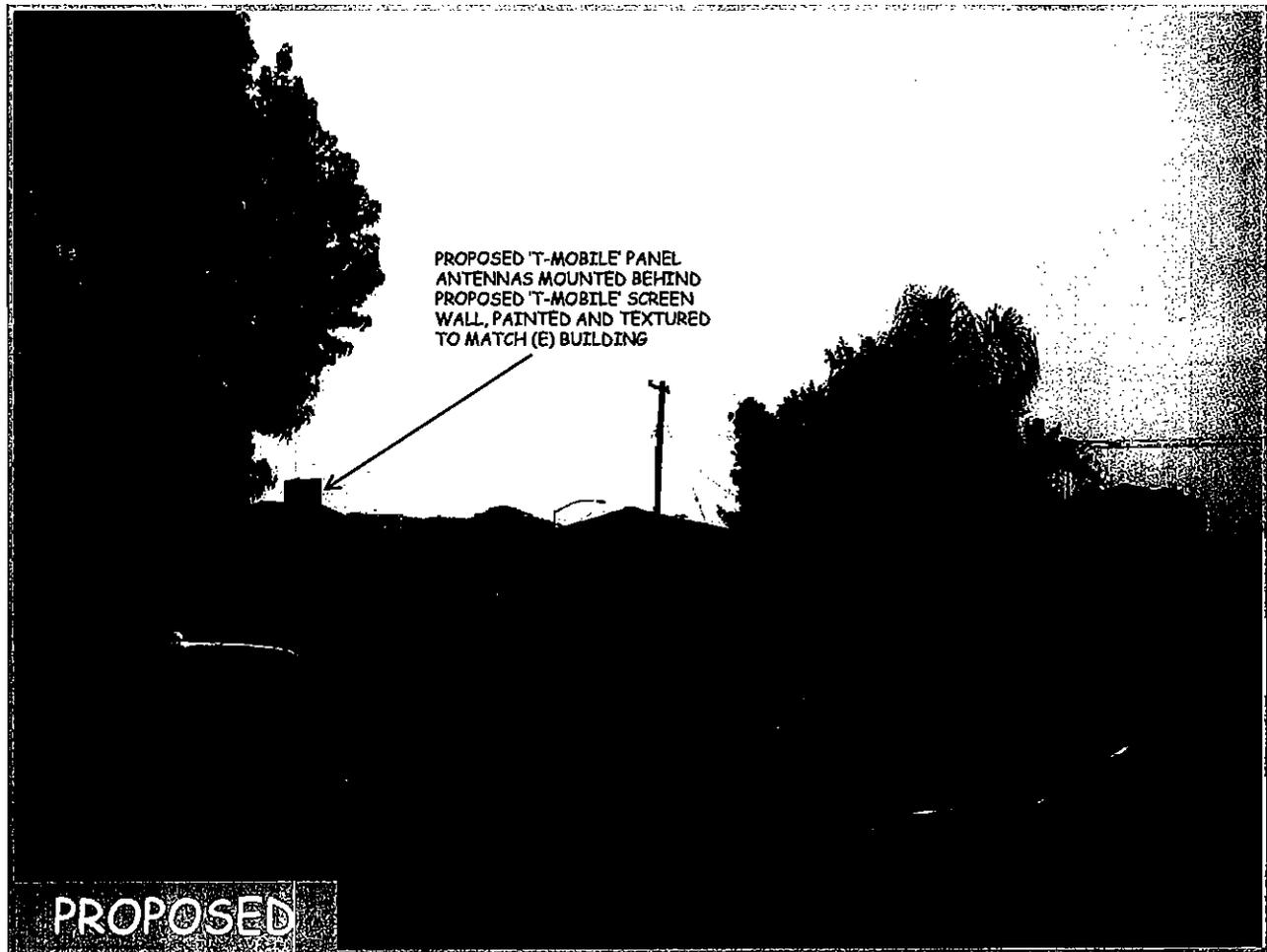
# T-Mobile

IE25434G EAST GARVEY  
1175 East Garvey Avenue  
Covina, CA 91724

NORTHWEST ELEVATION



EXISTING



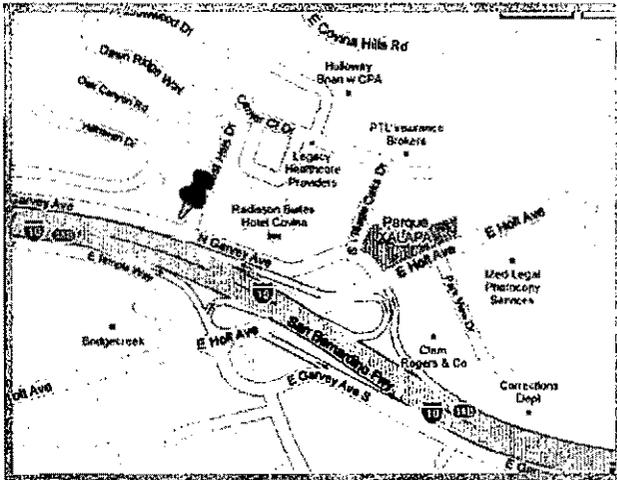
PROPOSED 'T-MOBILE' PANEL  
ANTENNAS MOUNTED BEHIND  
PROPOSED 'T-MOBILE' SCREEN  
WALL, PAINTED AND TEXTURED  
TO MATCH (E) BUILDING

PROPOSED

# T-Mobile

IE25434G EAST GARVEY  
1175 East Garvey Avenue  
Covina, CA 91724

SOUTHEAST ELEVATION



EXISTING



PROPOSED

# T-Mobile®

**SITE NUMBER:** IE25434G  
**SITE NAME:** EAST GARVEY  
**SITE TYPE:** RAWLAND/ROOFTOP

**CITY:** COVINA  
**COUNTY:** LOS ANGELES  
**JURISDICTION:** CITY OF COVINA

### PROJECT SUMMARY

**SITE ADDRESS:**  
 1175 EAST GARVEY AVENUE  
 COVINA, CALIFORNIA 91724

**PROPERTY OWNER CONTACT:**  
 JACK AND JOYCE BRAUNS TRUST  
 1175 EAST GARVEY AVENUE #205  
 COVINA, CALIFORNIA 91724  
 CONTACT: STEVE MORTON  
 PHONE: (626) 269-7456

**APPLICANT:**  
 T-MOBILE WEST CORPORATION  
 3257 EAST QUART ROAD SUITE 200  
 ONTARIO, CALIFORNIA 91761

**REPRESENTATIVE:**  
 ZONING MANAGER: LINDA PAUL (909) 975-5663  
 DEVELOPMENT MANAGER: JOHNIE CARNEY (909) 331-7344  
 CONSTRUCTION INSPECTOR: KEVIN CADOLE (851) 454-8545  
 RF ENGINEER: PREET SINGH (408) 454-1103

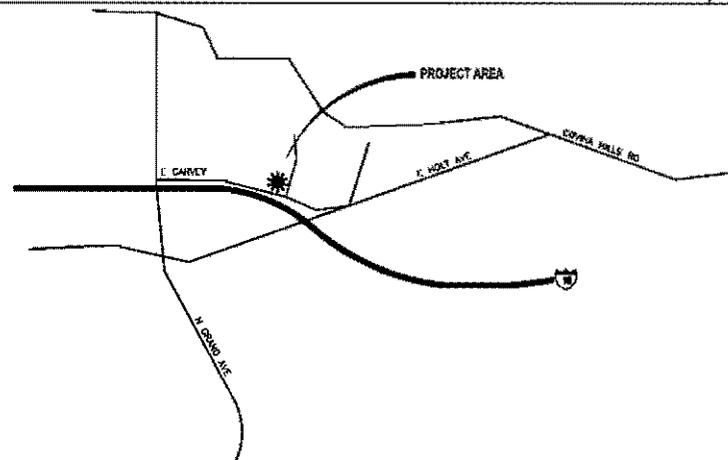
**PROJECT DESCRIPTION:**  
 THE PROJECT DETAILS:  
 THE INSTALLATION OF A UNMANNED TELECOMMUNICATION FACILITY;  
 (2) EQUIPMENT CABINETS ENCLOSED IN A 6'-0" X 6'-0" CANU WALL ENCLOSURE,  
 INCLUDING THE INSTALLATION OF (1) 6'-0" X 6'-4" SCREEN ENCLOSURE  
 WITH (2) ANTENNAS.

**BUILDING SUMMARY:**  
 OCCUPANCY CLASSIFICATION: UNMANNED TELECOMMUNICATION  
 TYPE OF CONSTRUCTION: V-N  
 ZONING: S-P PCD (ADMINISTRATIVE & PROFESSIONAL OFFICE PLANNED COMMUNITY DEVELOPMENT)  
 AREA OF CONSTRUCTION: 251 ± SQ. FT. (EQUIPMENT); 201 ± SQ. FT. / SCREEN WALL; 50 ± SQ. FT.  
 ASSESSORS' PARCEL NUMBER: 0447-020-026 & 20

### SHEET INDEX

SHEET	DESCRIPTION
T1	TITLE SHEET
LS1	TOPOGRAPHIC SURVEY
LS2	TOPOGRAPHIC SURVEY
A1	SITE PLAN
A2	EQUIPMENT AND ANTENNA LOCUS PLANS
A3	ARCHITECTURAL ELEVATIONS

### VICINITY MAP:



### ANTENNA & CABLE SCHEDULE

ANTENNA SECTOR	AZIMUTH	ANTENNA MAKE/MODEL	CABLE SEC.	CABLE LENGTH	CABLE TYPE	# OF ANTENNAS	# OF CABLES	COORDINATES
SECTOR A	120°	TURBO 5516-RDM	7/8"	20'	MMF-50	2	4	14'-6"
SECTOR B	210°	TURBO 5516-RDM	7/8"	30'	MMF-50	2	4	14'-6"
SECTOR C	310°	TURBO 6516-RDM	7/8"	70'	MMF-50	2	4	14'-6"

**DIRECTIONS FROM T-MOBILE OFFICE:**  
 WEDGE ONTO I-10 HWY, EXIT HOLT AVE, BEAR LEFT ONTO E GARVEY AVE, TURN AT 1175 E GARVEY AVE.

### LATITUDE AND LONGITUDE

LAT: 34° 04' 18.24"  
 LONG: 117° 57' 02.58"

### APPLICABLE CODES:

- CALIFORNIA ADMINISTRATIVE CODE (INCL. TITLES 24 & 25) 2010
- CALIFORNIA BUILDING CODES 2010
- CALIFORNIA ELECTRICAL CODES 2010
- CALIFORNIA MECHANICAL CODES 2010
- CALIFORNIA PLUMBING CODES 2010
- ANSI / CA-222 GAP
- LOCAL BUILDING CODES
- CITY / COUNTY ORDINANCES
- CALIFORNIA FIRE CODE 2010 EDITION

### POWER AND TELCO UTILITY CONTACTS:

**POWER:** COMPANY: 780  
**TELCO:** COMPANY: 180

### CONSULTING TEAM

**SAR/ZONING/PERMITTING:**  
 ASPEN ASSOCIATES TELECOM  
 1223 FEDERAL AVENUE #212  
 LOS ANGELES, CA 90025  
 CONTACT: AMY S. HALL  
 PHONE: (310) 891-5360  
 FAX: (310) 428-0902

**ARCHITECTURAL / ENGINEERING:**  
 MSA ARCHITECTURE & PLANNING  
 1900 E. DEERE AVE.  
 SANTA ANA, CA 92705  
 CONTACT: LUIS CARDONA  
 PHONE: (949) 251-1137  
 FAX: (949) 251-1120  
 MOBILE: (949) 858-9218

**SURVEYOR:**  
 FLOYD SURVEYING, INC.  
 2333 RAYDON WHEEL BOWL  
 HUNTER, CA 92846  
 PHONE: (951) 730-7848

### APPROVALS

THE FOLLOWING PARTIES HEREBY APPROVE AND ACCEPT THESE DOCUMENTS AND AUTHORIZE THE CONTRACTOR TO PROCEED WITH THE CONSTRUCTION DESCRIBED HEREIN. ALL CONSTRUCTION DOCUMENTS ARE SUBJECT TO REVIEW BY THE LOCAL BUILDING DEPARTMENT AND ANY CHANGES AND MODIFICATIONS THEY MAY IMPOSE.

	PRINT NAME	SIGNATURE	DATE
LANDLORD			
DEVELOP. MGR			
CONST. MGR			
PROJECT MGR			
SR. RF ENGINEER			
RF ENGINEER			
OPERATIONS			
SAC REP.			
UTILITIES			

**T-Mobile®**  
 Stick Together  
 3257 EAST QUART ROAD SUITE 200  
 ONTARIO, CALIFORNIA 91761

**PROJECT INFORMATION:**  
**EAST GARVEY**  
 IE25434G  
 1175 EAST GARVEY AVENUE  
 COVINA, CALIFORNIA 91724  
 LOS ANGELES COUNTY

**CURRENT ISSUE DATE:**  
 03-04-11

**ISSUED FOR:**  
**ZONING**

REV.	DATE	DESCRIPTION	BY
1	03-04-11	REVISED ZDs	JG
2	02-21-11	REDESIGN	RG
3	03-26-10	REVISED ZDs (POLE LOCATION)	JG
4	03-17-10	REVISED ZDs	GM
5	03-04-10	100% ZDs FOR REVIEW	GM
6	08-05-09	100% ZDs FOR REVIEW	JG
7	07-23-09	90% ZDs FOR REVIEW	JG

**PLANS PREPARED BY:**  
**MSA**  
 Architecture & Planning  
 1800 E. Deere Avenue  
 Santa Ana, California 92705  
 949.251.1177 fax 949.251.1120  
 Santa Ana • San Diego • San Francisco  
 www.msa-ap.com

**CONSULTANT:**  
**ASPEN ASSOCIATES TELECOM**  
 1223 Federal Avenue #212  
 Los Angeles, CA 90025

**DRAWN BY:** LGN **CHECKED BY:** LNC **APPROVED BY:** MJS

**ENCLOSURE:**

**SHEET TITLE:**  
**TITLE SHEET**

**SHEET NUMBER:** T1 **REVISION:** 7  
 IE25434G











**CITY OF COVINA**  
**AGENDA ITEM COMMENTARY**

**MEETING DATE:** March 15, 2010

**ITEM NO.:** NB 1

**STAFF SOURCE:** Robert Neiuber, Director of Community Development *RN*

**ITEM TITLE:** Consider Council Member initiated appeal of a Planning Commission Decision on a wireless communication facility at 410 West Badillo

---

**STAFF RECOMMENDATION**

Consider without public hearing or discussion of the merits an appeal of the Planning Commissions decision regarding Conditional Use Permit 11-003 and the related Variance 11-001 in accordance with Municipal Code Section 17.62.130 C.

Approve or deny the appeal of the Planning Commission decision.

**FISCAL IMPACT**

None.

**BACKGROUND**

At the February 22, 2010, Planning Commission Meeting, the Planning Commission considered the required findings and approved an application for a wireless communication facility at 410 West Badillo. The applicant for the wireless facilities is T-Mobile West Corporation.

The application consisted of Conditional Use Permit 11-003 and the related Variance 11-001 to operate a 50' monopine-type wireless facility and associated equipment to be located on Commercial Office property near the southwest corner of Badillo and 5<sup>th</sup> Street (See Exhibit A map). The Variance was needed due to the setback requirements from a major street.

Councilmember Walter Allen III filed an appeal of the Planning Commission's decision in accordance with Municipal Code 17.62.130 C when he filed an appeal with the City Clerk's Office on March 4, 2010. Section 17.62.130 C permits an appeal by:

- C. A member of the city council. If the appeal is initiated by a member of the council, not an applicant or an owner within the meaning of subsection (B) of this section, such initiation of appeal shall not be effective unless approved by a majority of the elected members of the council acting at the next regular meeting of the council following the date of filing of such appeal. Such initiation of appeal shall be considered without public hearing or discussion of the merits of the matter by the council;
- D. The filing of an appeal within the time limit herein specified shall stay the order of the commission and the issuance of any permits predicated thereon until the council has either acted thereon, as provided in CMC 17.62.150, or until a

majority of the council has failed to approve an appeal by a member of the council, whichever date first occurs

The City Council should not consider the merits of the item, only if they would like to appeal the Planning Commission's decisions and have this item come before them for consideration. If a majority of the City Council approves the appeal then staff would bring back all of the information for the City Council to consider at their next regularly scheduled City Council Meeting.

**RELEVANCE TO THE STRATEGIC PLAN**

None.

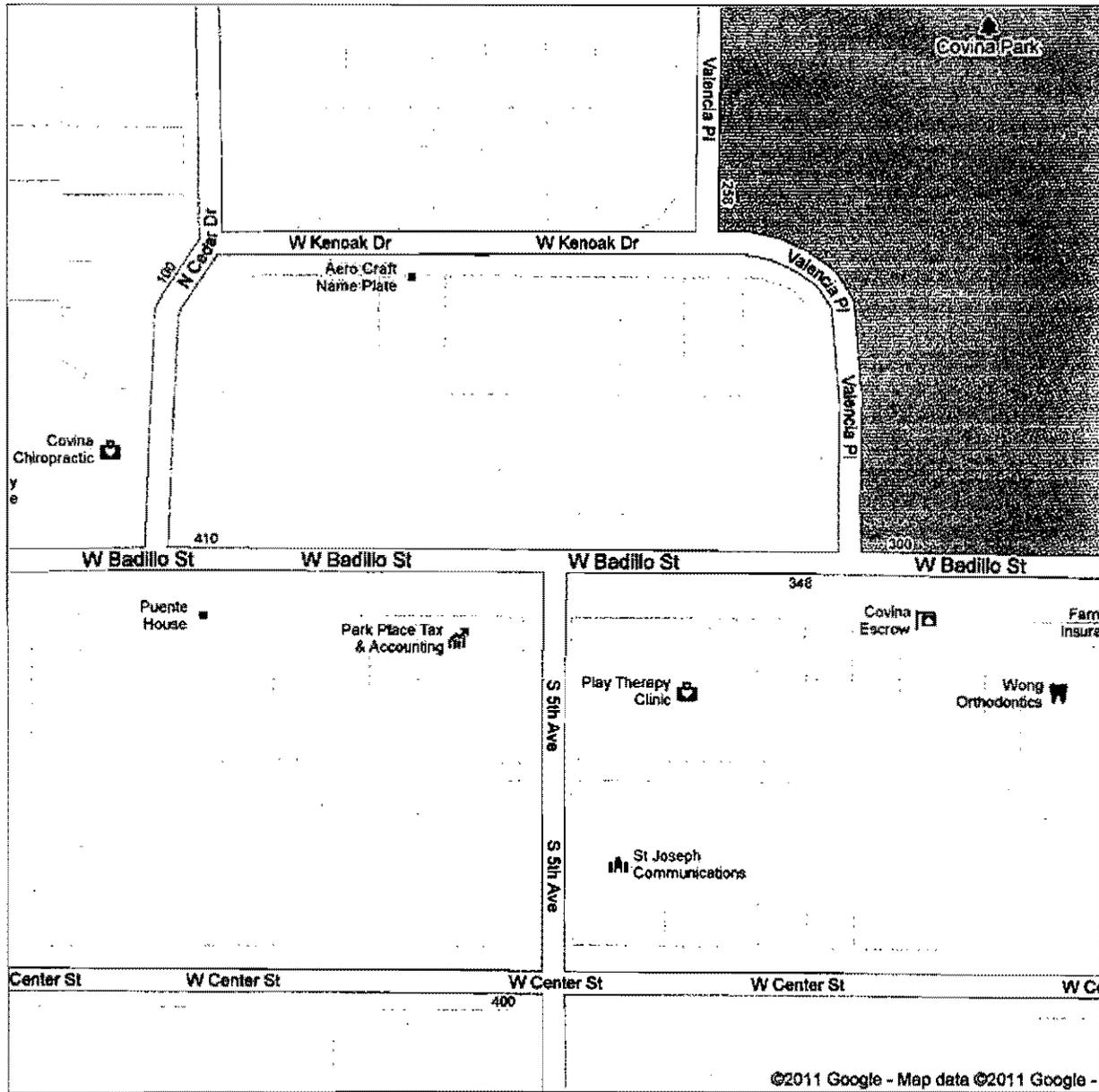
**EXHIBITS**

A. Map of location

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



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Google maps

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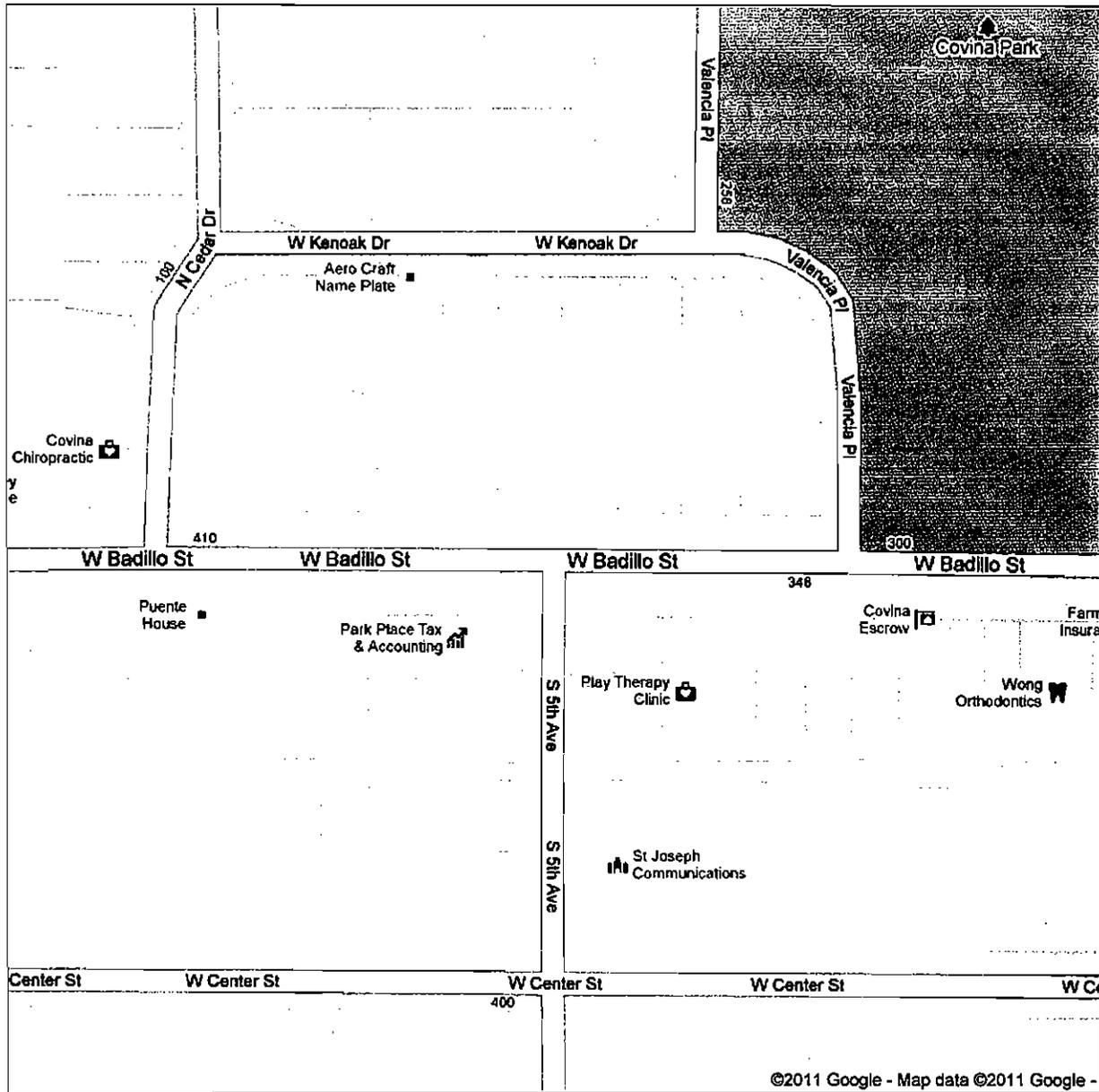
Address **W Badillo St & S 5th Ave**  
Covina, CA 91723

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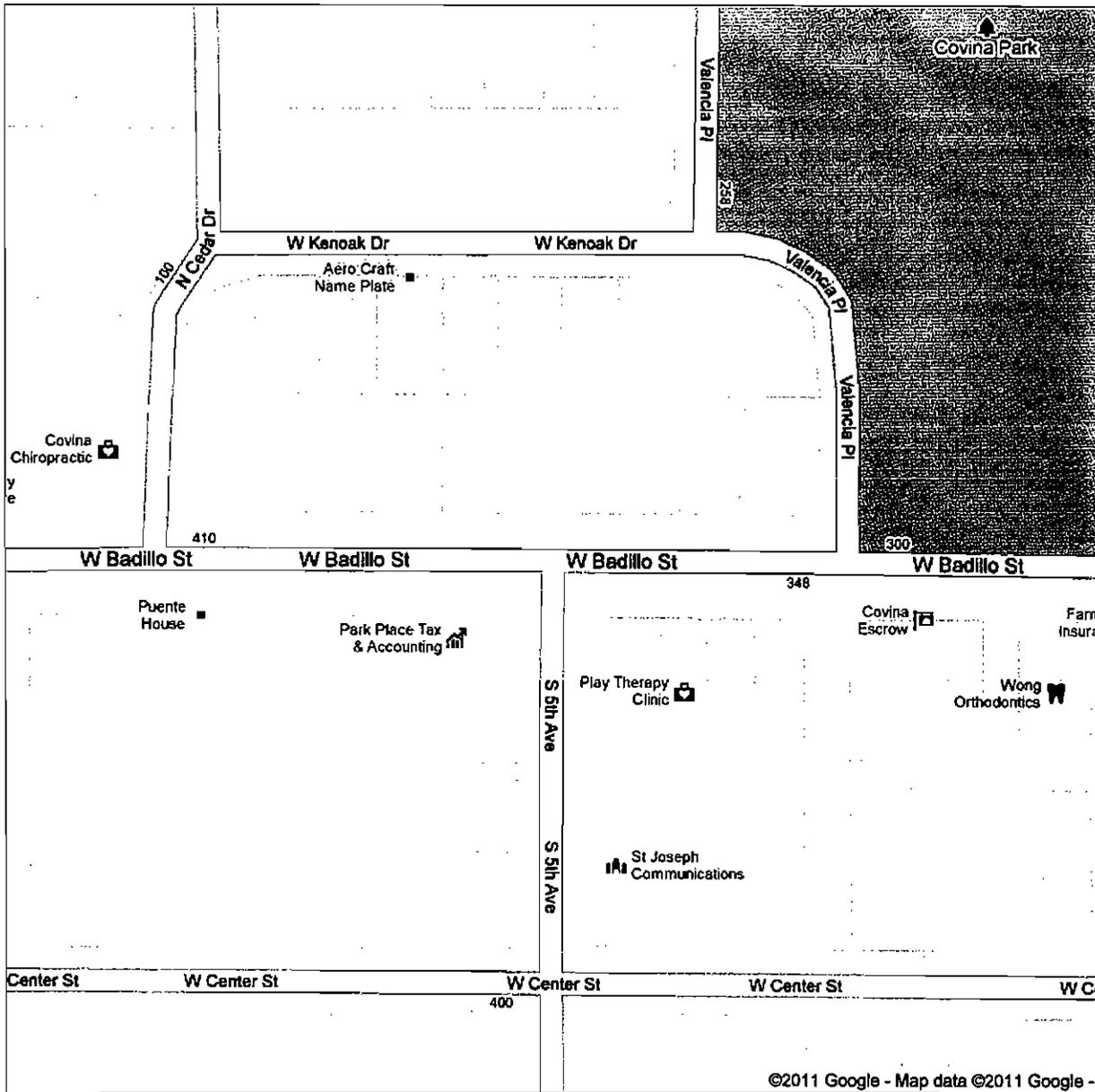
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Exhibit A 3 of 3



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Exhibit A 2 of 3

Google maps

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Covina, CA 91723

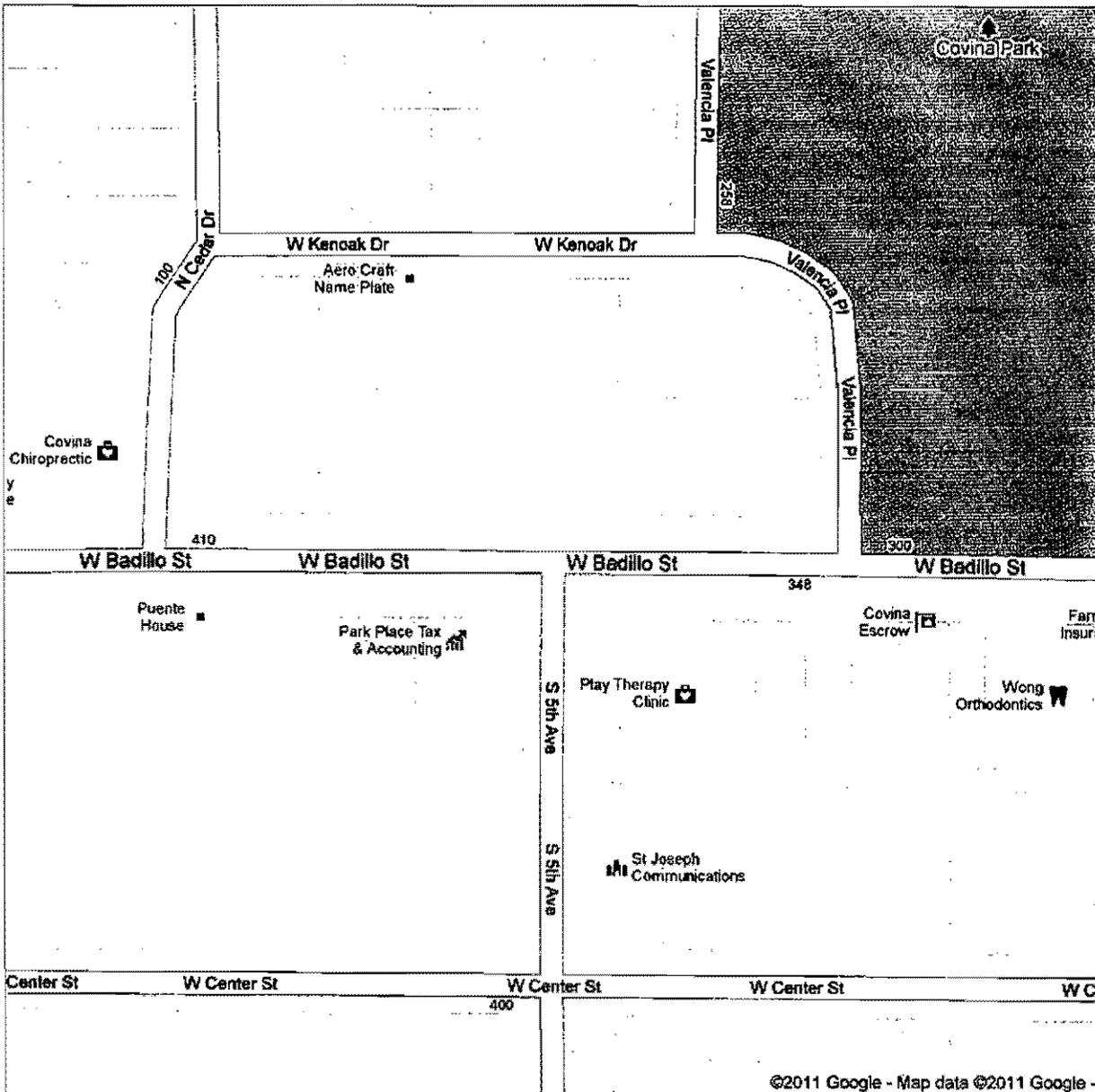
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Exhibit A 3 of 3

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Exhibit A 2 of 3

Google maps

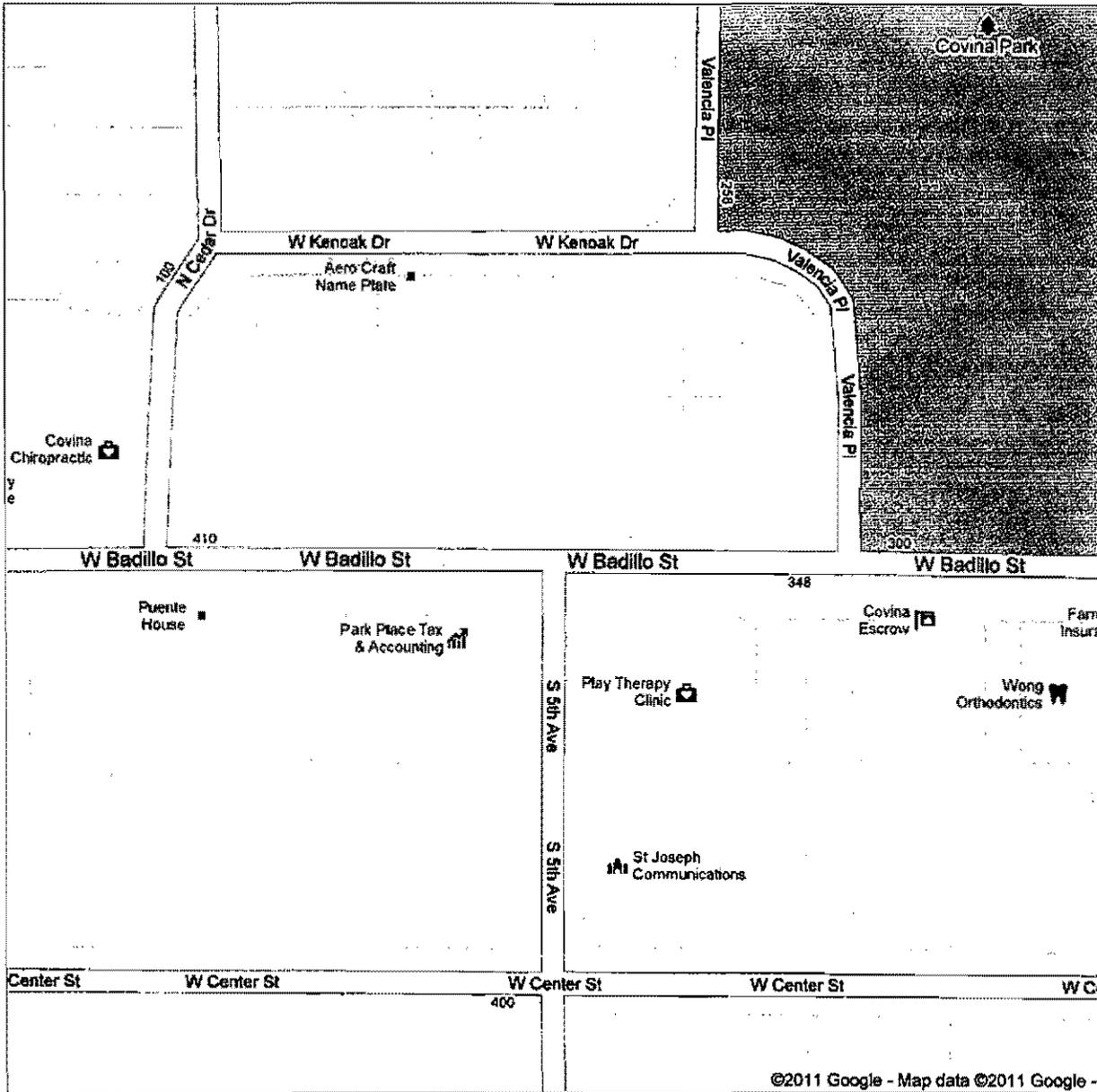
Address **W Badillo St & S 5th Ave**  
Covina, CA 91723

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Google maps

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Covina, CA 91723

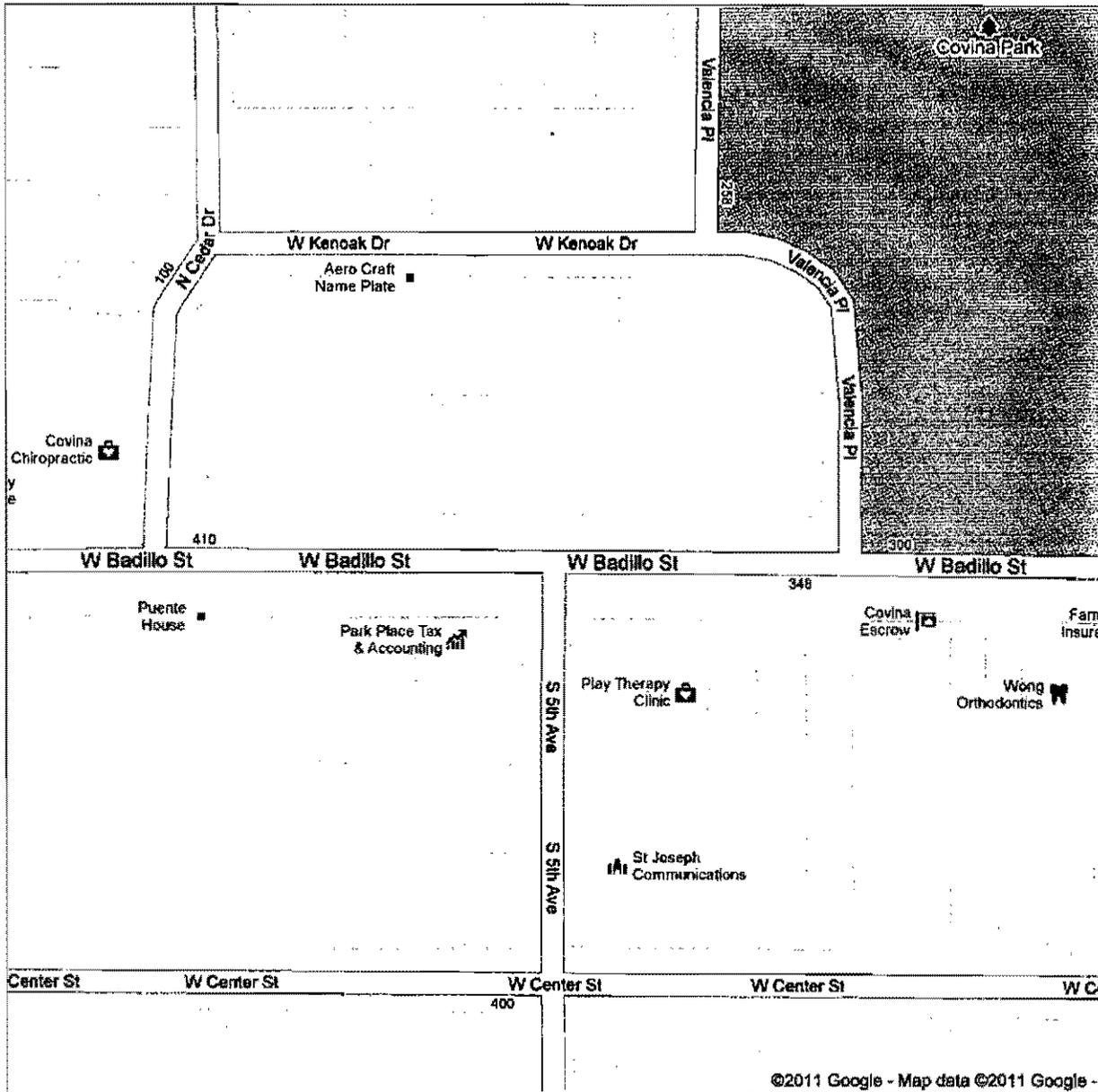
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Exhibit A 3 of 3



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Google maps

Address **W Badillo St & S 5th Ave**  
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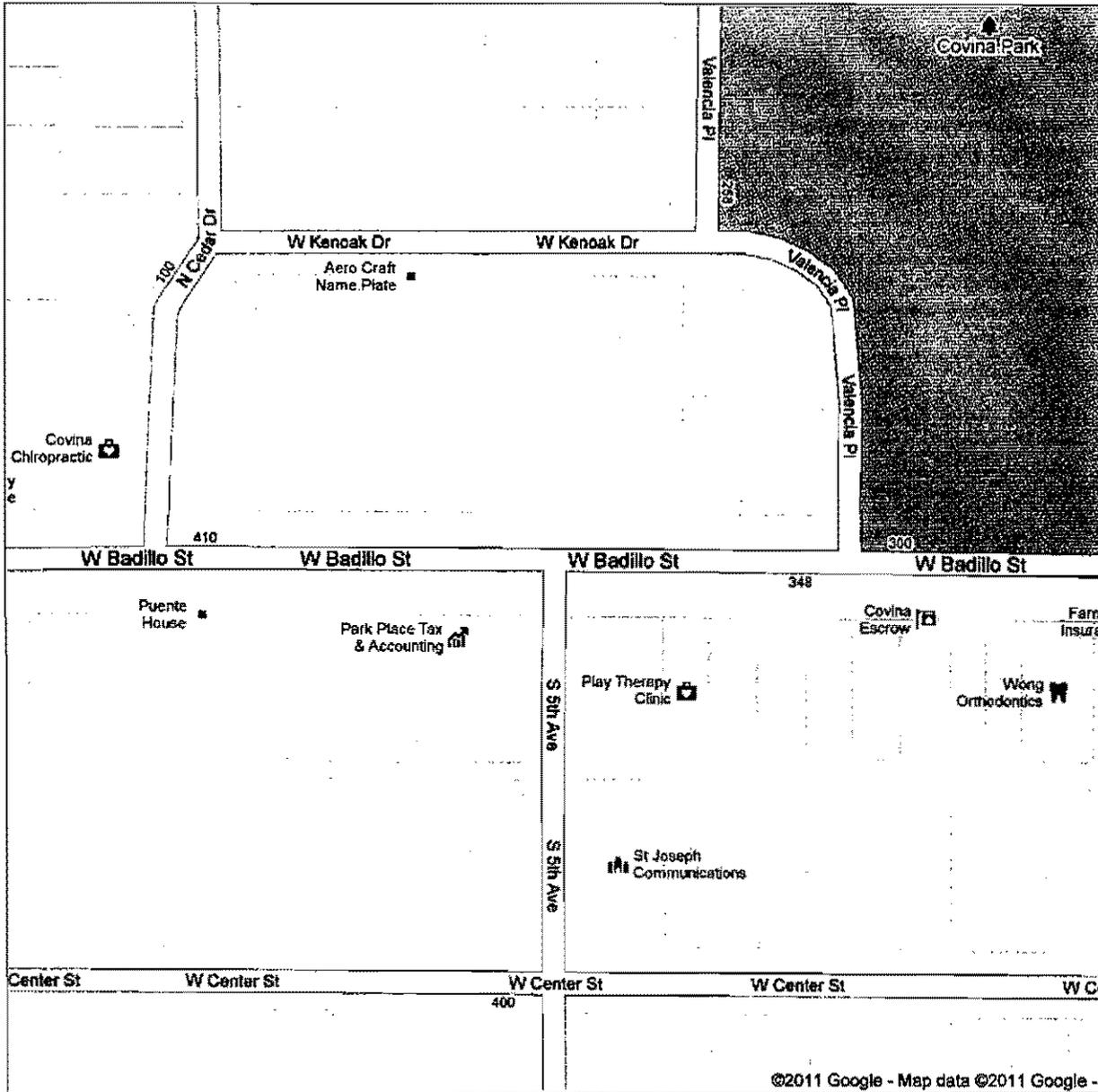
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Exhibit A 3 of 3

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# Google maps

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**Covina, CA 91723**

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Exhibit A 3 of 3