



City of Covina/  
Covina Redevelopment Agency/  
Covina Public Finance  
Authority/Covina Housing Authority  
Mayor John King – Mayor Pro Tem Kevin Stapleton  
Council Members Walt Allen, III – Peggy Delach – Bob Low

## STRATEGIC PLANNING MEETING AGENDA

First Presbyterian Church, Williams Hall

310 N. Second Street

Wednesday, April 6, 2011

8:30 a.m.

- As a courtesy to Council/Agency/Authority staff and attendees, all meeting attendees are asked to silence all pagers, cellular telephones and any/all 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/Agency Chair amends the time limit. Anyone wishing to speak is requested to submit a speaker card to the Clerk.
- Please provide 10 copies of any information intended for use at the Council/Agency/Authority meeting to the 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 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's Office 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 may be posted on the City's website at [www.covinaca.gov](http://www.covinaca.gov).
- Pursuant to Government Code §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 the meeting.
- The Deputy City Clerk of the Covina City Council hereby declares that the agenda for the **April 6, 2011** Strategic Planning meeting was posted on **March 31, 2011** near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

## **CALL TO ORDER**

### **ROLL CALL**

Mayor King, Mayor Pro Tem Stapleton, Council Members Allen, Delach and Low  
Members of staff

### **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. State Law prohibits the Council/Agency/Authority from taking action on any item not on the agenda. Individual speakers are limited to five minutes,*

### **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**

### **NEW BUSINESS**

NB 1. Strategic Planning Workshop facilitated by Marilyn Snider, Snider and Associates.

#### **Staff Recommendation:**

Review, discuss and/or provide direction on the following:

- a. Review Mission/Purpose Statement, Vision Statement, Core Values/Guiding Principles, and Three-Year Goals (2009-2012).
- b. Discuss options for filling the City Clerk vacancy and provide direction to staff.
- c. Identify accomplishments since October 26, 2010 retreat.
- d. Discussion on park regulation ordinances.
- e. Identify internal strengths/weaknesses from previous six-months.
- f. Identify external factors/trends that will/might have impact on city in the coming year.
- g. Review/revise three-year goals (2009-2012).
- h. Identify six-month strategic objectives.
- i. Follow-up process to monitor progress on goals and objectives.
- j. Summary and closing remarks.

### **ADJOURNMENT**

The City Council/Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting, **Tuesday, April 19, 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.

# 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. April 1, 2011 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:** April 6, 2011

**ITEM NO.:** NB1 (b)

**STAFF SOURCE:** Anthony Arroyo, Director of Human Resources  
Marco A. Martinez, City Attorney

**ITEM TITLE:** Options Concerning Vacant City Clerk Position

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**STAFF RECOMMENDATION**

Provide direction in accordance with one of the options listed in this report.

**FISCAL IMPACT**

An election called to fill the vacancy in the office of City Clerk could cost between \$30,000 to \$60,000.

**BACKGROUND**

On March 9, 2011, the City Clerk's office received written notice from Covina City Clerk Toni Tabor of her intended resignation. The resignation is effective March 27, 2011 and creates a vacancy in the office of City Clerk of the City of Covina. The purpose of this report is to describe the options available to the City Council.

**Options**

*The City Council may fill a City Clerk vacancy either by appointment or by special election.*

California Government Code section 36512 ("Section 36512") governs the filling of vacancies for elective offices in California cities. If a vacancy occurs in an elective office, such as the office of City Clerk, Section 36512 requires the City Council to "within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy." The appointed or elected individual "holds office for the unexpired term of the former incumbent." (Gov. Code §36512.)

**A. Filling a Vacancy by Appointment**

In order to fill the vacancy by appointment, the City Council must appoint a City Clerk within sixty (60) days of the commencement of the vacancy. (Gov Code § 36512.) The Council has broad discretion in determining the process for filling this position by appointment. It may initiate an application process and/or conduct interviews. However, such a process must be

completed within 60 days of the vacancy. Alternatively, it may simply decide to appoint an interested person to the position.

**B. Filling a Vacancy by Special Election**

In order to fill the vacancy with a special election, the City Council must call for a special election to fill the vacancy within sixty (60) days of the commencement of the vacancy. (Gov Code § 36512.) This special election must be held "on the next regularly established election date not less than 114 days from the call of the special election." (Gov Code § 36512.)

As noted above, the City Clerk's office contacted the County for estimates of the cost of such an election. According to the County, such an election would cost the City between \$40,000 to \$60,000 for a single ballot special election and between \$30,000 to \$50,000 for a consolidated election.

*An individual must be a resident and elector of the City in order to be eligible to assume the office of City Clerk.*

In order to be eligible for the office of City Clerk, an individual must be a resident and elector of the City at the time of assuming the office. (Gov. Code § 36502.) Additionally, "if, during his or her term of office he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant." (Gov. Code § 36502.) The statute does not distinguish between appointed and elected City Clerks. Therefore, if the City Council decides to appoint a City Clerk, he or she must be an elector of the City and live inside City limits. (Gov. Code §36502.)

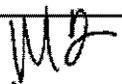
The same requirements apply to those seeking to be elected as City Clerk. A candidate must be "a registered voter of the city at the time nomination papers are issued" to him or her. (Gov. Code § 36502.)

**RELEVANCE TO THE STRATEGIC PLAN**

Filling the vacancy promotes efficient, visible and responsive public safety and city government.

**EXHIBITS**

Letter of Resignation

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

Toni J. Taber

317 E Puente #1  
Corona, CA 91723

March 9, 2011

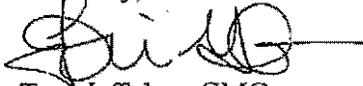
Catherine LaCroix, Deputy City Clerk  
City of Corona  
125 E College Street  
Covina, CA 91723

RE: Resignation from office of City Clerk

Pursuant to Government Code section 1750(e), I am submitting to you my resignation from the elected office of the City Clerk effective March 27, 2011.

I have accepted a position out of the area, and will be moving outside of Covina. It has been my great pleasure and privilege to serve the people of Covina as their elected City Clerk, and it is with regret that I must resign. My family and I will miss the City, but look forward to our future. I will think back on the City of Covina with great fondness.

Cordially,



Toni J. Taber, CMC  
City Clerk

C: Daryl Parrish, City Manager  
Mayor Delach  
Mayor Pro Tem King  
Council Member Allen  
Council Member Low  
Council Member Stapleton  
City Treasurer Jack Fielding

EXHIBIT