



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

REGULAR MEETING AGENDA
125 E. College Street, Covina, California
Council Chamber of City Hall
Tuesday, April 19, 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 North 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 www.covinaca.gov.
- 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 **April 19, 2011**, meeting was posted on **April 14, 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.

April 19, 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, Delach, Low, Mayor Pro Tem/Vice Chairperson Stapleton and Mayor/Chairperson King

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 – Negotiations to include both price and terms:
Property: Hassen Development – Northeast Corner San Bernardino Road and Park Avenue (APN 8430-024-012)
Agency Negotiator: CRA Director/Comm. Development Deputy Director Robert Neiuber

- B. G.C. §54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Negotiations to include both price and terms:
Property: Yenia Hsieh (APN 8431-028-004; 8431-028-005; 8431-028-007; 8431-028-008; 8431-028-017; 8431-028-018; 8431-028-021; 8431-028-022; 8431-028-025; 8431-028-026; 8431-028-027; 8431-028-028; 8431-028-029; 8430-025-018)
Agency Negotiator: CRA Director/Comm. Development Deputy Director Robert Neiuber

- C. G.C. §54957.6 – CONFERENCE WITH LABOR NEGOTIATOR
Agency Designated Representative: Anthony Arroyo, Human Resources Director
Employee Organizations: Executive Management Group, Police Management Group, Police Association of Covina, Mid-Management and Confidential Employees Group, City's Unaffiliated Employees and American Federation of State, County and Municipal Employees Group

- D. G.C. §54956.9 – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Name of Case: The Johnson Sober Living House, et al. vs. City of Covina, et al., case number USDC - CV11-02809

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, Delach, Low, Mayor Pro Tem/Vice Chairperson Stapleton, and Mayor/Chairperson King

PLEDGE OF ALLEGIANCE

Led by Council Member Low.

INVOCATION

Led by Covina Police Chaplain Pat Cross.

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 March 15, 2011 Regular Meeting of the City Council/Covina Redevelopment Agency/Covina Public Finance Authority.

- CC 2. City Council to approve the minutes of the March 24, 2011 Special Meeting of the City Council/Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority.
- CC 3. City Council to approve the summary minutes of the April 6, 2011 Strategic Plan Workshop.
- CC 4. City Council to receive and file the annual report of the Covina Public Financing Authority.
- CC 5. City Council to receive and file the Public Works Department Monthly Activity Report.
- CC 6. City Council to receive and file the report on Water Utility Billing and Automated Meter Reading Projects Status Updates.
- CC 7. City Council to receive and file the Strategic Plan updated at the April 6, 2011 Workshop.
- CC 8. City Council to accept the resignation letter from Jerry Tucker of the Cultural Arts Advisory Commission.
- CC 9. City Council to approve the re-appointment to the Cultural Arts Advisory Commission.
- CC 10. City Council to adopt and issue City Council Follow-up Report to the Public regarding City's measures to alleviate conditions which led to adoption of Interim Urgency Ordinance No. 10-1983 an 10-1985 – a moratorium on the issuance of permits for new massage establishments and massage technicians in the city of Covina.
- CC 11. City Council to authorize the Executive Director to execute a Grant Storm Drain Easement to The Olson Company for the Olson Citrus Walk Project and require the Olson Company to pay the appraised value of the easement.
- CC 12. City Council to approve the updated Certificate of Public Convenience and Necessity for Techtrans International, Incorporated, dba, Pomona Yellow Cab.
- CC 13. City Council to approve Payment of Demands in the amount of \$3,660,543.94.
- CC 14. City Council to adopt **Resolution No. 11-6955**, declaring its intention to authorize the annexation of territories to Community Facilities District No. 2007-1 (Public Services); and adopt **Resolution No. 11-6956**, adopting boundary maps showing territory proposed to be annexed in the future to Community Facilities District No. 2007-1 (Public Services).
- CC 15. Redevelopment Agency to approve Payment of Demands in the amount of \$415,058.57.
- CC 16. Redevelopment Agency to adopt **Agency Resolution No. 11-676**, reviewing the roof repair at the McGill Transitional House and continuing the emergency action to repair the roof pursuant to §22050 of the California Public Contract Code.

PUBLIC HEARING

PH 1. City Council to consider application Conditional Use Permit 11-003, Variance 11-001 and Negative Declaration related to the wireless communication facility located at 410 West Badillo Street and determine if the required findings can be justified.

Staff Recommendation:

- a) Council to open the public hearing and take public testimony, and
- b) Consider application CUP 11-003, a Conditional Use Permit for the construction and operation of a 50-foot high, monopine-type wireless communication facility and associated equipment; and
- c) Consider application VAR 11-001, a Variance for the setbacks of the communication facility from Badillo Street.
- d) Close the Public Hearing, determine if the required findings can be made. If the Council wishes to approve the application and related environmental document, it can do so this evening. If the Council wishes to deny the application, the Council should continue this matter to allow staff the time to prepare the appropriate resolution for denial.

PH 2. City Council/Redevelopment Agency to authorize the transfer of Redevelopment Agency properties described as Assessor Parcel Numbers 8445-009-910, Lots 13 and 14, and 8445-009-910 Lot 15, from the Agency to the City.

Staff Recommendation:

- a) Council/Agency to open the joint Public Hearing and take public testimony, and
- b) City Council to adopt **City Resolution No. 11-6957**, approving the transfer of certain real properties owned by the Covina Redevelopment Agency within the Covina Revitalization Redevelopment Project No. Two to the City of Covina pursuant to California Health Safety Code Sections 33430, 33431 and 33445 and making certain findings with regard thereto; and
- c) Covina Redevelopment Agency to adopt **Agency Resolution No. 11-674**, approving the transfer of certain agency owned real properties within the Covina Revitalization Redevelopment Project No. Two to the City of Covina pursuant to California Health and Safety Code Sections 33430, 33431 and 33445 and making certain findings with regard thereto.

NEW BUSINESS

NB 1. City Council to adopt **City Resolution No. 11-6954**, declaring the emergency, authorizing the waiver of bidding requirements, and approving the repair of the City-owned Rancho Simi potable water reservoir under Section 22050 of the California Public Contract Code.

NB 2. City Council to adopt **City Resolution No. 11-6953**, to amend the Fiscal Year 2010-2011 Public Works Department, Transit Operations Operating Budget to Reflect an Appropriation of \$104,000 from Proposition A Reserve Funds for Emergency Technology Assistance Program Project F-1115 at the Metrolink Parking Structure.

NB 3. Redevelopment Agency consideration of approval of the Environmental Blight Remediation Business Loan Program.

Staff Recommendation:

- a) Redevelopment Agency to adopt **Agency Resolution No. 11-675**, to establish an Environmental Blight Remediation Business Loan Program to provide financial assistance to qualifying businesses in Project Area One and Project Area Two and to amend the fiscal year 2010-2011 Covina Redevelopment Agency budget to reflect an appropriation of \$160,000 from project funds to fund such program and making certain findings under Health and Safety Code Sections 33020 and 33021.

ADJOURNMENT

The Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting, **Tuesday, May 3, 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 MARCH 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 6:31 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, Public Works Director, Community Development Director/CRA Deputy Director, Parks and Recreation/Library Director, Finance Director, Human Resources Director, Fire Battalion Chief, Police Captain, Sr. Redevelopment Manager, Sr. Management Analyst, City Planner, 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 March 15, 2011 regular City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on March 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 Neuber, 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

CONVENE THE MEETING

The City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting reconvened at 7:31 p.m.

City Attorney Marco Martinez announced City/Agency/Authority met in closed session to discuss the items listed on the agenda with all members present. City Attorney Marco Martinez reported there was no discussion of item A and the item would be placed on a future meeting agenda. He reported with respect to item B, conference with labor negotiators, the City Council provided direction to its labor negotiation team and there is no further reportable action.

PLEDGE OF ALLEGIANCE

Mayor Delach led the pledge of allegiance.

INVOCATION

Covina Police Chaplain, Dr. Patricia Venegas gave the invocation.

INSTALLATION OF OFFICERS

Oaths of Office

Los Angeles County District Attorney Steve Cooley administered the Oath of Office to Walt Allen and Fran Delach administered the Oath of Office to Peggy Delach.

Election of Mayor and Mayor Pro Tempore

The City Clerk opened the nominations for one person to serve as Mayor, with the term expiring March 2012.

Motion was made by Council Member Low, seconded by Council Member Delach to nominate Council Member King as Mayor. Being no further nominations, the nominations were closed and a roll-call vote was taken. **Motion carried 4-0, with Council Member King abstaining.**

Mayor King opened the nominations for one person to serve as Mayor Pro Tempore, with the term expiring March 2010.

Motion was made by Council Member Allen, seconded by Council Member Delach to nominate Council Member Stapleton as Mayor Pro Tempore. Being no further nominations, the nominations were closed and a roll-call vote was taken. **Motion carried 3-1, with Council Member Low voting no and Council Member Stapleton abstaining.**

PRESENTATIONS

Mayor King presented Council Member Delach with plaque thanking her for the outstanding service as Mayor.

Mayor King invited Northview High School Head Coach David Ochoa along with the wrestling team members to the lectern and presented Coach Ochoa with certificate of recognition for their CIF Championship and 14th year of having an undefeated season.

Mayor King invited Amy Hall-McGrade to the lectern and presented her with a Certificate of Recognition for the 35 years of service to the City of Covina.

Mayor Delach and Community Development Director/CRA Deputy Director announced the winner, Consuelo Hernandez, of the Shop Covina Shopping Spree contest.

Mayor King invited kindergarten teacher Debbie King to the lectern and presented her with recognition for the 2011 recipient of the Bowne Munro Elementary School PTA honorary service award.

Mayor King addressed the City Council, members of staff and the public, providing an overview of the items he would like to see occur in the coming year.

Elected City Clerk Toni Taber announced her resignation, as she would be taking employment in northern California and moving out of the jurisdiction of the City of Covina.

PUBLIC COMMENTS

Reverend Judith Heffron of Holy Trinity Episcopal Church invited the City Council and members of the public to the Centennial Celebration on Sunday, March 27, 2011 at 10:00 a.m. with a barbeque to follow the service led by Rt. Reverend Sergio Carranza.

Glenn Garrett, president of the Prospero Park Homeowners Association (HOA) stated their HOA consists of 72 buildings, 541 units, with an estimate of 1,500 to 2,000 residents. The association formed in 1976 and incorporated in 1999 as a non-profit organization. Mr. Garrett read their articles of incorporation, spoke on the HOA's participation with community events, and stated there are issues they would like to present to City Council.

Rick Forintos, vice president of the Prospero Park HOA stated members of the association are here to discuss code enforcement, community policing and decorative sidewalk trash containers. Mr. Forintos stated that the association would like to have more meetings with the City and the Police Department.

Mercedes Garrett of the Prospero Park HOA spoke on the issue involving the placement of permanent trash receptacles throughout the property. She stated the association, with the assistance of Community Development Block Grant, could purchase approximately 20 trash receptacles, however the cost to pick up the trash from the receptacles is not in their budget. Ms. Garrett expressed the importance of the receptacles and requested to work with the City to accomplish the task.

Jim Oronoz owner of apartments at 211 and 214 Vesino Drive and a member of the Prospero Park HOA spoke on issues regarding the property located at 217 Vesino Drive and his renters have expressed concerns living next to a property with unlawful activity. Mr. Oronoz thanked the Police Department and Code Enforcement, but requested additional assistance to force the non-compliance property owners to comply with the laws of the City.

A brief discussion continued and Council Member Allen and Mayor King requested a discussion be agendized regarding code enforcement and trash receptacles.

Superintendent Dr. Mike Hendricks and Chief Executive Officer Alexandra Parslow of the Charter Oak Unified School District (COUSD) provided an update of the Charter Oak Partners in Education, a community-based non-profit organization supporting schools and programs of COUSD.

COUNCIL/AGENCY COMMENTS

Council Member Low stated he attended "Anything Goes" at the Covina Center of the Performance Arts and commented on the magnificent production. Council Member Low reported he attended Assemblyman Roger Hernandez's town hall budget on March 9, 2011, adding the presentation was informative and that Assembly Hernandez demonstrated a command of the issues. Council Member Low requested the meeting adjourn in memory of Elaine Donaldson Rinella, who was the first woman Council Member and Mayor of Covina.

Council Member Delach congratulated Mayor King. Council Member Delach noted that The Sugar Bowl Malt Shop is open, which is located at 143 N. Citrus Avenue.

Council Member Allen stated he also attended "Anything Goes" and encouraged everyone to attend the performance. Council Member Allen thanked Kay Manning for her work on the Yellow Ribbon event held on Sunday. Council Member Allen expressed appreciation to his son, David Allen, for holding his wife's bible. Council Member Allen thanked staff for the work they provide in day-to-day operations of the City.

Mayor Pro Tem Stapleton reminded everyone to be smart and safe when celebrating St. Patrick's Day. Mayor Pro Tem Stapleton reported on the Olson Project groundbreaking held this afternoon, which is another step in revitalizing downtown with retail/residential mixed use. Mayor Po Tem Stapleton requested the meeting adjourn in memory of all the victims of the catastrophes in Japan.

Mayor King announced Covina's First Annual Green Fair on Saturday, March 19, from 1-5 p.m. at Covina Park. Additional information can be found on the web site at www.covinaca.gov.

Mayor King reminded the residents to watch for important information in the refuse/recycling bills. The initial Covina Disposal bills will be mailed mid-March covering the months of March, April and May. Mayor King reminded residents that the blue/gray recycling containers are now picked-up weekly.

CITY MANAGER COMMENTS

City Manager Daryl Parrish spoke on overcoming the challenges the City will face should the State abolish redevelopment agencies. City Manager Parrish stated that it was good to see the representatives from Charter Oak Unified School District. City Manager Parrish congratulated Amy Hall-McGrade and added that Amy always refers to her team, when the teams looks to the leader who is willing to do what it takes to get the job done.

CONSENT CALENDAR

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Delach, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent

Calendar items CC1, CC3, CC4, CC5, CC8, CC9 and CC10. Consent Calendar items CC2, CC6 and CC7 were removed from the agenda for further discussion and consideration. **Motion carried 5-0.**

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.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Delach, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority to approve Consent Calendar item CC2. **Motion carried 4-1, with Council Member Low abstaining.**

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.

Bob Gorski stated he would like to have additional passive park areas throughout the City.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority to approve Consent Calendar item CC6. **Motion carried 5-0.**

CC 7. City Council to receive and file the Public Works Department Monthly Activity Report.

Mayor Pro Tem Stapleton stated there was a sewer incident that recently occurred and would like the use of cameras to aid in finding out who may be abusing the system. Mayor Pro Tem Stapleton spoke on the continuing complaints he receives regarding water and trash bills not reflecting current payments.

Council Member Low requested staff contact a resident who is attempting to change her name on her water bill.

On a motion made by Mayor Pro Tem Stapleton, seconded by Mayor King, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority to approve Consent Calendar item CC7. **Motion carried 5-0.**

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.

Community Development Director/CRA Deputy Director Robert Neuber provided an overview of the proposed changes to the wireless communication facility.

At 9:18 p.m., Mayor King conducted the continued Public Hearing.

Mr. Rodriguez spoke on the proposed changes related to the wireless communication facility and expressed a concern with the size of the equipment on the rooftop and the unsightly view from his residence. Mr. Rodriguez also expressed a concern regarding the noise coming from the proposed equipment.

Amit Patel, Aspen Associates Telecom, representing T-Mobile, discussed the changes related to the application and spoke about addressing the concerns of the residents who attended the community meeting.

Council Member Allen stated he supports the project redesign. Council Member Allen stated he would like to see additional architectural elements added to the top of the tower so to aesthetically blend with the building roofline.

Further discussion continued regarding architectural elements to the proposed tower.

At 9:32 p.m., Mayor King closed the Public Hearing.

On a motion made by Council Member Delach, seconded by Mayor Pro Tem Stapleton, to uphold and amend the Planning Commission's approval of CUP 10-010 for the wireless telecommunication facility located at 1175 East Garvey Avenue subject to the findings and conditions adopted by Planning Commission with any necessary changes made by the City Council and Community Development Director to incorporate the revised design. **Motion carried 5-0.**

NEW BUSINESS

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

Community Development Director/CRA Deputy Director Neiuber reported Council would be considering without public hearing or discussion of the merits an appeal of the Planning Commission's decision regarding the related variances to operate a 50-foot monopine wireless facility and associated equipment at 410 West Badillo.

On a motion made by Council Member Allen, seconded by Council Member Delach, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority initiated an appeal of the Planning Commissions Decision regarding Conditional Use Permit 11-003 and the related Variance 11-001. **Motion carried 5-0.**

ADJOURNMENT

At 9:36 p.m., Mayor King adjourned the Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority meeting in memory of Elaine Donaldson Rinella and the victims of the recent earthquake and tsunami in Japan. The next meeting of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting is scheduled for Tuesday, April 5, 2011 at 6:30 p.m. for closed session followed by open session at 7:30 p.m. in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.

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

Approved this 19th day of April, 2011.

John C. King, Mayor/Chairperson



MINUTES OF THE MARCH 24, 2011 SPECIAL 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 King called the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority special meeting to order at 7:05 p.m.

ROLL CALL

Council Members Present: DELACH, KING, LOW, STAPLETON

Council Members Absent: ALLEN

Staff Members Present: Human Resources Director, City Attorney, Community Development Director/CRA Deputy Director, Public Works Director, Finance Manager, Sr. Redevelopment Manager, Redevelopment Manager, and Deputy City Clerk

AGENDA POSTING DECLARATION

The Deputy City Clerk of the City of Covina hereby declares that the agenda for the March 24, 2011 City Council/Redevelopment Agency/Public Finance Authority/Housing Authority special meeting was posted on March 23, 2011 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Stapleton led the pledge of allegiance.

INVOCATION

Covina Police Chaplain Dave Truax gave the invocation.

PUBLIC COMMENTS

None.

COUNCIL/AGENCY/AUTHORITY COMMENTS

None.

CITY MANAGER COMMENTS

None.

CONSENT CALENDAR

On a motion by Mayor Pro Tem King, seconded by Council Member Delach, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar items CC2, and CC3. Consent Calendar item CC1 was removed from the agenda for further discussion and consideration. **Motion carried 4-0, with Council Member Allen absent.**

CC 1. Redevelopment Agency to approve contract for 2011 operator of the Downtown Street/Farmers' Market and authorize the Executive Director at his discretion to sign said contract.

Council Member Low stated he is in opposition and feels this item is an inappropriate use of redevelopment money and should more clearly define how it would encourage development.

On a motion made by Council Member Delach, seconded by Mayor Pro Tem Stapleton, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar item CC1. **Motion carried 3-1, with Council Member Low voting no and Council Member Allen absent.**

CC 2. City Council and Covina Redevelopment Agency approval of the reallocation of funding sources for the funding of the Citrus Walk affordable housing units by the Covina Redevelopment Agency set-aside fund:

- a) Covina Redevelopment Agency to adopt **Agency Resolution No. 11-671**, approving the amendment of the Fiscal Year 2010-2011 Covina Redevelopment Agency budget to reflect a reallocation of previously appropriated funds for the Disposition and Development Agreement between the Agency and Olson Covina 5, appropriating up to \$375,000 from Account 2053-0000-00-33000 for the project; balance of funding to be paid from Account 2051-4700-00-53775.
- b) Covina City Council to adopt **City Resolution No. 11-6949** approving the amendment of the Fiscal Year 2010-2011 Covina Redevelopment Agency budget to reflect a reallocation of previously appropriated funds for the Disposition and Development Agreement between the Agency and Olson Covina 5, appropriating up to \$375,000 from Account 2053-0000-00-33000 for the project; balance of funding to be paid from Account 2051-4700-00-53775.

CC 3. City Council and Covina Redevelopment Agency approving the early payment for the East Italia Street North Municipal Parking Lot in Project Area 2 as provided for in the previously approved Purchase and Sale Agreement and appropriating funds therefore.

JOINT NEW BUSINESS

JNB 1. City Council and Agency Board reject lowest bidder, Nature Tech Landscaping Inc. for nonresponsiveness and consider award of public works contract for construction of Heritage Plaza Project Site to MG Enterprises, approval of Resolution No. 11-6944 and No. 11-670 making required findings for the expenditure of redevelopment funds and to authorize Executive Director to execute the public works contract and appropriating funds therefore.

Staff Recommendation:

Option #1:

- 1) Reject lowest bidder, Nature Tech Landscaping Inc. in the amount of \$1,239,000 for nonresponsiveness and;
- 2) Award public works contract and authorize Executive Director to execute the contract in the amount of \$1,260,000 to next lowest bidder, MG Enterprises, and authorize staff to budget 20% in contingencies, or \$252,000 for the project and;
- 3) Adopt **City Resolution No. 11-6944** of the City of Covina, California, making certain findings pursuant to California Health and Safety Code Section 33445 in connection with the Covina Redevelopment Agency's Financing of the Heritage Plaza Project, a Public Improvement within Redevelopment Project Area No. 2 and to amend the Fiscal Year 2010 – 2011 Covina Redevelopment Agency Budget to reflect an appropriation of \$1,376,453 in project area 2 Public Purpose Bond Undesignated funds and \$335,547 in Land Proceed Funds to complete Capital Improvements at Heritage Plaza and authorize Executive Director to execute corresponding professional services agreement contracts and construction contracts and;
- 4) Adopt **Agency Resolution No. 11-670** of the Redevelopment Agency of the City of Covina, California making certain findings pursuant to California Health and Safety Code Section 33445 in connection with the Covina Redevelopment Agency's financing of the Heritage Plaza Project, a Public Improvement within Redevelopment Project Area No. 2 and to amend the Fiscal Year 2010 – 2011 Covina Redevelopment Agency Budget to reflect an appropriation of \$1,376,453 in project area 2 Public Purpose Bond Undesignated funds and \$335,547 in Land Proceed Funds to complete Capital Improvements at Heritage Plaza and authorize Executive Director to execute corresponding professional services agreement contracts and construction contracts.

Option #2:

The City Council and Agency Board reject all bids, redesign the project to eliminate certain project design elements to attempt to reduce the project cost and then rebid the project.

Community Development Director/CRA Deputy Director Robert Neiuber provided an overview of the two options for Council/Agency consideration.

A brief discussion took place regarding the engineers estimate and total project cost.

Council Member Delach inquired as to the relocation of the Farmer's Market during the project construction, to which Community Development Director/CRA Deputy Director Neiuber responded that staff was reviewing a few options, such as using College Street or another parking space area.

Council Member Low inquired as to the plans for the Olmec Head, to which Community Development Director/CRA Deputy Director Neuber reported there is thought about relocating the Olmec Head to Jalapa Park; however, the move is not directly tied to this project.

On a motion made by Council Member Delach, seconded by Mayor Pro Tem Stapleton, to approve Option #1 and reject the lowest bidder, Tech Landscaping, Inc.; award public works contract and authorized the Executive Director to execute said contract in the amount of \$1,260,000 to the next lowest bidder, MG Enterprises, and authorize staff to budget 20% in contingencies; and adopt **City Resolution No. 11-6944** and **Agency Resolution 11-670**, making certain findings pursuant to California Health and Safety Code Section 33445 in connection with the Covina Redevelopment Agency's Financing of the Heritage Plaza Project, a Public Improvement within Redevelopment Project Area No. 2 and to amend the Fiscal Year 2010 – 2011 Covina Redevelopment Agency Budget to reflect an appropriation of \$1,376,453 in project area 2 Public Purpose Bond Undesignated funds and \$335,547 in Land Proceed Funds to complete Capital Improvements at Heritage Plaza and authorize Executive Director to execute corresponding professional services agreement contracts and construction contracts. **Motion carried 3-1, with Council Member Low voting no and Council Member Allen absent.**

ADJOURNMENT

At 7:17 p.m., Mayor King adjourned the Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority special meeting. The next meeting of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting is scheduled for Tuesday, April 5, 2011 at 6:30 p.m. for closed session followed by open session at 7:30 p.m. in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.

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

Approved this 19th day of April, 2011.

John C. King, Mayor/Chairperson



**SUMMARY MINUTES OF THE APRIL 6, 2011 STRATEGIC PLAN WORKSHOP
HELD AT FIRST PRESBYTERIAN CHURCH, WILLIAMS HALL, 310 NORTH
SECOND STREET, COVINA, CALIFORNIA**

CALL TO ORDER

Mayor King called the Strategic Plan Workshop to order at 8:30 a.m.

ROLL CALL

Council Members Present: ALLEN, KING, LOW, STAPLETON

Council Members Absent: DELACH

Staff Members Present: City Manager, City Attorney, Police Chief, Public Works Director, Human Resources Director, Community Development Director/CRA Deputy Director, Finance Director

PUBLIC COMMENTS

None.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Comments received from Council/Agency/Authority Members.

CITY MANAGER COMMENTS

Comments received from City Manager Daryl Parrish.

NEW BUSINESS

Discussion took place on the following items under New Business:

- Review Mission/Purpose Statement, Vision Statement, Core Values/Guiding Principles, and Three-Year Goals (2009-2012).
- Identify accomplishments since October 26, 2010 retreat.
- Discussion on park regulation ordinances.
- Identify internal strengths/weaknesses from previous six-months.
- Identify external factors/trends that will/might have impact on city in the coming year.
- Review/revise three-year goals (2009-2012).
- Identify six-month strategic objectives.
- Follow-up process to monitor progress on goals and objectives.

At 12:20 p.m. the Council/Agency/Authority recessed for lunch and reconvened at 12:52 p.m. to discuss options concerning the vacant City Clerk position.

Council/Agency/Authority agreed to review applications and appoint a replacement to complete the unexpired term of the elected City Clerk, with said term expiring March 2013.

ADJOURNMENT

At 1:03 p.m., Mayor King adjourned the Strategic Plan Workshop. The next meeting of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting is scheduled for Tuesday, April 19, 2011 at 6:30 p.m. for closed session followed by open session at 7:30 p.m. in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.

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

Approved this 19th day of April, 2011.

John C. King, Mayor/Chairperson

COVINA PUBLIC FINANCING AUTHORITY
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC4

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

ITEM TITLE: Annual Report of the Covina Public Financing Authority.

STAFF RECOMMENDATION

Staff recommends receive and file of this annual report for the Covina Public Financing Authority.

FISCAL IMPACT

No fiscal impact.

BACKGROUND

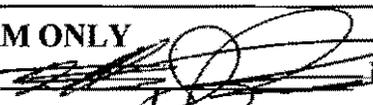
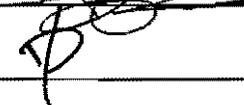
On March 5, 1991 the City Council approved a Joint Exercise of Powers Agreement with the Covina Redevelopment Agency for the formation of a Public Financing Authority (CPFA). As part of this formation, Resolution 91-1 was approved requiring an update to the Authority on an annual basis.

The detail of the CPFA activity as of March 31st is as follows:

CPFA ISSUED DEBT		
	Original Issue Amount	Principal Outstanding at 3/31/11
2002 REVENUE BONDS	10,262,262	7,797,262
1997 REVENUE BONDS	8,345,000	4,440,000
2009 WASTEWATER REVENUE BONDS	15,750,000	15,750,000
2010 WATER REVENUE BONDS	15,000,000	15,000,000
TOTAL	49,357,262	42,987,262

EXHIBITS:

None

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC5

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

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 March.

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 March, the following trends were noted:

- The Water Utility was able to maintain consistent service levels despite numerous rain days throughout the month and also with the large time consuming task of draining, cleaning, sterilizing and filling the Rancho Simi Reservoir for the first time by in-house staff. The reservoir's capacity is 5 million gallons.
- Environmental Services coordinated the first ever Covina Green Fair and had the opportunity to distribute 331 used oil containers to the community. The event proved to be a huge success as well as an educational opportunity for the public.
- The Transportation Division saw an increase in the number of Metrolink permit sales from last month which can be attributed to the recent spike in fuel prices.
- Code Enforcement saw its Industrial Waste Cases Open category drop to over half of last months number, showing that progress is being made in businesses and individuals cooperating with the Building Section. There was also a notable drop in bank foreclosure activity after February's increase.

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 – March 2011

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

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

DIVISION	ACTIVITY	QUANTITY
Water Utility	Meter reads	1,578
	Meter replacements	6
	Consumer responses	98
	Backflow tests	0
	Flushed blow-offs	0
	Service line repair/replace	5
	Main line repair/replace	8
	Fire hydrant repair/replace	0
	Isolation valves exercised	56
	Dig alert responses	80
	Emergency call outs	5
Equipment Maintenance	Preventative Maintenance service	48
	Safety inspections	48
	Daily demand repairs	110
	Tire repairs	24
	Major repairs over \$1000	3
	Emergency call outs	15
Street Maintenance	Traffic sign remove/replace/install	15
	Potholes repaired	334
	Curb and gutter remove/replace (LF)	0
	Sidewalk remove/replace (SF)	600
	Curb painted (LF)	0
	Illegally dumped items picked up (LBS.)	2,500
	Utility cuts repaired	4
	Trees trimmed - LA Works crew	194
	Trees removed	2
Emergency call outs	1	
Environmental Services	Used oil containers distributed	331
	Compost bins distributed	0
	NPDES violations investigated	5
	NPDES Permit Inspections	53
	Waste management consumer contacts	3
	Industrial Waste Permit Inspections	116
	Plans checked for environmental compliance	15
	Environmental legislation & regulations reviewed	24
	Special Waste collection events promoted	4
Engineering Inspection	Permits issued	44
	Inspections conducted	69
	Complaint responses	6
	Jobsite meetings	10
	Plan checks conducted	35
	Document research requests	11
	Value of plans prepared	0
Building Maintenance	Service requests completed	22
	Facility heat/air conditioning repairs	1
	Facility lighting/electrical repairs	1
	Emergency call outs	0

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

DIVISION	ACTIVITY	QUANTITY
Transportation	Bus passes sold	71
	Covina Transit passengers	1,442
	Metrolink monthly permits sold	639
	Metrolink Avg. daily permits sold	82
	Municipal lots blue zone permits sold	111
	Municipal lots monthly machine revenues	\$817
Code Enforcement	Number of Inspections	728
	Number of signs pulled from public right-of-way	209
	Number of resolved cases	41
	Number of open cases	301
	Industrial waste cases open	49
	Liens filed	13
	Liens released	3
	Total homes in foreclosure	302
	Foreclosed homes registered	15
	Cases referred for possible litigation	14
Building & Safety	Pre/Post permit counter visits	186
	Pre/Post Activity (hours)	46.5
	Permits issued	88
	Inspections conducted	511
	Plan checks conducted	23
	Permit valuation	\$3,778,024
Sewer Maintenance	Manholes inspected	83
	Linear feet of main cleaned	58,115
	Hot-spot locations cleaned	33
	Sewer overflow responses	2
	Manholes treated for vermin infestation	60
	Manholes treated for rodent infestation	15
Routine pump station checks	31	
Special Activities of Note	Storm drains cleaned	26
	Sink holes repaired in roads	4
	Rancho Simi Reservoir drained and cleaned	1
	1st Annual Green Fair	1

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC6

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

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

STAFF RECOMMENDATION

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

FISCAL IMPACT

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

BACKGROUND

At its regular meeting of January 18th, 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 third 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 March 1 – 31 the Call Center handled 1,309 contacts. Of those, 4 were characterized as complaints. The remainder were standard calls related to payments, address changes, move-in, move-out, and general account and billing inquiries.
- 80% of the 1,309 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 42 seconds.
- 100% of the 8,249 bills processed in March were issued within the required 25 to 35-day read window.
- The Call Center and automated payment processing center processed 6,853 payments in the month of March; 399 of which were credit card payments; a service not previously available to customers.
- 100% of payments deposited in the payment drop box at the City Yard were processed and posted daily; 100% of the payments deposited at the City Hall were processed and posted on the next business day.

Automated Meter Reading System

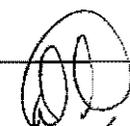
- The installation of the ten (10) wireless Data Collection Units (DCUs) has been completed; the DCU transmissions have been integrated with the billing system; and the system is currently 100% operational.
- 7,812 meters, or approximately ninety-two percent (92%) of the system's meters have been replaced with the automated reading meters. Each of these meters is fully activated upon installation; eliminating the need for their manual reading.
- Standard meter change outs on reading Cycles 1, 2, 3, 4, 5, 6, 7 and 8 have been completed. The contractor is currently working on Route 250 (fire lines) and large capacity meters in all reading cycles.
- 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

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC7

STAFF SOURCE: Daryl Parrish, City Manager 
Catherine LaCroix, Deputy City Clerk 

ITEM TITLE: Presentation of Strategic Plan updated at the April 6, 2011 Workshop

STAFF RECOMMENDATION

City Council to receive and file the Strategic Plan updated at the April 6, 2011 Workshop.

FISCAL IMPACT

None.

BACKGROUND

At the workshop conducted on April 6, 2011, the City of Covina Strategic Plan was updated from an earlier version implemented in October 2010. While all of the five-three year goals remain in tact, specific objectives were amended, updated or deleted based on changes that occurred or work that was completed.

Attached to this report is an updated matrix to cover the period between April 2011 through October 2011. Also included is the balance of the City of Covina Strategic Planning retreat document from April 6, 2011.

RELEVANCE TO THE STRATEGIC PLAN

See attached matrix.

EXHIBITS

- A. April 6, 2011 Strategic Planning Retreat Document with the updated matrix.

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

C I T Y O F C O V I N A

STRATEGIC PLANNING RETREAT

6 April 2011 * First Presbyterian Church

Marilyn Snider, Facilitator – Snider and Associates (510) 531-2904
Kara Tsuboi, Recorder – (925) 376-9151

MISSION STATEMENT

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

FIVE-YEAR VISION STATEMENT

The City of Covina will be a vibrant community of people and organizations that embraces the future while honoring its heritage.

CORE VALUES

not in priority order

The City of Covina values . . .

- ♦ *Exemplary Customer Service*
 - ♦ *Teamwork*
 - ♦ *Ethics and Integrity*
 - ♦ *Leadership and Vision*
 - ♦ *Dedication*
 - ♦ *Open communication*
 - ♦ *Respect for differences*

THREE-YEAR GOALS

2009-2012 - not in priority order

- ▶ **Improve and promote customer service**
- ▶ **Enhance financial stability**
- ▶ **Enhance parks & recreation and library services**
- ▶ **Become an environmentally sustainable community**
- ▶ **Provide efficient, visible and responsive public safety and city government**

NEXT STEPS/FOLLOW-UP PROCESS

WHEN	WHO	WHAT
Thursday, April 7, 2011	HR Director	Distribute the retreat record (updated Strategic Plan) to the City Council and the Senior Staff.
Within 48 hours of receipt	All recipients	Read the retreat record.
April 13, 2011	Executive Team	Review the "Current Internal Weaknesses/ Challenges" list for possible action items.
By April 14, 2011	Directors	Share and discuss the Strategic Plan with staff.
April 19, 2011	City Council	Present the Strategic Plan to the public.
Monthly	City Council, City Manager	Monitor progress on the Goals and Objectives and revise Objectives (add, amend and/or delete), as needed.
Monthly	Deputy City Clerk	Prepare and distribute the updated Strategic Plan monitoring matrix to the City Council and Executive Team
Monday, October 24, 2011 8:00/8:30 am to 2:00 pm	City Council & Executive Team	Strategic Planning Retreat to: - more thoroughly assess progress on the Goals and Objectives - develop Strategic Objectives for the next six months of the Strategic Plan.

S.W.O.T. ANALYSIS

Strengths – Weaknesses - Opportunities - Threats

ACCOMPLISHMENTS OF THE CITY OF COVINA SINCE THE OCTOBER 26, 2010 STRATEGIC PLANNING RETREAT

Brainstormed List of Perceptions

- Entered into a Disposition and Development Agreement (DDA) for a restaurant at 147 E. College Street
- Executed an agreement with San Gabriel Valley YWCA to renovate a transitional housing facility for victims of domestic violence
- Partnership with West Covina Senior Center; working on programs together
- Held a successful UCPR staff training focused on customer service
- Amended and reinstated the solid waste contract
- Unqualified opinion on our audit (positive)
- GFOA award for the audit
- Put out a Command Post vehicle for patrol
- Have an intern working with the Children's Librarian
- Have a new age group for story time
- Lowe's is open
- Covina police chief to become President of the California Police Chief Association
- Ground-breaking for the Olson Project
- Successful Green Fair event
- State-approved housing element
- The Parks and Recreation and Library in partnership with Covina-Valley school district for a joint summer reading program
- Approved a contract to study our redevelopment project areas
- RDA partnered with the Covina Downtown Association and Yellow Ribbon Committee to host a car show on the second Sunday of every month
- Successfully sponsored a small business symposium
- Implemented an automated meter reading system
- City activated a Housing Authority
- The RDA purchased land for a Habitat for Humanity project to provide low income housing
- Held a Halloween Carnival
- Having success with our Teen Council; it's growing
- Upgrading of computer technology
- Had a very successful food clinic for the community
- Sold \$13 million in water revenue bonds
- Bid was awarded for Heritage Park renovation
- Employees were interested in improving customer service
- Realigned major portions of the Redevelopment Agency to protect assets
- Police Department has been able to restructure some of the positions to do better with what we have
- Have a very active CERT (Citizens Emergency Response Team); a large class (approximately 60 recently graduated)
- Martin Luther King Holiday Program was very successful; presented in collaboration with North View High School
- Successful Covina Christmas parade
- Re-opening of the Sugar Bowl
- Still have a balanced budget
- Actively fought the Governor
- Received 2 Home Depot grants for \$5000 for facility improvements at the Library and the Recreation Hall
- Had our first "Food for Fines" at the Library

- We had a fundraiser with Tantrum Salon for Citrus Valley Hospice that was televised; in-kind and cash donations of \$30,000 were given
- We have a new utility billing system
- Transferred residential billing from the City to the contract
- Held 5 meetings to get public input regarding parks ordinance updates and the Parks System Master Plan
- Farmers Market is open; they had the most successful opening ever
- Giovanni's relocated and opened
- Had a steady increase in Parks and Recreation programming and enrollment
- Façade improvement programs at Uptown Image Salon and Private Beach Tanning
- Covina received exposure on reality TV show
- Water billing calls are handled within 60 seconds 90% of the time due to new systems
- The agency partnered with the Covina Valley Unified School District for a \$1.3 million vocational training facility
- Vintage Walk Phase Two is already under construction (30 for-sale condo units)
- Continue to provide Thunder Fest
- Had a non-election
- New financial software
- Training for seniors on harassment
- Ombudsmen program in place to help businesses
- The Library is working on seven different funding objectives
- Have an updated and Council-approved Emergency Preparedness Plan
- New survey tool: XIT Poll
- Sold out "State of the City" event
- Successful partnership with the Covina Chamber of Commerce

THE CITY OF COVINA'S CURRENT INTERNAL WEAKNESSES/CHALLENGES

Brainstormed List of Perceptions

- Deferred maintenance on infrastructure
- Negative perception of customer service
- Limited resources to fund projects and programs
- Staff decreases but work did not
- Customer service challenges / a bureaucratic mindset
- Resistance to change
- FCC narrow-banding mandate/radio system
- Constant uncertainty on budget situation
- City website is not as good as it should be
- Joslyn Center has a leaking roof; losing rental income
- Impact of funding PERS benefits
- Staff – uncertain job security
- Lack of communication between Covina Irrigating Company and City Council
- Obsolete and archaic personnel rules

EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A POSITIVE IMPACT ON THE CITY OF COVINA IN THE COMING YEAR

Brainstormed List of Perceptions

- Proposition 22
- Improved economy
- Slow to improved economy that keeps construction costs low
- Baby boomers retiring
- Support from the Webb Foundation
- Service club support
- Covina Breakfast Lions Support
- NGO Support
- Community volunteers
- Covina Chamber of Commerce
- Available historical property
- Available customer service trainer(s)
- The friends of the Covina Public Library
- Team Covina
- The availability of Proposition 84 grant funds
- State mandated pension reform
- Redevelopment Agency funds remain
- Continued support from the Home Depot
- Active Finance Committee
- A number of church organizations that give support
- Boy Scout and Girl Scout programs
- Covina Downtown Association
- Have a new, dynamic Superintendent of the Covina-Valley School District who is willing to partner with the city
- Chuck Kim is a Library trustee and a member of the Covina-Valley School District board

EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A NEGATIVE IMPACT ON THE CITY OF COVINA IN THE COMING YEAR

Brainstormed List of Perceptions

- Rising PERS cost
- Federal bill to put a 5-year moratorium on utility users tax on wireless services (loss to Covina of \$1.2 million per year)
- State unfunded mandates
- AB109 realignment of parole services to local government - goes to local government without adequate funding
- Elimination of local redevelopment agencies
- State of California's budget problem solved with city revenue
- Loss of POST training reimbursement funds
- State transferring of responsibilities to local government without funding
- Sluggish economy
- Moratorium on federal earmarks
- Loss of/reduction of CDBG (Community Development Block Grants) funding
- Negative public perception of municipalities
- Elimination of contract retention provisions
- Increase in healthcare costs
- Closing businesses

- Lack of educational funding
- Demographic shift to lower income
- New statewide water permit
- Revised statewide sewer operations permit
- Rise in fuel costs
- Missed 50,000 mark in the 2010 census
- Cut-backs in healthcare services threatened by the state
- Public perception that illegal immigrants are having a bigger impact on Covina
- Potential train derailment
- Earthquake

STRATEGIC PLANNING ELEMENTS

Marilyn Snider, Strategic Planning Facilitator * Snider and Associates (510) 531-2904

"SWOT" ANALYSIS

Assess the organization's:

- Internal Strengths - Internal Weaknesses
- External Opportunities - External Threats

MISSION/PURPOSE STATEMENT

States WHY the organization exists and WHOM it serves

VISION STATEMENT

A vivid, descriptive image of the future – what the organization will BECOME

CORE VALUES

What the organization values, recognizes and rewards – strongly held beliefs that are freely chosen, publicly affirmed, and acted upon with consistency and repetition

THREE YEAR GOALS

WHAT the organization needs to accomplish (consistent with the Mission and moving the organization towards its Vision) – usually limited to 4 or 5 key areas

KEY PERFORMANCE MEASURES

What success will look like upon achievement of the goal

SIX MONTH STRATEGIC OBJECTIVES

HOW the Goals will be addressed: By when, who is accountable to do what for each of the Goals

FOLLOW-UP PROCESS

Regular, timely monitoring of progress on the goals and objectives; includes setting new objectives every six months

CITY OF COVINA STRATEGIC OBJECTIVES

April 6, 2011 to October 15, 2011

THREE-YEAR GOAL: <i>IMPROVE AND PROMOTE CUSTOMER SERVICE</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 15, 2011	HR Director-lead, City Councilmember Peggy Delach and the Customer Service Committee	Report to the City Council for action their recommendations to improve customer service in all departments.				
2. June 30, 2011 and quarterly thereafter	HR Director	Expand the use and report to the City Council on the XIT Poll customer satisfaction survey results.				
3. Aug. 31, 2011	City Manager with input from the HR Director	Retain the services of a Customer Service Trainer to develop and implement an exemplary customer service training program.				
4. Oct 15, 2011	HR Director-lead, City Manager and Mayor Pro Tem Kevin Stapleton	Develop an incentive program to encourage exemplary customer service.				
5. Oct 15, 2011	HR Director and Customer Service Trainer	Provide at least customer service training for at least one third of the employees.				

THREE-YEAR GOAL: *ENHANCE FINANCIAL STABILITY*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the 2 nd City Council Meeting of each month	Finance Director	Present to the City Council updates on state and federal actions that could impact the financial stability of the city.				
2. On May 17, 2011	Deputy Executive Director of Redevelopment	Provide to the Agency Board / City Council / Housing Authority for consideration a plan to provide funding to eliminate blight in the downtown and for mixed-use development and site acquisition.				
3. June 30, 2011	HR Director	Present to the City Council for direction a study on ways to control costs of employee benefits at sustainable levels.				
4. Oct 15, 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.				
5. Oct 15, 2011	Deputy Executive Director of Redevelopment	Survey an additional 50 businesses to determine their needs as a part of a Business Assistance/Ombudsman Program and report the results to the City Council.				
6. Oct 15, 2011	Finance Director-lead, City Attorney and Public Works Director	Study the feasibility of revising the Business License Ordinance and related ordinances and present the results to the City Council for direction.				
7. Oct 15, 2011	Finance Director	Present to the City Council for action the results and recommendations from a study of a city-wide Landscape and Lighting Maintenance Districts.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 15, 2011	Director of Parks and Recreation	Implement a joint summer reading program with the Covina-Valley Unified School District.				
2. July 1, 2011	Parks and Recreation Community Services Supervisor	Complete and submit two Proposition 84 statewide park program grant applications to develop a new park and to renovate Joslyn Center in Kelby Park and to renovate Kelby Park.				
3. Oct 1, 2011	Parks and Recreation Community Services Supervisor	Present a revised park system Master Plan to the City Council for action.				
4. Oct 1, 2011	Director of Parks and Recreation, with input from the Library Board of Trustees and The Friends	Develop and present to the City Council for action fundraising ideas to support the Covina Public Library.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. July 1, 2011, if feasible	Public Works Director with input from a third party contractor	Identify locations for photovoltaic (solar panels) installations and report the findings to the City Council for consideration.				
2. August 31, 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.				
3. Sept 15, 2011	Director of Parks and Recreation and the Public Works Director	Present to the City Council for action at least three low-cost community garden conceptual plans.				
4. Oct 15, 2011	Community Development Director	Present to the City Council for consideration updated zoning codes to encourage environmental sustainability (e.g., water, solar), improve customer service and increase zoning clarity.				
5. Oct 15, 2011	Public Works Director	Implement energy saving projects to obtain silver level status with San Gabriel Valley Energy Wise Partnership.				
6. Oct 1, 2011	Public Works Director	Incorporate educational, environmentally sustainable landscape in at least one project on City property.				

THREE-YEAR GOAL: *PROVIDE EFFICIENT, VISIBLE AND RESPONSIVE PUBLIC SAFETY*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the July 5, 2011 City Council Meeting	Police Chief, City Councilmember Walt Allen and the City Attorney	Develop and present to the City Council for direction a security plan for City Departments and Council Chambers.				
2. Oct 15, 2011	Police Chief	Increase public awareness and exposure of existing online crime reporting services and expand category of crimes that are reportable.				
3. Oct 15, 2011	The Police Chief and City Councilmember Walt Allen	Develop and present to the City Council for action, a plan for conducting a "table top" disaster preparedness exercise involving city and EOC staff.				

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC8

STAFF SOURCE: Martha Heaviside, Deputy City Clerk's Office



ITEM TITLE: E-mail of Resignation from Jerry Tucker of the Cultural Arts Advisory Commission

STAFF RECOMMENDATION

Accept the e-mail of resignation from Jerry Tucker of the Cultural Arts Advisory Commission.

FISCAL IMPACT

None

BACKGROUND

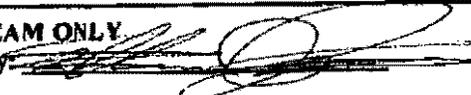
On April 13, 2011, the Deputy City Clerk received the resignation of Jerry Tucker from the Cultural Arts Advisory Commission.

RELEVANCE TO THE STRATEGIC PLAN

This item has no direct relevance to the strategic plan

EXHIBITS

A. Resignation e-mail from Jerry Tucker of the Cultural Arts Advisory Commission

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

Martha Heaviside

From: Melody Hynes
Sent: Wednesday, April 13, 2011 8:47 AM
To: Catherine LaCroix; Martha Heaviside; Monica Vargas
Subject: Resignation of Jerry Tucker from Cultural Arts

FYI

-----Original Message-----

From: Jtuck3227@aol.com [mailto:Jtuck3227@aol.com]
Sent: Wednesday, April 13, 2011 8:09 AM
To: Melody Hynes
Subject: (no subject)

To: 1. City of Covina 2. Melody Hynes 3. Bob Orso. As of today April 13, 2011 I am resigning form the Cultural Arts Comission. Regretfully I make this decision due to health issues. I wish for the comission continued growth in their service to the community. Most sincerely, Jared (Jerry) Tucker

CITY OF COVINA
AGENCY ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC9

STAFF SOURCE: Martha Heaviside, Deputy City Clerk's Office *MH*

ITEM TITLE: Re-Appointment to the Cultural Arts Advisory Committee

STAFF RECOMMENDATION

Re-appoint Stuart Santana to the Cultural Arts Advisory Commission

FISCAL IMPACT

None

BACKGROUND

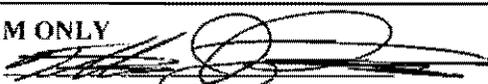
The purpose of the Cultural Arts Advisory Commission is to: (1) establish programs that provide a rich arts experience in all disciplines to a diverse audience; (2) to provide cultural opportunities and encourage artistic and economic growth in the City of Covina; (3) to expand and enhance arts education in our schools and our community at large; and (4) to engage all members of the community in the discussion, support and participation in the arts.

RELEVANCE TO THE STRATEGIC PLAN

None

EXHIBITS

- A. List of terms expiring and qualifications for appointment
- B. 2010 recruitment advertisement
- C. Cultural Arts Advisory Commission application
- D. Board, Committee and Commission Descriptions, Duties & Responsibilities
- E. Resolution No. 09-0678 – Codes of Conduct for the City Council and all City Boards, Committees and Commissions

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

City of Covina Boards and Commissions
2010 - 2011

Last Name	First Name	Appointed Date	Term Begins	Term Ends
Board of Appeals				
Hodapp	Charles	01-Nov-05	01-Jul-09	30-Jun-11
McMeekin	Dan	01-Nov-05	17-Nov-09	30-Jun-11
Patterson	Win	21-Aug-07	01-Jul-09	30-Jun-11
Community Recognition Policy Committee (2-year term)				
White	Anita C.	03-Nov-09	03-Nov-09	30-Jun-11
King	John	21-Jun-05	03-Nov-09	30-Jun-11
Cultural Arts Advisory Commission (3-year term)				
Castillo	Gary	19-Jun-07	01-Jul-07	30-Jun-10
Ennis	Kathryn	05-Oct-10	01-Jul-10	30-Jun-13
Feldheim	Fred	05-Mar-02	01-Jul-09	30-Jun-12
Hall	Ann	05-Oct-10	01-Jul-10	30-Jun-13
Hernandez	Andres	05-Oct-10	01-Jul-10	30-Jun-13
Lopez-Martinez	Aydee	06-Jul-10	01-Jul-10	30-Jun-13
Orso	Robert	01-Sep-09	01-Sep-09	30-Jun-12
Santana	Stuart	19-Jun-07	01-Jul-07	30-Jun-10
Tucker	Jared	01-Jul-08	01-Jul-08	30-Jun-11
Historic Preservation Board (4-year term)				
Chadwick	George	19-Jun-07	01-Jul-07	30-Jun-11
Connors	John	02-Sep-08	02-Sep-08	30-Jun-12
Hodapp	Charles	02-May-00	01-Jul-09	30-Jun-13
McMeekin	Dan	03-Oct-06	01-Jul-07	30-Jun-11
Patterson	Win	01-Jul-05	01-Jul-09	30-Jun-13
VACANT				
VACANT				

City of Covina Boards and Commissions
2010 - 2011

Last Name	First Name	Appointed Date	Term Begins	Term Ends
Housing & Community Development (4-year term)				
Castro	Don	19-Aug-03	01-Jul-10	30-Jun-14
Dahlen	Woody	17-Aug-10	01-Jul-10	30-Jun-14
Dolfi	Kimberley	16-Sep-08	16-Sep-08	30-Jun-12
Fern	Charles "Mike"	06-Sep-05	16-Sep-08	30-Jun-12
Fox	Marilyn "Mickey"	19-Aug-06	01-Jul-10	30-Jun-14
Hernandez	Jennifer	16-Sep-08	16-Sep-08	30-Jun-12
King	Marian	06-Jun-00	16-Sep-08	30-Jun-12
Manning	Kay	06-Jun-06	01-Jul-10	30-Jun-14
VACANT				
Library Board of Trustees (3-year term)				
Feldheim	Fred	01-Jul-95	01-Jul-10	30-Jun-13
Gainor	Eugenia	06-Jun-06	01-Jul-09	30-Jun-12
Kemp	Charles	06-Jul-10	01-Jul-10	30-Jun-13
Lewis	Alvin	19-Aug-03	01-Jul-08	30-Jun-11
VACANT				
Parking Place Commission (3-year term)				
Johnson	Jeffrey	01-Jul-99	01-Jul-08	30-Jun-11
Rajcic	Valerie	07-Sep-99	01-Jul-07	30-Jun-10
VACANT				
Personnel Advisory Board (4-year term)				
Cobbett	Geoffrey	02-Sep-08	01-Jul-09	13-Jun-13
Pierce	Glen	16-Jan-96	02-Sep-08	30-Jun-12
Rader	Kevin F.	03-Oct-06	01-Jul-07	30-Jun-11
Ramirez	Leona	19-Aug-03	01-Jul-07	30-Jun-11
VACANT				

City of Covina Boards and Commissions
2010 - 2011

Last Name	First Name	Appointed Date	Term Begins	Term Ends
Planning Commission (4-year term)				
Chadwick	George	01-Jul-07	01-Jul-07	30-Jun-11
Connors	John	02-Sep-08	02-Sep-08	30-Jun-12
Hodapp	Charles	02-May-00	01-Jul-09	30-Jun-13
McMeekin	Dan	03-Oct-06	01-Jul-07	30-Jun-11
Patterson	Win	01-Jul-05	01-Jul-09	30-Jun-13
Traffic Advisory Committee (3-year term)				
Cobbett	Geoffrey	06-Jun-88	01-Jul-08	30-Jun-11
Conner	Audrey	20-Jun-00	01-Jul-09	30-Jun-12
Johnson	Jeffrey	02-Jun-09	01-Jul-09	30-Jun-12
Manning	Kay	06-Jun-06	01-Jul-09	30-Jun-12
McMeekin	Dan	16-Jan-96	01-Jul-07	30-Jun-10
Melendrez	Thomas J.	21-May-92	01-Jul-09	30-Jun-12
Prescott	Bill	21-Jun-04	01-Jul-08	30-Jun-11
VACANT				
Youth Accountability Board (2-year term)				
Butterworth	John	01-Jul-08	01-Jul-10	30-Jun-12
Manning	Kay	19-Jun-07	01-Jul-09	30-Jun-11
Medina	Henry	19-Jun-07	01-Jul-09	30-Jun-11
Medina	Roxanne	03-Oct-06	01-Jul-09	30-Jun-11
Nichols	Barbara	19-Jun-07	01-Jul-09	30-Jun-11
White	Anita C.	01-Mar-05	01-Jul-09	30-Jun-11
VACANT				
VACANT				
VACANT(alt.)				
VACANT(alt.)				
Revised 04/06/11				



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

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

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

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

The City Clerk's office will accept applications until the positions have been filled. Applications received will be submitted to the City Council and/or Mayor for consideration.

Martha Heavside
Deputy City Clerk

Publish: July 29, 2010, August 5, 2010, August 12, 2010 and August 19, 2010
in the San Gabriel Valley Examiner

EXHIBIT B

CITY OF COVINA

BOARD, COMMISSION AND COMMITTEE MEMBER
CANDIDATE APPLICATION

RECEIVED BY
COVINA CITY CLERK

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

11 MAR 31 PM 1:01
C: Amy Hall-McGrade

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

BOARD, COMMISSION OR COMMITTEE: CULTURAL ARTS ADVISORY COMMISSION

Your Name: Stuart Santana

Home Address: 12036 Hemlock St, El Monte CA 91732

Business Address: 536 S. 2nd Ave, Covina CA 91723

Home Telephone No: (626) 274-6590 Business Telephone No: (626) 646-1926

Occupation: Realtor

Why do you wish to serve the City? Grew up here. Family & Business are here

What experience or education have you had relative to this field of concern? B.A. in Political Science from UC Davis. Exposed to history through curriculum & cultures at LWAC in executive office. Public Internship

What other City boards, commissions or committees have you served? Just this one

To what civic service organizations do you belong? AAA Covina Breakfast Luncheon Club.

How did you become interested in this field of concern? Just do.

Will you be able to attend all meetings of the City Council? Yes ___ No X

(If NO, please explain) Not necessary for my position, and I work most afternoons as a Realtor.

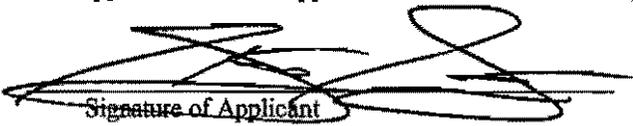
Are you a registered voter? Yes X No ___

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

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

(If NO, please explain) _____

Is an application for a re-appointment? Yes X No ___


Signature of Applicant

Dated: 03/31/11

CITY OF COVINA
BOARD, COMMITTEE AND COMMISSION DESCRIPTIONS

CULTURAL ARTS ADVISORY COMMISSION

The Cultural Arts Advisory Commission consists of nine (9) members. Covina residency is not a requirement; however, it is recommended that individuals have an interest in enriching the community through the advocacy and promotion of the arts. Commission members must be dedicated to nurturing the educational, social and economic growth of the City's cultural environment in which the arts, heritage and creativity of all citizens is supported and encouraged. This Commission should include a diverse representation by businesses, educators, school districts, individual artists and art patrons.

The Commissioners serve for a term of three years, on a rotating basis, and are appointed by the City Council.

The Cultural Arts Advisory Commission holds its regular meetings on the Wednesday following the second Tuesday of each month, at 7:00 p.m., at various locations throughout Covina. All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes (notes) are also prepared as a public record.

The functions of the Cultural Arts Advisory Commission are: (1) to establish programs that provide a rich arts experience in all disciplines to a diverse audience; (2) to provide cultural opportunities and encourage artistic and economic growth in the City of Covina; (3) to expand and enhance arts education in our schools and our community at large; and (4) to engage all members of the community in the discussion, support and participation in the arts.

HISTORIC PRESERVATION BOARD

The Historic Preservation Board consists of seven members. Five of the members are the Planning Commissioners, who are appointed by the City Council. The City Council selects the two remaining members from interested professional persons who have special knowledge in architecture, historic preservation, planning, contracting, archeology or building restoration; or who demonstrate interest, competence or knowledge in historic preservation. Although it is not mandatory, it is preferred that members reside, own property or operate a business in Covina.

The Board members serve four-year terms and are appointed by the City Council.

The Board meets quarterly on the 2nd Tuesday of January, April, July, and October at 7:00 p.m. in the City Hall Council Chamber, 125 East College Street. The meeting schedule may be adjusted at the request of the Planning Commission. All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

The Historic Preservation Board was created to promote historic preservation and review nominations; to create procedures to voluntarily nominate historic landmarks or structures of merit; and establish procedures to consider requests for significant modification of a historic structure that has been previously designated.

HOUSING AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

The Housing and Community Development Advisory Committee (H.C.D.A.) consists of nine members appointed by the City Council. The only selection criterion is that those appointed be reasonable representatives of Covina's demographic patterns (age, sex, race, income, etc.). Due to many recent joint projects with the County of Los Angeles, residents of Covina's County areas may be considered for appointment to the H.C.D.A. Committee at the discretion of the City Council.

The term of appointment is four years. The Committee meets at 7:00 p.m. on the 2nd Wednesday of the following months: January, February, May, September, November and December. Meetings are held in the Public Library Community Room, 234 North Second Avenue, Covina.

HOUSING AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (Continued)

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

The function of the Committee is to advise the City Council in matters relating to the Housing and Community Development Act of 1974. The members are involved in the development and/or review of all elements pertaining to the planning and preparation of the annual Community Development Block Grant application. The Committee evaluates the Grant programs and makes recommendations to the City Council.

LIBRARY BOARD OF TRUSTEES

The Library Board of Trustees consists of five members. The only requirement for appointment is to be a Covina resident; however, library or education experience is desirable.

The members serve three-year terms and are appointed by the Mayor, subject to ratification by the City Council.

The Board meets on the second Tuesday of each month at 7:30 p.m. in the Library Conference Room, Public Library, 234 North Second Avenue, Covina.

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

The Board may make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the Library under its management, and all property belonging thereto. Annually, the Board reports to the State Librarian on the condition of the Library.

PARKING PLACE COMMISSION

The Board of Parking Place Commissioners is made up of three members. The State Streets and Highways Code requires that these members be persons of business experience and ability. Board members may be either an owner or lessee of property within the Parking District or an officer, employee or agent of a corporation owning or leasing property within the District.

The boundaries of the Parking District are as shown on Exhibit "D" of this summary.

These Commissioners serve for a term of three years and are appointed by the Mayor, subject to ratification by the City Council.

The Commission holds regular meetings on the first Thursday of each month following the City Council meeting. The meeting is normally held at 2:00 p.m. in the Council Chambers of City Hall, 125 East College Street, Covina.

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

In general, the Board is empowered with the operation, management and control of parking places within the District. It fixes, regulates and collects rentals, fees or charges for the parking of vehicles in parking places under its control, and may provide different rates for different classes of customers or user.

PERSONNEL ADVISORY BOARD

The Personnel Advisory Board consists of five members. Appointees are required to be residents of Covina and cannot hold a salaried position with the City.

The members serve four-year terms and are appointed by the City Council.

PERSONNEL ADVISORY BOARD (Continued)

The Board meets in the Council Chamber of City Hall, 125 East College Street, Covina, at a time designated by the Chairman. Meetings are held only upon occasion of certain grievances filed by employees of the City. Meetings are typically held during normal business hours and occasionally on a Saturday.

Closed sessions may be held to consider the appointment or dismissal of a public employee, or to hear complaints or charges brought against an employee by another person or employee, unless the employee requests that the matter be conducted publicly.

Meetings are subject to a formal agenda noticed publicly in advance and formal minutes are also prepared as a public record.

The duties of the Personnel Advisory Board are established by Covina Municipal Code Section 2.36.040; however, the scope of the assignment is limited by the Personnel Rules. Under the Personnel Rules the Board shall hear appeals of Type II Grievances resulting from disciplinary actions including, but not limited to, suspension, demotion or termination.

PLANNING COMMISSION

The Planning Commission is established by State Government Code 65100 and its organization is provided by Covina Municipal Code Section 2.28.010. It is composed of five members. Residency within the City is necessary for appointment; land use development and/or architectural background is desirable.

The Commission members serve four-year terms on a rotating basis, and are appointed by the City Council.

The Planning Commission meets on the 2nd and 4th Tuesday of each month at 7:30 p.m. in the Council Chamber of City Hall, 125 East College Street, Covina.

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

The Commission performs the duties delegated by the City Council and the Government Code to include, but not limited to, the conduct of hearings relating to variances, conditional use permits, zoning regulations, the review of the General Plan, the conduct of studies, and other duties as required or authorized.

TRAFFIC ADVISORY BOARD

The Traffic Advisory Board consists of seven members. The City Council selects the membership from the following resources:

One representative from the Covina-Valley Unified School District

One representative from the Charter Oak Unified School District

One representative from the Chamber of Commerce (Business Community)

One resident with traffic engineering experience (desirable)

Three representatives from City residents-at-large

The term of appointment is three years.

Three designated City staff members represent the City Manager's office, the Public Works/Engineering Department and the Police Department on this Board. The staff members are advisory only and are not considered for a quorum, nor do they have the right to vote.

TRAFFIC ADVISORY BOARD (Continued)

The Traffic Board meets on the 2nd Tuesday of each month at 8:00 a.m. in the Council Chamber of City Hall, 125 East College Street, Covina.

All meetings are open to the public and are subject to a formal agenda noticed publicly in advance. Formal minutes are also prepared as a public record.

The Board serves in an advisory capacity to the City Council and investigates requests for speed limit controls, traffic signing, crosswalk locations as well as assisting the City in conveying information to the public concerning traffic safety programs.

YOUTH ACCOUNTABILITY BOARD

Although Covina residency is not a requirement, volunteers for this six-member Youth Accountability Board must be dedicated to enriching the community through intervention into the behavior and activities of first-time juvenile offenders who have committed a minor offense.

The offending juvenile and his/her parents must agree to participate in the program for a 6-month period. All parties agree to the terms of a performance contract governing school attendance, school grades, behavior, and attendance at counseling sessions with a mental health professional. Successful completion of the program will result in a non-filing of the case with the juvenile court. Failure to successfully complete the program will result in the referral of the matter to the juvenile court. The ultimate goal of the program is to lower the recidivism rate among the program participants.

The Board members are appointed by the City Council to a term of two years. Oversight of the Board will be provided by the police department. The Board will meet bi-monthly during evening hours. Board members will be subject to a thorough background investigation and will be required to sign a confidentiality notice pertaining to all juvenile matters heard by the board. Highly desirable applicants will either live or work in Covina and be graduates of the Covina Police Department Citizens' Academy.

RESOLUTION NO. 09-6748

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ADOPTING CODES OF CONDUCT FOR THE CITY COUNCIL AND ALL CITY BOARDS, COMMITTEES AND COMMISSIONS

WHEREAS, the governance of the City of Covina relies on cooperative efforts of elected officials who set policy; appointed officials who provide community input and recommendations; and City staff who analyze problems and issues, make recommendations and implement and administer Council policies; and

WHEREAS, the City of Covina is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals who have chosen to serve in public office to improve the quality of life in the community; and

WHEREAS, it is the desire of the City Council of the City of Covina to support the orderly, efficient, and responsive conduct of City business.

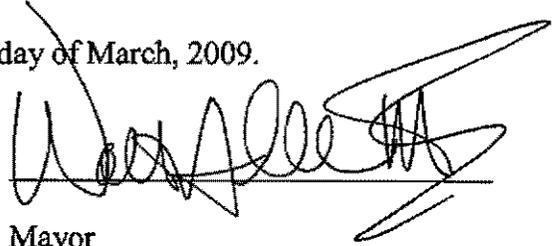
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Covina as follows:

Section 1. The City Council hereby approves and adopts the Code of Conduct for Boards, Committees and Commissions attached as Exhibit A.

Section 2. The City Council approves and adopts the Code of Conduct for the City Council attached as Exhibit B.

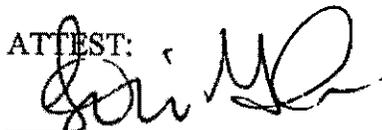
Section 3. The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

APPROVED, PASSED AND ADOPTED this 17th day of March, 2009.



Mayor

ATTEST:



City Clerk

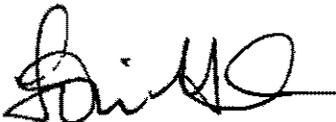
APPROVED AS TO FORM:


Edward Lee, City Attorney

BY WILLIAM JAMES PRIEST

I, TONI J. TABER, City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 09-6748 was adopted by the Covina City Council at a regular meeting of the City Council held March 17, 2009 and was approved and passed by the following vote:

AYES: Council Members King, Stapleton, Mayor Pro Tem Delach, Mayor Allen
NOES: Council Member Low
ABSENT: None



Toni J. Taber
City Clerk

EXHIBIT A

CITY OF COVINA BOARD, COMMITTEE & COMMISSION PROTOCOLS

The City has established several Boards, Committees and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect while treating others in a like manner.

All Board, Committee and Commission members should:

- Demonstrate honesty and integrity in every action and statement
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Covina government
- Work for the common good, not personal interest
- Prepare in advance of Board/Committee/Commission meetings and be familiar with issues on the agenda
- Fully participate in Board/Committee/Commission meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Participate in scheduled activities to increase Board/Committee/Commission effectiveness
- Review Board/Committee/Commission procedures, such as these Protocols, at least annually
- Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations
- Respect the proper roles of elected officials and City staff in ensuring open and effective government
- Provide contact information to the Board/Committee/Commission staff liaison in case an emergency

BOARD, COMMITTEE & COMMISSION MEMBER CONDUCT WITH ONE ANOTHER

Boards, Committees and Commissions are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have volunteered to serve in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Members may "agree to disagree" on contentious issues.

In Public Meetings

- Use formal titles.

While referring to one another formally during Board/Committee/Commission meetings as Chair, Vice Chair or Board/Commission Member may not be necessary due to the size and nature of the Board/Committee/Commission, respect for all members will be shown at all times.

- Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

- Honor the role of the presiding officer in maintaining order and equity.

Respect the Chair's efforts to focus discussion on current agenda items. Objections to the Chair's actions should be voiced politely and with reason, following parliamentary procedures.

- Demonstrate effective problem-solving approaches.

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Members are role models for residents and other stakeholders involved in public debate.

- Be respectful of other people's time.

Stay focused and act efficiently during public meetings.

In Private Encounters

- Treat others as you would like to be treated.

Ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

BOARD, COMMITTEE & COMMISSION CONDUCT WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials (Board/Committee/Commission members), who make recommendations to Council, and City staff, which analyze problems and issues, make recommendations, and

implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each group for the good of the community.

- Treat all staff as professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your colleagues, practice civility and decorum in all interactions with City staff.

- Channel communications through the appropriate senior City staff.

Questions of City staff should be directed only to the Department Heads or Board/Committee/Commission staff liaison. Members should not set up meetings with department staff directly, but work through Department Heads/liaison.

- All Members should have the same information with which to make decisions.

Information requested by an individual Member will be made available to all members. All information requests should respect the "one hour" rule (See below).

- Never publicly criticize an individual employee, including Council-Appointed Officers. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should only be made to the Department Head or City Manager through private correspondence or conversation.

- Do not get involved in administrative functions.

Avoid any staff interactions that may be construed as trying to shape staff recommendations. Members shall refrain from coercing staff in making recommendations to the Board/Committee/Commission as a whole.

- Be cautious in representing City positions on issues.

Before sending correspondence related to a legislative position, check with City staff to see if a position has already been determined. When corresponding with representatives of other government agencies or residents, remember to indicate if appropriate that the views you state are your own and may not represent those of the full Board/Committee/Commission or the City Council.

- Respect the “one hour” rule for staff work.

Requests for staff support should be made to the appropriate staff liaison, according to the protocol for channeling communications. Any request, which would require more than one hour of staff time to research a problem or prepare a response, will need to be approved by the appropriate Department Head to ensure that staff resources are allocated in accordance with overall priorities.

STAFF CONDUCT WITH BOARD, COMMITTEE, AND COMMISSION MEMBERS

- Respond to Member questions as fully and as expeditiously as is practical.

The protocol for staff time devoted to research and response is in application here.

- Respect the role of Members as policy advisors for the City Council.

Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Member support for particular positions or recommendations in order to craft recommendations. The Board/Committee/Commission must be able to depend upon the staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives

- Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
- It is important for the staff to demonstrate respect for the Board/Committee/Commission at all times. All Members should be treated equally.

OTHER PROCEDURAL ISSUES

- Commit to periodic review of important procedural issues.

Annually or as required by law, the Board/Committee/Commission will review the protocols, adopted procedures for meetings, the Brown Act, conflict of interest, and other important procedural issues.

- Recognize and respect the role of the Board/Committee/Commission and the City Council.

Board/Committee/Commission Members are appointed by the City Council to serve them in an advisory capacity. While Members are a valuable resource to the City’s leadership and should be treated with appreciation and respect, it should be remembered that it is the role of the City Council, not the Board/Committee/Commission, to set policy.

ENFORCEMENT

Failure of a Board/Committee/Commission Member to observe and conduct himself/herself in accordance with these adopted Board/Committee/Commission Protocols may result in, but not be limited to, the following actions: 1) private counseling of the Member; 2) letter of warning/reprimand from the Board/Committee/Commission; 3) removal from serving as a representative/liaison to other Boards and Commissions; 4) restricting the Member's communications with City staff; 5) censure by the Board/Committee/Commission; and 6) in the most serious cases, removal from the Board/Committee/Commission by the City Council.

EXHIBIT B
CITY OF COVINA
COUNCIL CODE OF CONDUCT

ALL COUNCIL MEMBERS

All members of the City Council, including those serving as Mayor and Mayor Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

All Council Members should:

- Demonstrate honesty and integrity in every action and statement
 - Serve as a model of leadership and civility to the community
 - Inspire public confidence in Covina government
 - Work for the common good, not personal interest
 - Prepare in advance of Council meetings and be familiar with issues on the agenda
 - Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
 - Participate in scheduled activities to increase Council effectiveness
 - Review Council procedures, such as these Council Protocols, at least annually
 - Represent the City at ceremonial functions at the request of the Mayor
-
- Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations
 - Respect the proper roles of elected officials and City staff in ensuring open and effective government
 - Provide contact information to the City Manager in case an emergency or urgent situation arises while the Council Member is out of town

COUNCIL CONDUCT WITH ONE ANOTHER

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

In Public Meetings

- Use formal titles.

The Council should refer to one another formally during Council meetings as Mayor, Mayor Pro Tem or Council Member followed by the individual's last name.

- Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

- Honor the role of the presiding officer in maintaining order and equity.

Respect the Mayor's efforts to focus discussion on current agenda items. Objections to the Mayor's actions should be voiced politely and with reason, following parliamentary procedures.

- Demonstrate effective problem-solving approaches.

Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Council Members are role models for residents, and other stakeholders involved in public debate.

-
- Be respectful of other people's time.

Stay focused and act efficiently during public meetings.

In Private Encounters

- Treat others as you would like to be treated.

Ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

COUNCIL CONDUCT WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your Council colleagues, practice civility and decorum in all interactions with City staff.

- Channel requests of staff through the City Manager, City Attorney or his/her designee .

Requests of City staff should be directed only to the City Manager, or City Attorney or his/her designee. Council Members should not set up meetings with department staff directly, but work through the City Manager or City Attorney.

- All Council Members should have the same information with which to make decisions.

Information requested by an individual Council Member will be made available to all Council members. All information requests should respect the "one hour" rule (See below).

- Never publicly criticize an individual employee, including Council-Appointed Officers. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should only be made to the City Manager through private correspondence or conversation.

-
- City Manager is administrative head of the City.

Any concerns a Council Member may have regarding day to day operations of the City should be directed to the City Manager. Avoid any staff interactions that may be construed as trying to direct or shape staff recommendations. Council Members shall refrain from coercing staff in making recommendations to the Council as a whole.

- Be cautious in representing City positions on issues.

Before sending correspondence related to a legislative position, check with City staff to see if a position has already been determined. When corresponding with representatives of other governments or constituents, remember to indicate if appropriate that the views you state are your own and may not represent those of the full Council.

- Do not attend staff meetings unless requested by City Manager.

Even if the Council Member does not say anything, the Council Member's presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do its job objectively.

- Respect the "one hour" rule for staff work.

Requests for staff support should be made to the City Manager, according to the protocol for channeling communications. Any request, which would require more than one hour of staff time to research a problem or prepare a response, will need to be approved by the full council to ensure that staff resources are allocated in accordance with overall council priorities. Once notified that a request for information or staff support would require more than one hour, the Council Member may request that the City Manager place the request on an upcoming Council agenda.

- Depend upon the staff to respond to citizen concerns and complaints.

It is the role of Council Members to pass on concerns and complaints on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the appropriate Department Head. The senior staff member should respond and is responsible for making sure the Council Member knows how the complaint was resolved.

COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Council Members serve as liaisons to Boards and Commissions, according to appointments made by the Mayor, and in this role are expected to represent the full Council in providing guidance to the Board or Commission. In other instances, Council Members may attend Board or Commission meetings as individuals, and should follow these protocols:

- If attending a Board or Commission meeting, identify your comments as personal views or opinions.

Council Members may attend any Board or Commission meeting, which are always open to any member of the public. Any public comments by a Council Member at a Board or Commission meeting, when that Council Member is not the liaison to the Board or Commission, should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- Limit contact with Board and Commission members to questions of clarification.

It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. It is acceptable for Council Members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

- Remember that Boards and Commissions are advisory to the Council as a whole, not individual Council Members.

The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Council Members should not feel they have the power or right to threaten Board and Commission members in any way if they disagree about an issue. A Board or Commission appointment should not be used as a political "reward."

- Concerns about an individual Board or Commission member should be pursued with tact.

If a Council Member has a concern with the effectiveness of a particular Board or Commission member and is comfortable in talking with that individual privately, the Council Member should do so. Alternatively, or if the problem is not resolved, the Council Member should consult with the Mayor, who can bring the issue to the Council as appropriate.

- Be respectful of diverse opinions.

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

- Keep political support away from public forums.

Board and Commission members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Council Member.

- Maintain an active liaison relationship.

Appointed Council liaisons are encouraged to attend all regularly scheduled meetings of their assigned Board or Commission, or to arrange for an alternate.

STAFF CONDUCT WITH CITY COUNCIL

- Respond to Council questions as fully and as expeditiously as is practical.

The protocol for staff time devoted to research and response is in application here. If a Council Member forwards a complaint or service request to a department head there will be follow-through with the Council Member as to the outcome.

- Respect the role of Council Members as policy makers for the City.

Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Council support for particular positions or recommendations in order to craft recommendations. The Council must be able to depend upon the staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives

- Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
- It is important for the staff to demonstrate respect for the Council at all times. All Council Members should be treated equally.

OTHER PROCEDURAL ISSUES

- Commit to periodic review of important procedural issues.

Annually or as required by law, the Council will review the Council protocols, adopted procedures for meetings, the Brown Act, conflict of interest, and other important procedural issues.

Use of Letterhead

- City letterhead may be used by Council Members.

Council members may use letterhead only for communication with constituents or stating City adopted positions

- City letterhead may not be used by Council Members.

City letterhead may not be used for personal business or to present an opposing view once an official position has been taken by the Council. All official City Council positions will be stated over the signature of the Mayor only or as directed.

Council Meetings

- The Mayor should work with the City Manager to plan the Council meetings.

There are three purposes to the pre-Council planning meeting: 1) to plan how the meeting will be conducted; 2) to identify any issues or questions that may need greater staff preparation for the meeting; and 3) to discuss future meetings. The purpose of the meeting is not to work on policy issues. Normally, only the Mayor is expected to attend the pre-Council meetings with the City Manager and other staff as required.

- Council Member placement of items on the Agenda.

At the request of two Council members, the City Manager will place an item on the agenda.

- Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.

- Submit questions on Council agenda items ahead of the meeting.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be discussed at the Council meeting rather than in one-on-one communications with staff prior to the meetings. Any clarifications or technical questions that can be readily answered can be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Attorney, City Manager or Assistant City Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

- Mayoral discretion on controversial items.

On highly controversial items the Mayor may: 1) move placement of the item on the agenda to facilitate the flow of all agenda business; 2) may limit the time allotted to individual speakers on an item; 3) may limit the total time allotted for public comment on an individual item.

-
- Confidentiality of Closed Session.

Confidentiality applies to any non-public discussion items. Council Members will not speak to affected/opposing parties, the press, or any individual not present about items discussed in closed session. Any written reports or materials presented during closed session will be turned in at the end of closed session.

ENFORCEMENT

Failure of a Council Member to observe and conduct himself/herself in accordance with these adopted Council Protocols may result in, but not be limited to, the following actions: 1) private counseling of the Council Member; 2) letter of warning/reprimand from the City Council; 3) restrictions upon City-authorized travel; 4) removal from serving as City representative/liason to internal Boards and Commissions and to intergovernmental organizations; 5) reductions in personal expense budget; 6) exclusion from closed session discussions; 7) restricting the Council Member's communications with City staff; 8) censure by the City Council; and 9) in the most serious cases, referral of the matter to the Fair Political Practices Commission, District Attorney or grand jury for ethics investigation and/or criminal prosecution.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC 10

STAFF SOURCE: Kim Raney, Chief of Police
Robert Neiuber, Director of Community Development *rw*
William J. Priest, Assistant City Attorney

ITEM TITLE: Adopt and Issue City Council Follow-Up Report to the Public Re: City's Measures to Alleviate Conditions Which Led to Adoption of Interim Urgency Ordinance Nos. 10-1983 and 10-1985 - a Moratorium on the Issuance of Permits for New Massage Establishments and Massage Technicians in the City of Covina and the Transfer of Said Permits to a New Location within the City of Covina.

STAFF RECOMMENDATION

That the City Council adopt and issue the attached City Council Follow-Up Report to the public describing the City's Measures to alleviate the conditions which led to adoption of Interim Urgency Ordinance Nos. 10-1983 and 10-1985 - a moratorium on the issuance of permits for new massage establishments and massage technicians in the City of Covina and on the transfer of said permits to a new location within the City of Covina.

FISCAL IMPACT

None.

BACKGROUND

On May 4, 2010, the City Council adopted Interim Urgency Ordinance No. 10-1983 that temporarily prohibited the approval or issuance of any (i) new permit to massage technicians, (ii) approval or issuance of any new use permit, home occupation permit, variance, building permit, business license, operator's permit or other applicable entitlement for the establishment or operation of a massage establishment in the City, and (iii) transfer of an existing massage permit to another location.

The moratorium was established to allow the City the opportunity to evaluate its existing ordinance regulating massage establishments in light of SB 731, California's first comprehensive, statewide regulatory system for massage therapy. (Bus. & Prof. Code § 4600 et seq.) Because SB 731 dramatically limits the City's power to address local massage issues, and because of the unique health, safety and welfare implications of massage establishments, it is important for staff to study different options to preserve as much local regulatory power as available under State law.

Ordinance 10-1983 was effective for 45 days and was scheduled to expire on June 18, 2010. Pursuant to Government Code, Section 65858(d), the City Council is required, not later than 10

days prior the expiration of a moratorium ordinance, or any extension thereof, to issue a written report to the public describing the measures taken to alleviate the conditions which led to the adoption of the moratorium ordinance. On June 1, 2010, the City Council issued such a report to the public. A copy of this report is attached as Exhibit "B" for the Council's review.

On June 15, 2010, at a noticed public hearing, the City Council adopted Interim Urgency Ordinance No. 10-1985, which extended the interim moratorium for an additional ten (10) months and fifteen (15) days – resulting in an amended expiration date of May 4, 2011. In order to comply with Government Code, Section 65858(d) the City Council is, once again, required to issue a written report to the public describing the measures to taken to alleviate the conditions which led to the massage moratorium ordinance.

Since the adoption of the moratorium, the Police Department, the Planning Division of the Community Development Department, and the City Attorney's Office have continued their work on alleviating the conditions which led to adoption of the moratorium. These include: (i) determining the legal effects of SB 731 on local massage regulation, (ii) drafting amendments to Covina Municipal Code, Chapter 5.36 in order to ensure consistency with SB 731 and (iii) tracking the State's implementation of SB 731. A more detailed discussion of these efforts is provided in the attached Council Report.

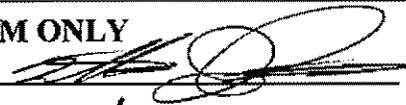
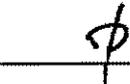
At present, the draft ordinance is undergoing internal review and should be ready for presentation to the City Council shortly. Therefore, although Staff has taken measures outlined above to address the issues created by SB 731, they have not yet finished their work in this regard. As such, Staff will present to the Council at its May 3, 2011 meeting a request to extend the moratorium for an additional period of three months.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

- A. Council Follow-Up Report for April 19, 2011 Re: City Measures Taken to Alleviate Moratorium Conditions.
- B. Council Report for June 1, 2010 Re: City Measures Taken to Alleviate Moratorium Conditions.

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

April 19, 2011

FROM: MAYOR AND CITY COUNCIL MEMBERS OF THE CITY OF COVINA

TO: GENERAL PUBLIC

RE: FOLLOW-UP REPORT ON MEASURES TAKEN TO ALLEVIATE THE CONDITIONS WHICH LED TO THE ADOPTION OF ORDINANCE NOS. 10-1983 AND 10-1985, INTERIM URGENCY ORDINANCES THAT TEMPORARILY PROHIBIT: (1) THE ISSUANCE OF ANY NEW PERMIT TO MASSAGE TECHNICIANS; (2) THE APPROVAL OR ISSUANCE OF CERTAIN NEW PERMITS, LICENSES OR ENTITLEMENTS TO MASSAGE ESTABLISHMENTS; AND (3) THE TRANSFER OF ANY PERMIT FOR A MASSAGE ESTABLISHMENT TO A NEW LOCATION

On May 4, 2010, the Covina City Council adopted Ordinance No. 10-1983, an interim urgency ordinance that temporarily prohibits the approval or issuance of any new permit to massage establishments and to massage technicians within the City of Covina, as well as the transfer of such permits to a new location within the City of Covina. Ordinance No. 10-1983 was adopted pursuant to California Government Code Section 65858 and provided that the ordinance shall expire 45 days from its date of adoption, unless the ordinance is extended by the Covina City Council after additional notice and public hearing. At a noticed public hearing held on June 15, 2010, the Covina City Council adopted Ordinance No. 10-1985 extending the interim moratorium for an additional ten (10) months and fifteen (15) days – resulting in an amended expiration date of May 4, 2011.

At a public hearing to be held on May 3, 2011, the Covina City Council will be asked to consider a second extension of the interim moratorium by adopting a new ordinance, as authorized by Government Code Section 65858. The interim moratorium, as extended, will automatically expire three months from the date of adoption of the second extension – May 3, 2011.

Government Code Section 65858(d) requires that at least 10 days prior to the expiration of the moratorium, or any extension thereof, the Covina City Council must issue a written report describing the measures taken to alleviate the conditions which led to the adoption of the ordinance. This is that required written report.

Since the original adoption of this moratorium, City staff, including the City Attorney's office, has thoroughly studied the regulatory issues posed by SB 731. Through this study, staff has determined: (a) whether and to what extent the Covina Municipal Code provisions regarding massage establishments and massage technicians need to be amended as a result of SB 731, to better protect against potential injury or other harm to persons, acts of prostitution, and other unlawful sexual activity; and (b) the effects of the operation of massage establishments employing only state-certified massage technicians on the City's regulation of massage establishments in general and on its licensure and permitting of massage establishments employing technicians other than state-certified technicians. Finally, City staff has continued to

monitor the on-going efforts at the state level to adopt regulations and implement SB 731, and have used that knowledge to better understand the need for revisions to Covina Municipal Code, Chapter 5.36.

At the present time, the Community Development Department, Police Department and City Attorney's Office have prepared a draft ordinance to revise Covina Municipal Code Chapter 5.36. The draft ordinance is undergoing internal review.

Although the City has taken the above actions to alleviate the circumstances involving the issuance of permits for massage establishments and massage technicians, staff has requested three months of additional time to make final edits to the draft ordinance prior to presenting it to the City Council. Therefore, in order to provide time for the City to complete this work, the City Council will consider an extension of the existing moratorium at its May 3, 2011 meeting in order to preserve the public convenience, health, safety and general welfare.

Respectfully submitted,

Mayor and Covina City Council

June 1, 2010

FROM: MAYOR AND CITY COUNCIL MEMBERS OF THE CITY OF COVINA

TO: GENERAL PUBLIC

RE: REPORT ON MEASURES TAKEN TO ALLEVIATE THE CONDITIONS WHICH LED TO THE ADOPTION OF ORDINANCE NO. 10-1983, AN INTERIM URGENCY ORDINANCE THAT TEMPORARILY PROHIBITS: (1) THE ISSUANCE OF ANY NEW PERMIT TO MASSAGE TECHNICIANS; (2) THE APPROVAL OR ISSUANCE OF CERTAIN NEW PERMITS, LICENSES OR ENTITLEMENTS TO MASSAGE ESTABLISHMENTS; AND (3) THE TRANSFER OF ANY PERMIT FOR A MASSAGE ESTABLISHMENT TO A NEW LOCATION

On May 4, 2010, the Covina City Council adopted Ordinance No. 10-1983, an interim urgency ordinance that temporarily prohibits the approval or issuance of any new permit to massage establishments and to massage technicians within the City of Covina. Ordinance No. 10-1983 was adopted pursuant to California Government Code Section 65858 and provides that the ordinance shall expire 45 days from its date of adoption, unless the ordinance is extended by the Covina City Council after additional notice and public hearing. At a noticed public hearing to be held on June 15, 2010, the Covina City Council will be asked to consider extending the interim moratorium by adopting a new ordinance, as authorized by Government Code Section 65858. The interim moratorium, as extended, will automatically expire ten (10) months and fifteen (15) days from the date of its adoption – May 4, 2011.

Government Code Section 65858(d) requires that at least 10 days prior to the expiration of the moratorium, the Covina City Council must issue a written report describing the measures taken to alleviate the conditions which led to the adoption of the ordinance. This is that required written report.

Since the original adoption of this moratorium, staff has begun studying the regulatory issues posed by SB 731. Through staff's study, the City hopes to determine: (a) whether and to what extent the Covina Municipal Code provisions regarding massage establishments and massage technicians need to be amended as a result of SB 731, to better protect against potential injury or other harm to persons, acts of prostitution, and other unlawful sexual activity; and (b) the effects of the operation of massage establishments employing only state-certified massage technicians on the City's regulation of massage establishments in general and on its licensure and permitting of massage establishments employing technicians other than state-certified technicians. Finally, City staff and the City Attorney have been monitoring the on-going efforts at the state level to adopt regulations and implement SB 731, and have been using the knowledge they have gained to better understand the need for potential additional revisions to Chapter 5.36.

There is some noted state-wide concern that SB 731 has left local jurisdictions without adequate protection against the less reputable massage technicians and massage operators. For instance, the California Police Chiefs Association recently introduced AB 1822 (Swanson) to address what

it believes are problems. Since the California Massage Therapy Council is essentially a volunteer board – and not a state agency as some believe - the Association believes that they simply don't have the resources to do thorough background investigations of applicants for the state license. They believe the system already has been and will continue to be abused by inappropriate or improperly trained applicants slipping through the cracks. AB 1822 would attempt to do at least three things immediately: (1) it would require applicants for a state license to first obtain clearance from the local agency where they will be doing business, with the applicant paying the reasonable costs of the background investigation; (2) it would eliminate preemptive rules that require massage establishments to be zoned like similar “personal and professional uses”; and (3) it would clarify the existing law to make it abundantly clear that the intent of SB 731 was to allow a local agency to require massage establishment operators to obtain a business license and an operators permit, unless they fall into the “sole proprietorship” definition.

In addition to the City's on-going study efforts, the Community Development Department, Police Department and City Attorney's Office have begun to draft revisions to Covina Municipal Code Chapter 5.36 since the enactment of the moratorium.

As noted above, although the City has taken the above actions to alleviate the circumstances involving the issuance of permits for massage establishments, there are still pending circumstances regarding the effect SB 731 has had on local jurisdictions. Therefore, in order to provide time for the City to determine what amendments to the massage ordinance are necessary to ensure compliance by massage establishments and technicians with state law, the City Council will consider an extension of the existing moratorium at its June 15, 2010 meeting in order to preserve the public convenience, health, safety and general welfare.

Respectfully submitted,

Mayor and Covina City Council

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE April 19, 2011

ITEM NO.: CC 11

STAFF SOURCE: Robert Neiuber, Director of Community Development
Lisa Brancheau, Redevelopment Manager

ITEM TITLE: Storm drain easement for Olson Citrus Walk Project

STAFF RECOMMENDATION

Authorize Executive Director to execute Grant of Storm Drain Easement to The Olson Company for the Olson Citrus Walk Project.

FISCAL IMPACT

There is no fiscal impact to the General Fund. The fair market value of the storm drain easement as determined by appraisal is \$7,420. According to the engineer's estimate, the value to the City of Olson's permission allowing the City to connect to Olson's storm drain and not having to construct and permit a separate storm drain as part of Heritage Plaza is \$27,890. Since there is a monetary benefit to the City, granting the easement is not a gift of public funds.

BACKGROUND

The Olson Citrus Walk Project broke ground on March 15, 2011. Excavation of the site, soil remediation, and off site public right of way improvement work is currently underway. The Heritage Plaza project is a separate and independent project of the City, located adjacent to the Olson project, and is set to break ground by the end of April 2011.

Both the Olson Citrus Walk Project and Heritage Plaza Renovation Project must complete storm drain improvement work. The required storm drain that Olson must install as a condition of approval for the Citrus Walk Project will capture the storm drain run off from the School Street cul-de-sac and is proposed to take it to the Citrus Avenue main storm drain. However, to run the storm drain in this direction, The Olson Company requires a 15-foot wide easement running east to west across the southerly boundary of the future Heritage Plaza, which property is owned by the City. While it is technically feasible for The Olson Company to locate storm drain improvements elsewhere, the City will benefit from granting the easement because Olson will permit the City to connect to the same storm drain Olson must construct. Staff confirmed through an engineer's estimate that this will result in a cost savings to the City of approximately \$27,890 for the Heritage Plaza project – nearly four times the value of the easement itself. If the easement is not granted, The Olson Company would have to locate its storm drain in another location, resulting in additional costs to the City since it will have to construct its own separate storm drain infrastructure for Heritage Plaza.

The easement is limited to the installation, operation and maintenance of specific storm drain improvements and all improvement work will be installed below grade by the Olson Company. If access is needed in the future along the easement, then the Olson Company or their successor Home Owner's Association, according to the Storm Drain Easement, will be required to pay for

and repair or replace any portion of Heritage Plaza that is damaged as a result of the maintenance work, to the City's approval.

RELEVANCE TO STRATEGIC PLAN

The Olson Citrus Walk Project is in keeping with the Strategic Plan Goal to Enhance Financial Stability. This will occur within the downtown corridor.

EXHIBITS

A. Storm Drain Easement

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

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

The City of Covina
125 East College Street
Covina, CA 91723
Attn: City Manager

Exempt from Recording Fees per Govt. Code §27383

**GRANT OF EASEMENT FOR STORM DRAINAGE PURPOSES
(HERITAGE PLAZA)**

- 1.) For valuable consideration, CITY OF COVINA, Grantor, hereby grants to OLSON-COVINA 5, LLC, Grantee, an easement ("Easement") in, over, upon, under and across the lands hereinafter described, for the installation, operation and maintenance of certain improvements approved by the City of Covina for the collection and transportation of storm water runoff through the property subject to this Easement ("Storm Drainage Improvements").
- 2.) The property subject to this Easement is located in the County of Los Angeles, State of California, and is legally described in EXHIBIT "A" and shown in EXHIBIT "B", attached hereto and by this reference incorporated herein ("Easement Property"). The Storm Drainage Improvements are more particularly described in attached EXHIBIT "C".
- 3.) Grantee may assign the rights herein granted, either in whole or in part, subject to the terms of this Easement. Upon assignment of all rights hereunder to a successor Grantee, the assigning Grantee shall be released from any further liability hereunder, and Grantor shall look solely to the successor Grantee with respect thereto, except to the extent liability occurred prior to the assignment.
- 4.) This grant shall carry with it the right to inspect, construct, replace, reconstruct, operate, maintain, and repair the Storm Drainage Improvements and associated appurtenances, and for ingress and egress in connection with the exercise of any of the foregoing rights. Grantor shall not interfere with Grantee's reasonable use of the Easement within the limits of said Easement in connection with the exercise of any of the foregoing rights.
- 5.) In consideration for the Easement granted herein, Grantee shall permit Grantor to connect its storm drainage system for the Heritage Plaza project ("Heritage Plaza Improvements") to the Storm Drainage Improvements. The scope of the Heritage Plaza Improvements is more particularly set forth in those plans approved and on file with the City of Covina, Grantor and Grantee acknowledge that the Storm Drainage Improvements will be able to accommodate Grantor's connection of the Heritage Plaza Improvements thereto and any storm water runoff resulting therefrom.
- 6.) In exercising its rights set forth herein, Grantee covenants to Grantor, its successors and assigns that: (i) Grantee shall give Grantor reasonable notice in advance of any work to be

undertaken on the Easement and/or Easement Property; (ii) Grantee shall comply with all applicable laws in undertaking such work and shall maintain liability insurance while any of its employees or agents is present on the Easement and/or Easement Property; (iii) Grantee shall promptly restore any damage to the Easement and/or Easement Property occurring as a result of such work and shall not permit any liens or encumbrances to be placed on the Easement and/or Easement Property; and (iv) Grantee shall use commercially reasonable efforts to minimize the disruption caused by such work to the Easement Property.

7.) Grantee shall be solely responsible for ensuring that the storm water runoff which is transported through the Easement and Storm Drainage Improvements complies with all applicable federal, state and local laws, rules and regulations and shall indemnify, defend (with counsel reasonably acceptable to Grantor) and hold harmless Grantor its officers, officials, employees, agents and volunteers from any and all expense, including defense costs and legal fees, arising out of an investigation, claim or liability resulting from a violation of same.

8.) Grantee shall not install, construct or expand facilities within the Easement that exceed the scope of the Storm Drainage Improvements described herein without the prior written consent of Grantor. Grantor may not expand its connection to or usage of the Storm Drainage Improvements without the prior written consent of Grantee. Grantor reserves the right to full use and enjoyment of the Easement Property, except for the purposes herein granted, provided that such use and enjoyment shall not hinder, conflict or interfere with the exercise of Grantee's rights hereunder, and that no excavation, building, structure or obstructions shall be constructed on the Easement by Grantor.

9.) The Storm Drainage Improvements, and all related appurtenances thereto, shall at all times remain the property of Grantee. Grantee shall further have the right to retain said Storm Drainage Improvements in and at its/their existing location(s) and depth(s) as indicated herein and on City-approved plans. Grantee shall not abandon, in whole or in part, any of the Storm Drainage Improvements without the express authorization of Grantor. Grantee shall be responsible for maintaining and keeping in good repair the Storm Drainage Improvements and related appurtenances including, but not limited to, conducting periodic inspections, annual clean outs, and other maintenance work required by applicable laws and/or covenants governing the Storm Drainage Improvements.

10.) Grantor may require Grantee, at no cost to Grantee, to relocate or lower the Storm Drainage Improvements to another location or depth on the Easement which is compatible with Grantee's operations if the Storm Drainage Improvements interfere with future public projects of Grantor. If such relocation or lowering results in a location that is outside the Easement, Grantor shall, at its cost, provide to Grantee another easement for said facilities, of the same type and kind, containing the same terms and conditions as are herein provided.

11.) Grantee shall indemnify, defend (with counsel reasonably acceptable to Grantor) and hold harmless Grantor, its officers, officials, employees, agents and volunteers from and against any and all third-party liability, expense, including defense costs and 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 or connected with Grantee's operations on or its use of the Easement or Easement Property, including any workers' compensation suits, liability or expense arising from or connected with services performed on behalf of Grantee by any person

pursuant to this Easement, except for any liability or expense attributable to the indemnified party's negligence or wrongful act or omission.

12.) This instrument shall be binding upon and inure to the benefit of the successors and assigns of Grantor and Grantee. This Easement may be amended or modified only by a written instrument executed and acknowledged by the parties or their successors in interest and recorded in the Official Records of Los Angeles County.

[signatures on following page]

IN WITNESS WHEREOF, Grantor and Grantee have caused this instrument to be executed this _____ day of _____, 20_____.

GRANTOR:

City of Covina,
a California municipal corporation

City Manager

Attest:

City Clerk

GRANTEE:

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,
doing business as The Olson
Company, a Delaware limited
limited liability company, its
Member

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

By: _____

Name: _____

Its: _____

By: _____

Name: _____

Its: _____

Approved as to form:

City Attorney

Approved as to form:

Legal Counsel

ALL-PURPOSE ACKNOWLEDGMENT FOR CALIFORNIA

STATE OF CALIFORNIA
 COUNTY OF LOS ANGELES

On _____, before me, _____,
Date Name And Title Of Officer (e.g. "Jane Doe, Notary Public")
 personally appeared _____,
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

 Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- Individual
- X Corporate Officer

Title(s)
 " Partner(s) " Limited
 " " General
 " Attorney-In-Fact
 " Trustee(s)
 " Guardian/Conservator
 " Other: _____

Title or Type of Document

Number Of Pages

Date Of Document

Signer is representing:
 Name Of Person(s) Or Entity(ies)

CITY OF COVINA

 Signer(s) Other Than Named Above

ALL-PURPOSE ACKNOWLEDGMENT FOR CALIFORNIA

STATE OF CALIFORNIA
 COUNTY OF LOS ANGELES

On _____, before me, _____,
Date Name And Title Of Officer (e.g. "Jane Doe, Notary Public")
 personally appeared _____,
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

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 " " General
 " Attorney-In-Fact
 " Trustee(s)
 " Guardian/Conservator
 " Other: _____

Title or Type of Document

Number Of Pages

Date Of Document

Signer is representing:
 Name Of Person(s) Or Entity(ies)

OLSON-COVINA 5, LLC

Signer(s) Other Than Named Above

EXHIBIT A

LEGAL DESCRIPTION

A 15 FOOT WIDE STRIP OF LAND OVER A PORTION OF LOT 1 IN THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS SHOWN ON LLA NO. 56 RECORDED FEBRUARY 22, 2011 AS INSTRUMENT 2011-0232990, IN THE OFFICE OF THE COUNTY RECORDER OF LOS ANGELES, CALIFORNIA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 1 OF SAID LLA, SAID POINT ALSO BEING A POINT IN THE EASTERLY RIGHT OF WAY OF NORTH CITRUS ROAD, THENCE ALONG THE SOUTH LINE OF LOT 1 NORTH 89°17'42" EAST 1.27 FEET, TO THE TRUE POINT OF BEGINNING.

THENCE LEAVING SAID SOUTH LINE NORTH 59°00'15" EAST 5.43 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE SOUTHEAST WITH A RADIUS OF 25.00 FEET; THENCE ALONG SAID CURVE A DISTANCE OF 8.85 FEET THROUGH A CENTRAL ANGLE OF 20°17'30"; THENCE LEAVING SAID CURVE NORTH 79°17'45" EAST 51.89 FEET TO A TANGENT CURVE CONCAVE SOUTH WITH A RADIUS OF 25.00 FEET; THENCE ALONG SAID CURVE A DISTANCE OF 4.98 FEET THROUGH A CENTRAL ANGLE OF 11°24'55"; THENCE LEAVING SAID CURVE SOUTH 89°17'20" EAST 159.78 FEET TO A TANGENT CURVE CONCAVE SOUTH WEST WITH A RADIUS OF 25.00 FEET; THENCE ALONG SAID CURVE A DISTANCE OF 27.25 FEET THROUGH A CENTRAL ANGLE OF 62°26'45" TO A POINT IN THE NORTHERLY RIGHT OF WAY OF SCHOOL STREET, SAID POINT BEING NORTH 49°11'57" EAST 5.12 FEET NORTH EAST OF THE NORTH EAST CORNER OF TRACT 71264.

NORTH AND SOUTH END OF EASEMENT SHALL BE EXTENDED OR SHORTENED TO SCHOOL STREET AND CITRUS ROAD RIGHT OF WAY AND THE NORTH LINE OF TRACT 71264 AS NEEDED.

Vincent Scarpati 4-5-11

VINCENT W. SCARPATI, R.C.E. 33520
 LICENSE EXPIRES 6-30-12

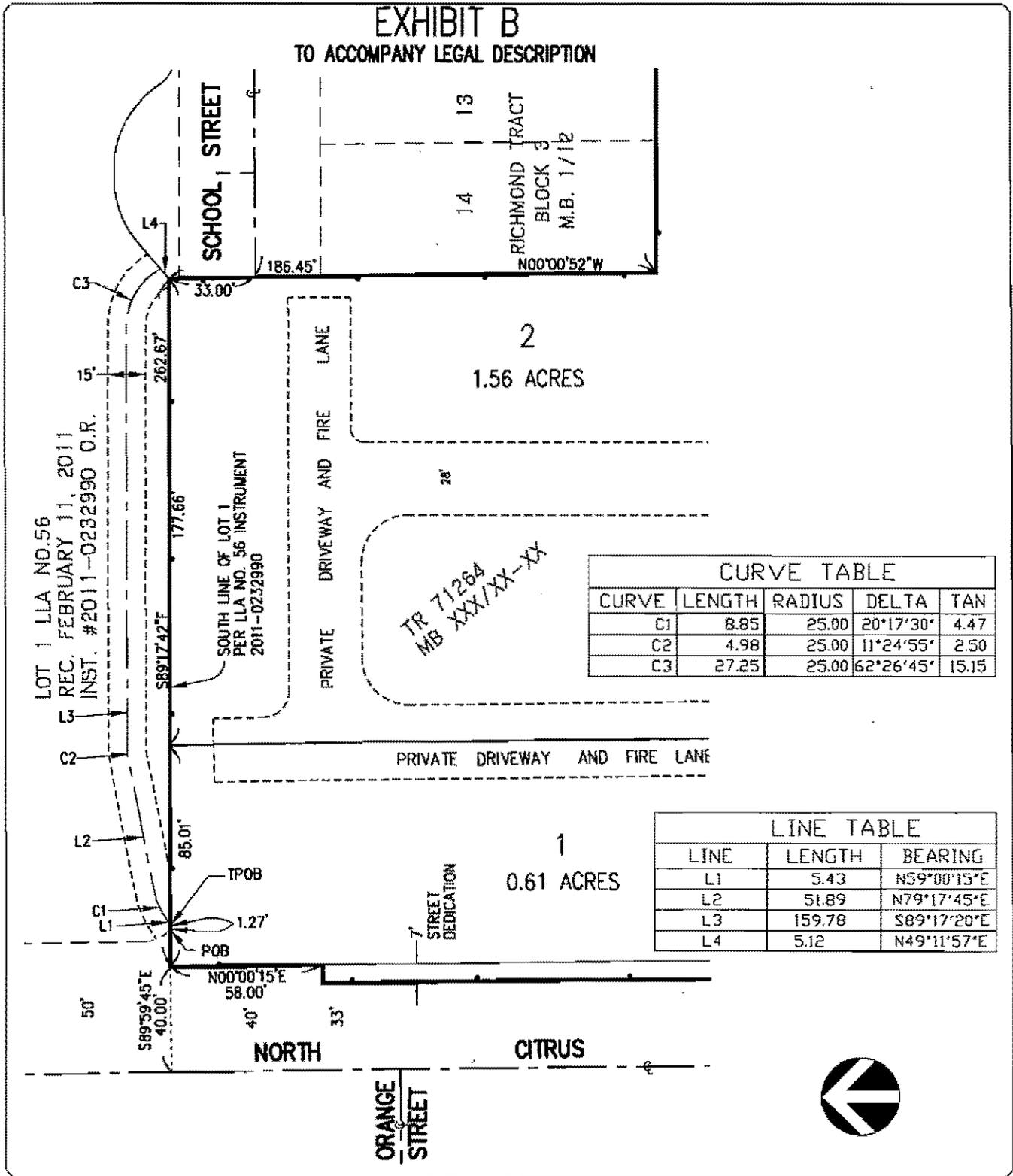


Project TR 71264		Title STORM DRAIN EASEMENT	
C&V CONSULTING, INC. CIVIL ENGINEERING LAND PLANNING AND SURVEYING IRVINE SPECTRUM 18 TECHNOLOGY STE 154 IRVINE, CALIFORNIA 92618 PHONE (949) 769-6605 FAX (949) 769-6625		Reference	Date 04/01/2011
		J.N. OLSO-041	Scale 1"=50'
		Sheet No. 1 of 2	

EXHIBIT "B"
(Site Map)

[attached behind this page]

EXHIBIT B TO ACCOMPANY LEGAL DESCRIPTION



CURVE	LENGTH	RADIUS	DELTA	TAN
C1	8.85	25.00	20°17'30"	4.47
C2	4.98	25.00	11°24'55"	2.50
C3	27.25	25.00	62°26'45"	15.15

LINE	LENGTH	BEARING
L1	5.43	N59°00'15"E
L2	51.89	N79°17'45"E
L3	159.78	S89°17'20"E
L4	5.12	N49°11'57"E

Project: TR 71264		Title: STORM DRAIN EASEMENT	
C&V CONSULTING, INC. CIVIL ENGINEERING LAND PLANNING AND SURVEYING		Reference:	Date: 04/01/2011
IRVINE SPECTRUM 3 TECHNOLOGY STE 154 IRVINE, CALIFORNIA 92618 PHONE (949) 769-6600 FAX (949) 769-6622		J.N.:	Scale: 1"=50'
FILENAME: PLOT DATE:		OLSO-041	Sheet No. 2 of 2

EXHIBIT "C"
(Description of Storm Drainage Improvements)

[attached behind this page]

The storm drain proposed within the Park consists of an 18-inch reinforced concrete pipe and a single junction structure.

This system accepts flows from the park (at the junction structure) and from School Street.

At School Street a catch basin is proposed.

A trash rack and filter insert are proposed within the catch basin to provide the necessary water quality features.

The 18-inch reinforced concrete pipe outlets to the Citrus Avenue main line storm drain through a proposed junction structure.

LA County Permits Section has review and verbally approved the subject storm drain system.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC 12

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



ITEM TITLE: Update of Certificate of Public Convenience and Necessity for Techtrans International, Incorporated, D.B.A. Pomona Yellow Cab

STAFF RECOMMENDATION

Approve update of Certificate of Public Convenience and Necessity to show two new vehicles in accordance with Chapter 5.44 of the Covina Municipal Code to Techtrans International, Incorporated, D.B.A. Pomona Yellow Cab.

FISCAL IMPACT

None.

BACKGROUND

Pomona Yellow Cab has continuously served the residents of Covina since 1999 under its previous corporate identities of Diversified Paratransit and Diversified Transportation. On October 19, 2010 the Covina City Council approved an update to the company's Certificate of Public Convenience and Necessity to list the current corporate identity as Techtrans International Incorporated, D.B.A. Pomona Yellow Cab. The company is based in Pomona and maintains a maintenance facility at 1400 E. Mission Boulevard in Pomona. Under Covina Municipal Code Section 5.44.080, the City Council may approve changes in a Certificate of Public Convenience and Necessity, including the substitution of any vehicle for or in place of a vehicle described in the application, if the following two findings are made:

- The public interest, necessity and convenience are served by the change, and;
- The certificate holder has complied with all provisions of Municipal Code Chapter 5.44.

Pomona Yellow Cab has requested replacement of the vehicles to provide the public with vehicles that are an improvement in terms of their mechanical and aesthetic properties. These two vehicles (#316 and #325) completed vehicle inspections with the Covina Police Department on 3/14/2011 and City staff has received current insurance and vehicle registration to comply with the provisions of Municipal Code Section 5.44.080. Based on these actions, City staff believes that the public interest, necessity and convenience are served by this request.

According to City staff's research, Pomona Yellow Cab is in compliance with all provisions of Chapter 5.44; therefore it is recommended that the Finance Department update the Certificate of Public Convenience and Necessity of Techtrans International, Incorporated, D.B.A. Pomona Yellow Cab pursuant to Resolution Number 08-6637 to replace vehicles #118 and #280 with vehicles #316 and #325.

RELEVANCE TO THE STRATEGIC PLAN

This matter has no direct relevance to the strategic plan.

EXHIBITS

A. Resolution 08-6637

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

RESOLUTION NO. 08-6637

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, MAKING CERTAIN FINDINGS AND DIRECTING THE FINANCE DEPARTMENT TO ISSUE A BUSINESS LICENSE AND CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY IN ACCORDANCE WITH CHAPTER 5.44 OF THE COVINA MUNICIPAL CODE TO DIVERSIFIED TRANSPORTATION INCORPORATED, D.B.A. POMONA YELLOW CAB.

WHEREAS, the City of Covina has received an application for a Certificate of Public Convenience and Necessity – Taxicab from Craig Smedman, doing business as Diversified Transportation, Inc. D.B.A. Pomona Yellow Cab; and

WHEREAS, the City Council held a hearing for said application on February 5, 2008, which was duly advertised as required by the Covina Municipal Code; and

WHEREAS, the City Council has received testimony from the applicant and all persons interested in the matters set forth in the application.

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

SECTION 1. That pursuant to the provisions of Chapter 5.44 of the Covina Municipal Code, the City Council determines that the public interest, convenience and necessity require the issuance of the Certificate of Public Convenience and Necessity, "Certificate" subject to the following terms and conditions:

- (a) That the applicant, Craig Smedman, doing business as Diversified Transportation, Inc. D.B.A. Pomona Yellow Cab, provide endorsed insurance naming the City as co-insured, and in the amounts specified in the Covina Municipal Code.
- (b) That the applicant, Craig Smedman, doing business as Diversified Transportation, Inc. D.B.A. Pomona Yellow Cab, shall ensure that all vehicles to be used are first inspected by the Police Chief of the City of Covina or his authorized deputy to determine if each meets the requirements set forth in the Vehicle Code of the State of California in regards to safety as provided for in Subsection B of Section 5.44.060.
- (c) That the applicant, Craig Smedman, doing business as Diversified Transportation, Inc. D.B.A. Pomona Yellow Cab, operate no more than three vehicles with a current City of Covina license visible on the outside rear of the vehicle and a visible to passengers City of Covina driver identification card within twelve inches of the taxi meter, in the City of Covina without the approval of the City Council.
- (d) That the applicant, Craig Smedman, doing business as Diversified Transportation, Inc. D.B.A. Pomona Yellow Cab, ensure that each driver and operator of the vehicles authorized under the Certificate provide proof of compliance with Section 5.44.090 of the Covina Municipal Code (investigation of criminal background and drug testing).

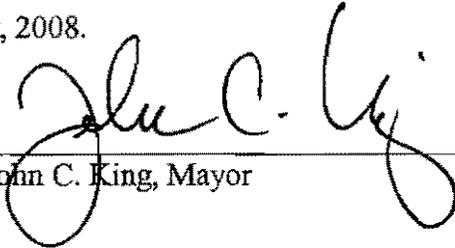
- (e) That the applicant, Craig Smedman, doing business as Diversified Transportation, Inc. D.B.A. Pomona Yellow Cab, charge for hire in accordance with the fee schedule attached hereto as "Exhibit A."
- (f) That the applicant, Craig Smedman, doing business as Diversified Transportation, Inc. D.B.A. Pomona Yellow Cab, ensure that each driver and operator abide by all applicable federal, state, county, and municipal laws in the service of the citizens of the City of Covina.

SECTION 2. That the Finance Department issue a Business License and Certificate of Public Convenience and Necessity in accordance with the application, subject to the filing.

SECTION 3. Applicant shall comply with all other provisions set forth in Chapter 5.44 of the Covina Municipal Code.

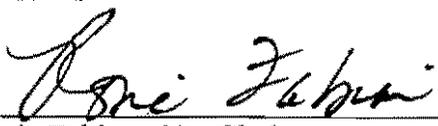
SECTION 4. That the City Clerk shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and be in force.

APPROVED and ADOPTED this 5th day of February, 2008.



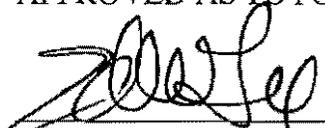
John C. King, Mayor

ATTEST:



Rosie Fabian, City Clerk

APPROVED AS TO FORM:



Edward W. Lee, City Attorney

I, AMY M. TURNER, Chief Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 08-6637 was adopted by the Covina City Council at a regular meeting of the City Council held February 5, 2008, and was approved and passed by the following vote:

AYES: Council Members Allen, Delach, Juarez, Mayor Pro Tem Stapleton, Mayor King
NOES: None
ABSTAIN: None
ABSENT: None



Amy M. Turner, CMC
Chief Deputy City Clerk

Fee Schedule

Diversified Transportation, Inc. D.B.A. Pomona Yellow Cab

Per Mile Charge:	\$2.20
Flag Drop Charge:	\$2.20
Waiting Time Charge:	.40¢ per minute

EXHIBIT A

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC 13

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of: **\$3,660,543.94**

BACKGROUND:

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

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS		
February 1, 2011	89937-90068	\$209,822.24
February 2, 2011	90069-90092	\$198,438.81
February 8, 2011	90093-90205	\$1,075,140.44
February 9, 2011	90206-90207	\$6,048.61
February 15, 2011	90208-90337	\$372,119.09
February 16, 2011	90338-90361	\$202,499.48
February 22, 2011	90362-90460	\$511,620.62
February 23, 2011	90461-90526	\$8,778.00
 <u>PAYROLL</u>		
February 3, 2011	PAYROLL ADVANCE	\$379,000.00
February 3, 2011		\$134,137.96
February 17, 2011	PAYROLL ADVANCE	\$393,000.00
February 17, 2011		\$135,642.41
 <u>VOIDS</u>		
February 8, 2011	86782	(\$87.75)
February 28, 2011	86700,87042,87895,87949,8 9913,89925,89957,90297	(\$7,331.91)
 <u>WORKERS COMPENSATION</u>		
December 23, 2010	MISSED IN DECEMBER 20856-20862	\$3,083.93
February 4, 2011	20958-20985	\$9,756.68
February 11, 2011	20986-21002	\$16,216.76
February 18, 2011	21003-21036	\$12,658.57
	GRAND TOTAL:	\$3,660,543.94

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
AP00089937	V07768	A D S SECURITY INC	02/01/11	70.00	MW		OH	
AP00089938	V00019	AARDVARK TACTICAL INC	02/01/11	1,443.11	MW		OH	
AP00089939	V00022	ABORTA BUG INC	02/01/11	65.00	MW		OH	
AP00089940	V00846	ADVANCED GRAPHIX INC	02/01/11	141.29	MW		OH	
AP00089941	V06181	ADVANTAGE ARCHERY	02/01/11	294.00	MW		OH	
AP00089942	V05055	AGI ACADEMY	02/01/11	263.20	MW		OH	
AP00089943	V07158	AGUILAR, LOURDES	02/01/11	232.75	MW		OH	
AP00089944	V07542	AKEY, MARJORIE	02/01/11	193.20	MW		OH	
AP00089945	V07014	ALAS, NINA	02/01/11	84.00	MW		OH	
AP00089946	V04434	ALL CITY MANAGEMENT SVC	02/01/11	5,004.00	MW		OH	
AP00089947	V00066	ANDY'S WELDING	02/01/11	400.00	MW		OH	Payee Name different in Check DB
AP00089948	V07157	ANGELES, LEAH	02/01/11	365.75	MW		OH	
AP00089949	V07392	ATKINSON, ANDELSON, LOYA,	02/01/11	4,147.50	MW		OH	
AP00089950	V07767	AUTO CHECK CENTERS INC	02/01/11	64.66	MW		OH	
AP00089951	V01955	AZUSA PLUMBING & HEATNG SUPPL	02/01/11	136.47	MW		OH	
AP00089952	V00089	B & K ELECTRIC WHOLESALE	02/01/11	237.82	MW		OH	Payee Name different in Check DB
AP00089953	V07764	BADILLA, LOURDES	02/01/11	80.00	MW		OH	
AP00089954	V00090	BAKER AND TAYLOR INC	02/01/11	1,395.00	MW		OH	
AP00089955	V00114	BLAKE PAPER CO	02/01/11	69.14	MW		OH	Payee Name different in Check DB
AP00089956	V00139	CALIBER POOL AND SPA SVC	02/01/11	1,450.00	MW		OH	
AP00089957	V01269	CALIF, STATE OF	02/01/11	4,100.00	MW		OH	Payee Name different in Check DB
AP00089958	V03984	CALIFORNIA UTILITY EQUIPMENT	02/01/11	92.80	MW		OH	
AP00089959	V07038	CALLANDRILLO JR., GEORGE	02/01/11	308.00	MW		OH	
AP00089960	V07156	CALLISON, JACQUELYN	02/01/11	81.67	MW		OH	
AP00089961	V01595	CANON BUS SOLUTIONS INC	02/01/11	384.98	MW		OH	Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089962	V07773	CC BLUU ART	02/01/11	147.00	MW	OH		
AP00089963	V05302	CELAYA, VERA FLORES	02/01/11	54.13	MW	OH		Payee Name different in Check DB
AP00089964	V02958	CERTIFIED UNDERCAR PARTS	02/01/11	142.83	MW	OH		
AP00089965	V00190	CHARTER OAK GYMNASICS INC	02/01/11	1,464.75	MW	OH		
AP00089966	V05555	CINTAS CORP #693	02/01/11	132.23	MW	OH		
AP00089967	V00208	CLINICAL LAB OF SAN BERNARDIN	02/01/11	442.50	MW	OH		
AP00089968	V06072	COLLEY AUTO CARS INC.	02/01/11	212.87	MW	OH		
AP00089969	V00237	COMMUNICATIONS CENTER	02/01/11	280.67	MW	OH		
AP00089970	V00245	COOPERATIVE PERSONNEL SVC	02/01/11	685.50	MW	OH		
AP00089971	V05948	CORBIN, CLARA	02/01/11	1,429.17	MW	OH		
AP00089972	CRA	COVINA REDEVELOPMENT AGENCY	02/01/11	66,390.15	MW	OH		
AP00089973	V00262	COVINA RENTS	02/01/11	395.10	MW	OH		
AP00089974	V00837	COVINA WATER & REFUSE, CITY O	02/01/11	398.13	MW	OH		Payee Name different in Check DB
AP00089975	V07724	DE ALWIS, DILU	02/01/11	64.95	MW	OH		
AP00089976	V00211	DH MAINTENANCE SERVICES	02/01/11	6,289.40	MW	OH		
AP00089977	V07016	DOMINAIDE	02/01/11	42.00	MW	OH		
AP00089978	V00175	EDISON CO	02/01/11	990.24	MW	OH		
AP00089979	V00307	EDS AUTO PARTS	02/01/11	15.24	MW	OH		
AP00089980	V07325	ESCOBEDO, JOSEPH	02/01/11	28.00	MW	OH		
AP00089981	V00176	FEDEX	02/01/11	22.09	MW	OH		
AP00089982	V00350	GAS COMPANY, THE	02/01/11	237.30	MW	OH		Payee Name different in Check DB
AP00089983	V01211	GLENDORA DODGE	02/01/11	1,136.43	MW	OH		
AP00089984	V07674	GLOBAL WATER MANAGEMENT LLC	02/01/11	41,176.10	MW	OH		
AP00089985	V02471	GOLDEN STATE OVERNIGHT	02/01/11	7.89	MW	OH		
AP00089986	V00374	GRAINGER	02/01/11	788.95	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00089987	V04530	HARRIS	02/01/11	362.18	MW	OH		
AP00089988	V07294	HOLLIDAY ROCK CO INC	02/01/11	795.70	MW	OH		
AP00089989	V00006	HOME DEPOT	02/01/11	953.36	MW	OH		
AP00089990	V00417	HUNTINGTON COURT REPORTERS	02/01/11	3,386.00	MW	OH		Payee Name different in Check DB
AP00089991	V00233	HYDRO CONNECTIONS	02/01/11	11.89	MW	OH		Payee Name different in Check DB
AP00089992	V05607	INGERSOLL, SCOTT	02/01/11	263.67	MW	OH		
AP00089993	V00425	INGRAM DIST GROUP	02/01/11	373.65	MW	OH		
AP00089994	V03561	INTERSTATE BATTERY SYSTEM	02/01/11	313.66	MW	OH		
AP00089995	V00445	JEECO MFG & SUPPLY	02/01/11	160.14	MW	OH		Payee Name different in Check DB
AP00089996	V05848	JOHN CATERINO PIANO SERVICE	02/01/11	85.00	MW	OH		
AP00089997	V07173	JOHN L. HUNTER	02/01/11	1,473.75	MW	OH		
AP00089998	V05490	JS CONSULTANTS	02/01/11	11,318.75	MW	OH		
AP00089999	V00441	JW LOCK CO INC	02/01/11	133.86	MW	OH		
AP00090000	V00451	KELLY PAPER CO	02/01/11	239.51	MW	OH		
AP00090001	V00182	KMART STORE 4281	02/01/11	154.52	MW	OH		
AP00090002	V02741	KYLE, PATRICIA	02/01/11	804.77	MW	OH		
AP00090003	V05585	LAM, LY CHOU	02/01/11	301.00	MW	OH		
AP00090004	V07017	LARSEN, MICHAEL	02/01/11	35.00	MW	OH		
AP00090005	V07770	LEVY RESTAURANTS	02/01/11	200.00	MW	OH		
AP00090006	V00496	LEWIS ENGRAVING INC	02/01/11	77.93	MW	OH		
AP00090007	V00501	LIEBERT CASSIDY WHITMORE	02/01/11	40.00	MW	OH		Payee Name different in Check DB
AP00090008	V00214	LIGHTNING OIL COMPANY INC	02/01/11	75.00	MW	OH		Payee Name different in Check DB
AP00090009	V01476	LOS ANGELES TIMES	02/01/11	60.00	MW	OH		
AP00090010	V07762	MARLINNA ESTRADA	02/01/11	9.58	MW	OH		
AP00090011	V06820	MARTHA HEAVISIDE	02/01/11	744.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00090012	V01659	MAXIMUS INC	02/01/11	3,520.00	MW	OH		Payee Name different in Check DB
AP00090013	V06660	MCCLURE, LINDA	02/01/11	11.73	MW	OH		
AP00090014	V04045	MEDINA, MARIA	02/01/11	154.00	MW	OH		
AP00090015	V01240	MISSION LINEN SUPPLY	02/01/11	375.55	MW	OH		
AP00090016	V01160	MITCHELL REPAIR	02/01/11	1,608.00	MW	OH		
AP00090017	V01657	MUNICIPAL MGMT ASSOC OF SOCAL	02/01/11	65.00	MW	OH		Payee Name different in Check DB
AP00090018	V07163	NOTTI, PAMELA SUE	02/01/11	73.50	MW	OH		
AP00090019	V07769	NUMARA SOFTWARE	02/01/11	3,993.35	MW	OH		
AP00090020	V07404	O REILLY AUTO PARTS	02/01/11	717.46	MW	OH		
AP00090021	V01136	OFFICE DEPOT	02/01/11	86.61	MW	OH		
AP00090022	V00797	OFFICE DEPOT	02/01/11	138.70	MW	OH		Payee Name different in Check DB
AP00090023	V00602	ORKIN PEST CONTROL	02/01/11	83.95	MW	OH		
AP00090024	V07018	PARADA, MIGUEL	02/01/11	423.50	MW	OH		
AP00090025	V06279	PERS PUBLIC AGENCY COALITION	02/01/11	500.00	MW	OH		
AP00090026	V01176	POVERO, DAVID	02/01/11	50.19	MW	OH		Payee Name different in Check DB
AP00090027	V06259	RC FIRE PROTECTION	02/01/11	272.00	MW	OH		
AP00090028	V07501	RC KEMP CONSULTING LLC	02/01/11	1,935.00	MW	OH		
AP00090029	V06114	REPUBLIC MASTER CHEFS	02/01/11	132.62	MW	OH		
AP00090030	V00675	REXWAY ROOFING	02/01/11	105.00	MW	OH		
AP00090031	V00676	REYNOLDS BUICK INC	02/01/11	7.50	MW	OH		Payee Name different in Check DB
AP00090032	V05907	RF CONSULTING	02/01/11	272.41	MW	OH		
AP00090033	V01204	ROCHFORD, JAMES	02/01/11	36.00	MW	OH		
AP00090034	V07765	ROSS, MARCIA	02/01/11	80.00	MW	OH		
AP00090035	V04895	SAN GABRIEL VALLEY TRIBUNE	02/01/11	65.00	MW	OH		
AP00090036	V00880	SERESINGHE, AJITH	02/01/11	1,103.00	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00090037	V02292	SEVOLD, CHERYL	02/01/11	138.83	MW	OH		
AP00090038	V02757	SIGNAL HILL, CITY OF	02/01/11	5,000.00	MW	OH		
AP00090039	V03713	SIMPLEX GRINNELL LP	02/01/11	1,092.32	MW	OH		Payee Name different in Check DB
AP00090040	V00727	SMART AND FINAL IRIS CORP	02/01/11	104.28	MW	OH		
AP00090041	V01301	SMITH, STEVEN	02/01/11	19.69	MW	OH		
AP00090042	V01553	SOUTHERN CA GAS CO	02/01/11	2,294.28	MW	OH		Payee Name different in Check DB
AP00090043	V00737	SPARKLETTS	02/01/11	21.57	MW	OH		
AP00090044	V00007	STAPLES INC	02/01/11	333.60	MW	OH		
AP00090045	V06661	STEVENSON, ROY	02/01/11	259.70	MW	OH		
AP00090046	V07761	TAFOYA & GARCIA LLP	02/01/11	150.00	MW	OH		
AP00090047	V04142	TALX UC EXPRESS	02/01/11	250.00	MW	OH		Payee Name different in Check DB
AP00090048	V00760	TAVANNA	02/01/11	87.27	MW	OH		
AP00090049	V00872	THEMATIC ATTIC	02/01/11	21.12	MW	OH		
AP00090050	V04501	THOMAS, TERRI	02/01/11	491.75	MW	OH		
AP00090051	V00765	THREE VALLEYS MUNICIPAL	02/01/11	6,694.56	MW	OH		
AP00090052	V05229	THYSSENKRUPP ELEVATOR	02/01/11	434.70	MW	OH		
AP00090053	V07772	TORRES, NICHOLE	02/01/11	325.50	MW	OH		
AP00090054	V05776	TOSHIBA BUSINESS SOLUTIONS	02/01/11	732.01	MW	OH		
AP00090055	V01340	TUCKER TIRE	02/01/11	350.31	MW	OH		
AP00090056	V02035	TURNER, LEANNE	02/01/11	94.50	MW	OH		
AP00090057	V00230	UNDERGROUND SERVICE ALERT	02/01/11	66.00	MW	OH		
AP00090058	V00229	US POSTMASTER	02/01/11	1,123.55	MW	OH		
AP00090059	V07356	VAN LEEUWEN, JOACHIM	02/01/11	46.67	MW	OH		
AP00090060	V07403	VERIZON CALIFORNIA	02/01/11	155.95	MW	OH		
AP00090061	V00158	VULCAN MATERIALS COMPANY	02/01/11	528.55	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00090062	V04678	WALCZAK, MARY LOU	02/01/11	45.27	MW	OH	
AP00090063	V02025	WARD, SHERYL	02/01/11	16.99	MW	OH	
AP00090064	V01119	WARREN DISTRIBUTING INC	02/01/11	779.23	MW	OH	Payee Name different in Check DB
AP00090065	V00812	WEST COAST ARBORISTS INC	02/01/11	1,154.50	MW	OH	
AP00090066	V00232	WESTERN WATER WORKS SUPPLY	02/01/11	3,034.59	MW	OH	
AP00090067	V06524	WILLDAN FINANCIAL SERVICES	02/01/11	1,500.00	MW	OH	
AP00090068	V07081	YELLOW CAB OF SAN GABRIEL	02/01/11	214.00	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	209,822.24	Number of Checks Processed:	132
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	209,822.24		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090069	V06191	AFLAC ACCT# YQ792	02/02/11	3,519.86	MW	OH		Payee Name different in Check DB
AP00090070	V01695	AFSCME	02/02/11	760.00	MW	OH		
AP00090071	V01681	CALIFORNIA PUBLIC EMPLOYEES'	02/02/11	58,538.71	MW	OH		Payee Name different in Check DB
AP00090072	V07287	CITY OF COVINA-FSA	02/02/11	1,222.00	MW	OH		
AP00090073	V07727	CONSECO INSURANCE COMPANY	02/02/11	285.90	MW	OH		
AP00090074	V01686	COVINA POLICE ASSOCIATION	02/02/11	1,890.00	MW	OH		
AP00090075	V02095	COVINA POLICE ASSOCIATION	02/02/11	980.00	MW	OH		
AP00090076	V01697	COVINA, CITY OF	02/02/11	6,339.00	MW	OH		
AP00090077	V02879	COVINA, CITY OF	02/02/11	39.80	MW	OH		
AP00090078	V05506	COVINA, CITY OF	02/02/11	20,434.76	MW	OH		
AP00090079	V06385	CSAC-EIA	02/02/11	4,397.65	MW	OH		
AP00090080	V06386	CSAC-EIA	02/02/11	1,405.98	MW	OH		
AP00090081	V05186	DELTA DENTAL OF CALIFORNIA	02/02/11	6,133.95	MW	OH		
AP00090082	V07259	FLEX ONE	02/02/11	20.00	MW	OH		Payee Name different in Check DB
AP00090083	V01692	GREAT WEST LIFE & ANNUITY	02/02/11	4,592.50	MW	OH		
AP00090084	V01694	HARTFORD LIFE INS	02/02/11	9.68	MW	OH		Payee Name different in Check DB
AP00090085	V01691	ICMA RETIREMENT TRUST-457	02/02/11	6,102.98	MW	OH		
AP00090086	V07302	ICMA RETIREMENT TRUST-401	02/02/11	845.47	MW	OH		
AP00090087	V01690	NATIONAL DEFERRED COMPENSATIO	02/02/11	3,267.50	MW	OH		Payee Name different in Check DB
AP00090088	V01693	PERS LONG TERM CARE PROGRAM	02/02/11	318.39	MW	OH		
AP00090089	V01687	PERS	02/02/11	74,725.32	MW	OH		
AP00090090	V04828	UNION BANK OF CALIFORNIA	02/02/11	2,060.52	MW	OH		
AP00090091	V01696	UNITED WAY OF GREATER LA	02/02/11	45.41	MW	OH		Payee Name different in Check DB
AP00090092	V06785	VISION SERVICE PLAN (CA)	02/02/11	503.43	MW	OH		

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Check Payee ID. Payee Name Date Check Amount Type Subs Rel To Note
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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	198,438.81	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
G R A N D T O T A L	198,438.81		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090093	V04747	10-8 RETROFIT	02/08/11	65.00	MW	OH		
AP00090094	V07646	12 MILES OUT.COM	02/08/11	800.00	MW	OH		
AP00090095	V00019	AARDVARK TACTICAL INC	02/08/11	724.22	MW	OH		
AP00090096	V00022	ABORTA BUG INC	02/08/11	75.00	MW	OH		
AP00090097	V00846	ADVANCED GRAPHIX INC	02/08/11	141.29	MW	OH		
AP00090098	V06428	ADVANCED	02/08/11	1,430.10	MW	OH		
AP00090099	V00046	ALBERTSONS GROCERY WAREHOUSE	02/08/11	28.70	MW	OH		
AP00090100	V07381	ALTA PLANNING & DESIGN	02/08/11	410.00	MW	OH		
AP00090101	V07379	AMERICAN INDUSTRIAL SUPPLY IN	02/08/11	457.12	MW	OH		
AP00090102	V06519	AMERICAN TRAFFIC SOLUTIONS	02/08/11	32,370.00	MW	OH		
AP00090103	V07312	ANURA K. T. DESILVA	02/08/11	2,500.00	MW	OH		
AP00090104	V01660	AT&T	02/08/11	127.58	MW	OH		
AP00090105	V00088	AZUSA, CITY OF	02/08/11	458.68	MW	OH		Payee Name different in Check DB
AP00090106	V00089	B & K ELECTRIC WHOLESALE	02/08/11	63.18	MW	OH		Payee Name different in Check DB
AP00090107	V00090	BAKER AND TAYLOR INC	02/08/11	1,709.82	MW	OH		
AP00090108	V05589	BELL BUILDING MAINTENANCE CO	02/08/11	3,205.00	MW	OH		
AP00090109	V02591	BEST BEST & KRIEGER LLP	02/08/11	38,112.26	MW	OH		
AP00090110	V01628	CARTER, ALAN	02/08/11	85.91	MW	OH		Payee Name different in Check DB
AP00090111	V00134	CAT SPECIALTIES INC	02/08/11	822.52	MW	OH		
AP00090112	V07766	CCJNSA	02/08/11	25.00	MW	OH		
AP00090113	V02958	CERTIFIED UNDERCAR PARTS	02/08/11	20.56	MW	OH		
AP00090114	V07616	CHAMPION CHEMICAL COMPANY	02/08/11	140.73	MW	OH		
AP00090115	V07781	CHARLA MILLER	02/08/11	66.00	MW	OH		
AP00090116	V07779	CHERYL WORLEY	02/08/11	2.00	MW	OH		
AP00090117	V05555	CINTAS CORP #693	02/08/11	138.83	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00090118	V07763	CITY OF GARDENA C/O LACPCA	02/08/11	200.00	MW	OH	
AP00090119	V02674	CLEAR	02/08/11	100.00	MW	OH	
AP00090120	V07628	CLEVA TECHNOLOGIES	02/08/11	1,066.17	MW	OH	
AP00090121	V05811	CODE PUBLISHING COMPANY	02/08/11	1,576.05	MW	OH	
AP00090122	V03351	COMPUMASTER	02/08/11	149.00	MW	OH	
AP00090123	V00240	COMPUTER SERVICE COMPANY	02/08/11	20,282.84	MW	OH	
AP00090124	V06801	COUNTY OF LOS ANGELES	02/08/11	480.00	MW	OH	
AP00090125	CRA	COVINA REDEVELOPMENT AGENCY	02/08/11	187,186.00	MW	OH	
AP00090126	V00262	COVINA RENTS	02/08/11	142.68	MW	OH	
AP00090127	V04305	CPOA	02/08/11	250.00	MW	OH	
AP00090128	V06905	CROP PRODUCTION SERVICES	02/08/11	1,229.09	MW	OH	
AP00090129	V02327	D3 EQUIPMENT	02/08/11	154.49	MW	OH	
AP00090130	V07744	DELONG	02/08/11	627.77	MW	OH	
AP00090131	V00175	EDISON CO	02/08/11	27,156.80	MW	OH	
AP00090132	V00307	EDS AUTO PARTS	02/08/11	48.33	MW	OH	
AP00090133	V05089	ELITE DINING SERVICES INC	02/08/11	8,028.82	MW	OH	
AP00090134	V07593	ENNIS TRAFFIC SAFETY SOLUTION	02/08/11	910.38	MW	OH	
AP00090135	V00176	FEDEX	02/08/11	12.68	MW	OH	
AP00090136	V03978	FORENSIC NURSE SPECIALISTS IN	02/08/11	690.00	MW	OH	
AP00090137	V01299	FOSTER, DAVE	02/08/11	55.00	MW	OH	
AP00090138	V06554	GIAMMARCO, ANTHONY	02/08/11	245.00	MW	OH	
AP00090139	V00374	GRAINGER	02/08/11	419.05	MW	OH	Payee Name different in Check DB
AP00090140	V00212	HAAKER EQUIPMENT CO	02/08/11	122.92	MW	OH	
AP00090141	V07784	HARRAHS RINCON CASINO	02/08/11	400.00	MW	OH	
AP00090142	V07771	HENDRICK-LONG PUBLISHING CO	02/08/11	19.95	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00090143	V00409	HINDERLITER DELLAMAS & ASSOC	02/08/11	9.30	MW	OH	Payee Name different in Check DB
AP00090144	V07294	HOLLIDAY ROCK CO INC	02/08/11	408.79	MW	OH	
AP00090145	V00006	HOME DEPOT	02/08/11	446.59	MW	OH	
AP00090146	V00417	HUNTINGTON COURT REPORTERS	02/08/11	682.24	MW	OH	Payee Name different in Check DB
AP00090147	V05336	HYATT REGENCY SUITES	02/08/11	448.08	MW	OH	
AP00090148	V00425	INGRAM DIST GROUP	02/08/11	42.99	MW	OH	
AP00090149	V01113	INTEGRA TEST	02/08/11	100.00	MW	OH	
AP00090150	V00433	INTL ASSOC OF CHFS POLICE	02/08/11	120.00	MW	OH	
AP00090151	V00777	J.G. TUCKER AND SON	02/08/11	577.45	MW	OH	Payee Name different in Check DB
AP00090152	V00458	KEYSTONE UNIFORM DEPOT	02/08/11	358.48	MW	OH	Payee Name different in Check DB
AP00090153	V00182	KMART STORE 4281	02/08/11	115.13	MW	OH	
AP00090154	V00478	LA CNTY FIRE DEPARTMENT	02/08/11	637,233.62	MW	OH	Payee Name different in Check DB
AP00090155	V00479	LA CNTY MTA	02/08/11	462.00	MW	OH	Payee Name different in Check DB
AP00090156	V02760	LA WORKS	02/08/11	4,643.85	MW	OH	
AP00090157	V07730	LAW ENFORCEMENT MEDICAL	02/08/11	440.00	MW	OH	
AP00090158	V00502	LIFE ASSIST INC	02/08/11	691.43	MW	OH	
AP00090159	V07776	MCCLURE, LISA	02/08/11	116.80	MW	OH	
AP00090160	V01210	MERCURY FENCE CO INC	02/08/11	575.00	MW	OH	Payee Name different in Check DB
AP00090161	V07780	MICHAEL LAW	02/08/11	4.00	MW	OH	
AP00090162	V07778	MID-CENTURY INSURANCE COMPANY	02/08/11	999.80	MW	OH	
AP00090163	V01240	MISSION LINEN SUPPLY	02/08/11	335.15	MW	OH	
AP00090164	V07640	NAVERA, RAYMOND	02/08/11	54.86	MW	OH	
AP00090165	V06687	NEWPORT FARMS INC	02/08/11	624.45	MW	OH	
AP00090166	V06995	NINE ONE ONE INC	02/08/11	1,791.12	MW	OH	
AP00090167	V07404	O REILLY AUTO PARTS	02/08/11	51.50	MW	OH	

CHECK REGISTER

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090168	V07759	PACIFIC STAMP & SIGN	02/08/11	712.35	MW	OH		
AP00090169	V07747	PARTS IN A CUP INC	02/08/11	665.44	MW	OH		
AP00090170	V07632	PARTIES UNLIMITED	02/08/11	699.11	MW	OH		
AP00090171	V05958	PASADENA STREET	02/08/11	1,350.00	MW	OH		
AP00090172	V06310	PRECISE COACHCRAFT	02/08/11	2,915.86	MW	OH		
AP00090173	V07676	RAMIREZ, MARGARITA	02/08/11	4,750.00	MW	OH		Payee Name different in Check DB
AP00090174	V00224	REGENT BOOK CO	02/08/11	38.60	MW	OH		
AP00090175	V06114	REPUBLIC MASTER CHEFS	02/08/11	223.55	MW	OH		
AP00090176	V00676	REYNOLDS BUICK INC	02/08/11	270.71	MW	OH		Payee Name different in Check DB
AP00090177	V04366	RHINOTEK COMPUTER PRODUCTS	02/08/11	128.90	MW	OH		
AP00090178	V01061	RYDIN DECAL	02/08/11	1,132.51	MW	OH		
AP00090179	V07785	SAN GABRIEL/POMONA REGIONAL	02/08/11	30.00	MW	OH		
AP00090180	V05819	SCLLN	02/08/11	150.00	MW	OH		
AP00090181	V04066	SECURITAS SECURITY SERVICES	02/08/11	4,350.10	MW	OH		
AP00090182	V07775	SERRANO'S HANDYMAN	02/08/11	75.00	MW	OH		
AP00090183	V01155	SGV CITY MANAGERS' ASSOC	02/08/11	60.00	MW	OH		Payee Name different in Check DB
AP00090184	V06095	SGV EXAMINER	02/08/11	398.94	MW	OH		
AP00090185	V00727	SMART AND FINAL IRIS CORP	02/08/11	38.34	MW	OH		
AP00090186	V06163	SOUTHLAND TRANSIT	02/08/11	43,294.85	MW	OH		
AP00090187	V00916	SPICERS PAPER INC	02/08/11	1,211.56	MW	OH		Payee Name different in Check DB
AP00090188	V00007	STAPLES INC	02/08/11	24.13	MW	OH		
AP00090189	V00754	SUPERB GRAPHICS INC	02/08/11	203.04	MW	OH		
AP00090190	V07086	SURETECK INDUSTRIAL	02/08/11	3,171.13	MW	OH		
AP00090191	V00757	TAG AMS INC	02/08/11	125.00	MW	OH		
AP00090192	V00346	THOMSON GALE	02/08/11	81.19	MW	OH		Payee Name different in Check DB

CHECK REGISTER

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00090193	V05229	THYSSENKRUPP ELEVATOR	02/08/11	869.40	MW	OH	
AP00090194	V07008	TIME WARNER CABLE	02/08/11	145.12	MW	OH	
AP00090195	V05776	TOSHIBA BUSINESS SOLUTIONS	02/08/11	428.02	MW	OH	
AP00090196	V05054	TRIFYTT SPORTS	02/08/11	149.04	MW	OH	
AP00090197	V05462	UNITED TRAFFIC	02/08/11	725.72	MW	OH	
AP00090198	V00229	US POSTMASTER	02/08/11	2,130.59	MW	OH	
AP00090199	V03657	US POSTMASTER	02/08/11	185.00	MW	OH	
AP00090200	V07403	VERIZON CALIFORNIA	02/08/11	59.99	MW	OH	
AP00090201	V01202	WASILCHIN, LOUISE MARY	02/08/11	54.86	MW	OH	Payee Name different in Check DB
AP00090202	V04643	WELLS FARGO FINANCIAL LEASING	02/08/11	1,224.48	MW	OH	
AP00090203	V00812	WEST COAST ARBORISTS INC	02/08/11	15,820.50	MW	OH	
AP00090204	V04327	WESTERN EMULSIONS INC	02/08/11	288.37	MW	OH	
AP00090205	V03444	WOLVERINE SPORTS	02/08/11	93.89	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	1075,140.44	Number of Checks Processed:	113
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	1075,140.44		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090206	V00175	EDISON CO	02/09/11	5,197.93	MW	IP		
AP00090207	V07783	MORGAN, DEL	02/09/11	850.68	MW	IP		

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	6,048.61	Number of Checks Processed:	2
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	6,048.61		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090208	V07786	ADVANTAGE	02/15/11	6,914.62	MW	OH		
AP00090209	V03949	AGAPE SIGHT N' SOUND	02/15/11	600.00	MW	OH		
AP00090210	V00040	AIRGAS-WEST	02/15/11	154.80	MW	OH		Payee Name different in Check DB
AP00090211	V04434	ALL CITY MANAGEMENT SVC	02/15/11	4,503.60	MW	OH		
AP00090212	V06155	ALL COLOR PAINT CORP	02/15/11	120.44	MW	OH		
AP00090213	V02224	AMERICAN WEST COAST SECURITY	02/15/11	100.00	MW	OH		
AP00090214	V07787	ARELLANO, NORMA	02/15/11	40.00	MW	OH		
AP00090215	V04864	AT&T MOBILITY	02/15/11	807.20	MW	OH		Payee Name different in Check DB
AP00090216	V01660	AT&T	02/15/11	357.22	MW	OH		
AP00090217	V01955	AZUSA PLUMBING & HEATING SUPPL	02/15/11	292.62	MW	OH		
AP00090218	V00089	B & K ELECTRIC WHOLESALE	02/15/11	42.36	MW	OH		Payee Name different in Check DB
AP00090219	V00090	BAKER AND TAYLOR INC	02/15/11	881.33	MW	OH		
AP00090220	V05637	BANK OF THE WEST	02/15/11	3,415.78	MW	OH		
AP00090221	V07788	BECK, JESSICA	02/15/11	60.00	MW	OH		
AP00090222	V02591	BEST BEST & KRIEGER LLP	02/15/11	42,957.97	MW	OH		
AP00090223	V00114	BLAKE PAPER CO	02/15/11	109.06	MW	OH		Payee Name different in Check DB
AP00090224	V00127	BRODART CO	02/15/11	183.92	MW	OH		
AP00090225	V07789	BUTIKAOFER, KATHLEEN	02/15/11	60.00	MW	OH		
AP00090226	V00996	CALTAC	02/15/11	100.00	MW	OH		
AP00090227	V07790	CARMONA, JESSICA	02/15/11	60.00	MW	OH		
AP00090228	V00134	CAT SPECIALTIES INC	02/15/11	1,257.54	MW	OH		
AP00090229	V02958	CERTIFIED UNDERCAR PARTS	02/15/11	550.17	MW	OH		
AP00090230	V04824	CHARTER OAK HARDWARE	02/15/11	94.12	MW	OH		
AP00090231	V00193	CHEVRON PRODUCTS COMPANY	02/15/11	2,349.85	MW	OH		
AP00090232	V01530	CHIA	02/15/11	450.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090233	V05555	CINTAS CORP #693	02/15/11	138.83	MW	OH		
AP00090234	V00962	CITRUS CAR WASH	02/15/11	214.20	MW	OH		
AP00090235	V00208	CLINICAL LAB OF SAN BERNARDIN	02/15/11	525.00	MW	OH		
AP00090236	V00174	COCA COLA BOTTLING CO	02/15/11	304.20	MW	OH		
AP00090237	V05811	CODE PUBLISHING COMPANY	02/15/11	350.00	MW	OH		
AP00090238	V07792	COELHO, JONATHAS	02/15/11	40.00	MW	OH		
AP00090239	V06072	COLLEY AUTO CARS INC.	02/15/11	120.54	MW	OH		
AP00090240	V06119	COMMUNITY ACTION EAP	02/15/11	350.00	MW	OH		
AP00090241	V00240	COMPUTER SERVICE COMPANY	02/15/11	3,200.00	MW	OH		
AP00090242	V07791	CORTEZ, LILIA	02/15/11	41.00	MW	OH		
AP00090243	V00248	COUNSELING TEAM, THE	02/15/11	720.00	MW	OH		Payee Name different in Check DB
AP00090244	V00255	COVINA CHAMBER OF COMMERCE	02/15/11	10.00	MW	OH		Payee Name different in Check DB
AP00090245	V01089	COVINA COLLISION REPAIR	02/15/11	1,247.48	MW	OH		
AP00090246	V00234	COVINA IRRIGATING CO	02/15/11	144,263.25	MW	OH		
AP00090247	V00262	COVINA RENTS	02/15/11	129.51	MW	OH		
AP00090248	V00837	COVINA WATER & REFUSE, CITY O	02/15/11	250.76	MW	OH		Payee Name different in Check DB
AP00090249	V02327	D3 EQUIPMENT	02/15/11	75.11	MW	OH		
AP00090250	V00283	DEMCO INC	02/15/11	290.97	MW	OH		
AP00090251	V00199	EAST DISTRICT SUPERIOR COURT	02/15/11	171.00	MW	OH		Payee Name different in Check DB
AP00090252	V00199	EAST DISTRICT SUPERIOR COURT	02/15/11	40,168.00	MW	OH		Payee Name different in Check DB
AP00090253	V00175	EDISON CO	02/15/11	42,061.82	MW	OH		
AP00090254	V00307	EDS AUTO PARTS	02/15/11	43.79	MW	OH		
AP00090255	V04673	ENTERSECT	02/15/11	92.90	MW	OH		
AP00090256	V05112	ENVISIONWARE	02/15/11	55.00	MW	OH		
AP00090257	V00176	FEDEX	02/15/11	20.41	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090258	V00339	FOOTHILL PRESBYTERIAN HOSPITAL	02/15/11	275.79	MW	OH		Payee Name different in Check DB
AP00090259	V00339	FOOTHILL PRESBYTERIAN HOSPITAL	02/15/11	25.00	MW	OH		Payee Name different in Check DB
AP00090260	V06433	GALE CENGAGE LEARNING	02/15/11	184.87	MW	OH		
AP00090261	V07793	GALLEGOS, CELILIA	02/15/11	60.00	MW	OH		
AP00090262	V00350	GAS COMPANY, THE	02/15/11	502.47	MW	OH		Payee Name different in Check DB
AP00090263	V00354	GAYLORD BROS INC	02/15/11	105.81	MW	OH		
AP00090264	V07043	GLOBALSTAR LLC	02/15/11	36.98	MW	OH		
AP00090265	V00730	GOLDEN STATE WATER COMPANY	02/15/11	351.82	MW	OH		Payee Name different in Check DB
AP00090266	V00374	GRAINGER	02/15/11	439.42	MW	OH		Payee Name different in Check DB
AP00090267	V00378	GREENS LOCK AND SAFE	02/15/11	51.42	MW	OH		
AP00090268	V07794	GUILTERMO, SARACHO	02/15/11	330.00	MW	OH		
AP00090269	V07184	HILTON SAN FRANCISCO	02/15/11	1,516.40	MW	OH		
AP00090270	V00006	HOME DEPOT	02/15/11	330.38	MW	OH		Payee Name different in Check DB
AP00090271	V00233	HYORO CONNECTIONS	02/15/11	610.67	MW	OH		
AP00090272	V00425	INGRAM DIST GROUP	02/15/11	197.24	MW	OH		
AP00090273	V06816	INTER-CON SECURITY SYSTEMS IN	02/15/11	5,148.00	MW	OH		
AP00090274	V07782	JACOBY, ERIC	02/15/11	88.00	MW	OH		
AP00090275	V00445	JEECO MFG & SUPPLY	02/15/11	42.80	MW	OH		Payee Name different in Check DB
AP00090276	V00463	KING BOLT CO	02/15/11	13.28	MW	OH		
AP00090277	V03576	LA CNTY DEPT OF PUBLIC WORKS	02/15/11	1,175.13	MW	OH		
AP00090278	V05366	LEAGUE OF CALIF CITIES	02/15/11	105.00	MW	OH		
AP00090279	V02992	LEARNING FOR LIFE	02/15/11	355.20	MW	OH		
AP00090280	V06495	LIBRARY ADVANTAGE	02/15/11	260.00	MW	OH		
AP00090281	V00501	LIEBERT CASSIDY WHITMORE	02/15/11	35.00	MW	OH		Payee Name different in Check DB
AP00090282	V07795	LISTER, THOMAS	02/15/11	45.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00090283	V03481	LOWE'S COMPANIES INC	02/15/11	69.21	MW	OH	Payee Name different in Check DB
AP00090284	V06820	MARTHA HEAVISIDE	02/15/11	736.00	MW	OH	
AP00090285	V03711	MAUREEN KANE & ASSOCIATES INC	02/15/11	1,280.00	MW	OH	
AP00090286	V04229	MERRIMAC ENERGY GROUP	02/15/11	24,913.79	MW	OH	
AP00090287	V04483	MISAC	02/15/11	240.00	MW	OH	
AP00090288	V01240	MISSION LINEN SUPPLY	02/15/11	91.46	MW	OH	
AP00090289	V07798	NAFARIYEH, BAHRAM	02/15/11	60.00	MW	OH	
AP00090290	V06687	NEWPORT FARMS INC	02/15/11	182.92	MW	OH	
AP00090291	V01721	NOLO PRESS OCCIDENTAL	02/15/11	28.57	MW	OH	
AP00090292	V00589	NOLO PRESS	02/15/11	201.42	MW	OH	
AP00090293	V07796	NORTON, JAMES	02/15/11	17.00	MW	OH	
AP00090294	V07797	OAKLEY, JACQUELINE	02/15/11	80.00	MW	OH	
AP00090295	V01136	OFFICE DEPOT	02/15/11	221.28	MW	OH	
AP00090296	V00797	OFFICE DEPOT	02/15/11	297.43	MW	OH	Payee Name different in Check DB
AP00090297	V01136	OFFICE DEPOT	02/15/11	13.71	MW	OH	
AP00090298	V07799	PENA, RICHARD	02/15/11	40.00	MW	OH	
AP00090299	V00638	POMELL CAMERA SHOP	02/15/11	10.92	MW	OH	
AP00090300	V07800	RAMIREZ, MAIDA	02/15/11	60.00	MW	OH	
AP00090301	V02043	REGAN, DAN	02/15/11	127.50	MW	OH	
AP00090302	V06114	REPUBLIC MASTER CHEFS	02/15/11	134.08	MW	OH	
AP00090303	V00676	REYNOLDS BUICK INC	02/15/11	232.38	MW	OH	Payee Name different in Check DB
AP00090304	V01740	ROBISON, MIKE	02/15/11	535.44	MW	OH	Payee Name different in Check DB
AP00090305	V07807	RONVIC INC	02/15/11	1,375.93	MW	OH	
AP00090306	V07801	RUIZ, JENEILA	02/15/11	60.00	MW	OH	
AP00090307	V07802	SALAZAR, MARITZA	02/15/11	120.00	MW	OH	

CHECK REGISTER

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090308	V05452	SALINAS, CHRISTOPHER	02/15/11	506.87	MW	OH		
AP00090309	V04895	SAN GABRIEL VALLEY TRIBUNE	02/15/11	75.00	MW	OH		
AP00090310	V05102	SANTA ANITA FAMILY SERVICE	02/15/11	570.00	MW	OH		
AP00090311	V07803	SLOAN, DANIEL	02/15/11	40.00	MW	OH		
AP00090312	V00727	SMART AND FINAL IRIS CORP	02/15/11	142.06	MW	OH		
AP00090313	V00734	SOUTHEAST CONSTRUCTION INC	02/15/11	434.30	MW	OH		
AP00090314	V00007	STAPLES INC	02/15/11	237.52	MW	OH		
AP00090315	V00585	STATE INDUSTRIAL PDCTS CO	02/15/11	177.24	MW	OH		
AP00090316	V00110	SUNGARD BI-TECH INC	02/15/11	1,154.40	MW	OH		Payee Name different in Check DB
AP00090317	V00755	SUTTON PLUMBING SERVICE	02/15/11	16.22	MW	OH		
AP00090318	V07188	SYNTECH	02/15/11	3,351.52	MW	OH		
AP00090319	V07804	TAYLOR, GEORGIANA	02/15/11	60.00	MW	OH		
AP00090320	V05776	TOSHIBA BUSINESS SOLUTIONS	02/15/11	70.01	MW	OH		
AP00090321	V03665	TOTAL PRECISION RESOURCE	02/15/11	1,257.00	MW	OH		
AP00090322	V00776	TRUGREEN LANDSCAPE	02/15/11	8,932.49	MW	OH		
AP00090323	V07805	THASAKI, SERRI	02/15/11	70.00	MW	OH		
AP00090324	V00230	UNDERGROUND SERVICE ALERT	02/15/11	94.50	MW	OH		
AP00090325	V00229	US POSTMASTER	02/15/11	943.02	MW	OH		
AP00090326	V07403	VERIZON CALIFORNIA	02/15/11	1,918.81	MW	OH		
AP00090327	V02304	VICTORY EXTERMINATING INC	02/15/11	50.00	MW	OH		
AP00090328	V07806	VIRBIA, LORELAY	02/15/11	40.00	MW	OH		
AP00090329	V00158	VULCAN MATERIALS COMPANY	02/15/11	253.57	MW	OH		Payee Name different in Check DB
AP00090330	V04678	WALCZAK, MARY LOU	02/15/11	5.98	MW	OH		
AP00090331	V01119	WARREN DISTRIBUTING INC	02/15/11	472.35	MW	OH		Payee Name different in Check DB
AP00090332	V04643	WELLS FARGO FINANCIAL LEASING	02/15/11	167.94	MW	OH		

CHECK REGISTER

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00090333	V00232	WESTERN WATER WORKS SUPPLY	02/15/11	1,965.73	MW		OH
AP00090334	V00827	WORLD BOOK SCHOOL AND LIBRARY	02/15/11	1,386.00	MW		OH
AP00090335	V00829	XEROX CORPORATION	02/15/11	96.93	MW		OH
AP00090336	V00831	Y TIRE SALES	02/15/11	2,772.42	MW		OH
AP00090337	V00833	ZEP MANUFACTURING CO	02/15/11	96.12	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	372,119.09	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

GRAND TOTAL 372,119.09

Check	Payee ID	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090338	V06191	AFLAC ACCT# YQ792	02/16/11	3,507.81	MW	OH		Payee Name different in Check DB
AP00090339	V01695	AFSCME	02/16/11	800.00	MW	OH		
AP00090340	V01681	CALIFORNIA PUBLIC EMPLOYEES'	02/16/11	58,516.26	MW	OH		Payee Name different in Check DB
AP00090341	V07287	CITY OF COVINA-FSA	02/16/11	1,222.00	MW	OH		
AP00090342	V07727	CONSECO INSURANCE COMPANY	02/16/11	285.85	MW	OH		
AP00090343	V01686	COVINA POLICE ASSOCIATION	02/16/11	1,890.00	MW	OH		
AP00090344	V02095	COVINA POLICE ASSOCIATION	02/16/11	980.00	MW	OH		
AP00090345	V01697	COVINA, CITY OF	02/16/11	6,213.18	MW	OH		
AP00090346	V02879	COVINA, CITY OF	02/16/11	39.80	MW	OH		
AP00090347	V05506	COVINA, CITY OF	02/16/11	22,912.00	MW	OH		
AP00090348	V06385	CSAC-EIA	02/16/11	4,385.27	MW	OH		
AP00090349	V06386	CSAC-EIA	02/16/11	1,406.01	MW	OH		
AP00090350	V05186	DELTA DENTAL OF CALIFORNIA	02/16/11	6,133.95	MW	OH		
AP00090351	V07259	FLEX ONE	02/16/11	20.00	MW	OH		Payee Name different in Check DB
AP00090352	V01692	GREAT WEST LIFE & ANNUITY	02/16/11	4,592.50	MW	OH		
AP00090353	V01694	HARTFORD LIFE INS	02/16/11	9.67	MW	OH		Payee Name different in Check DB
AP00090354	V01691	ICMA RETIREMENT TRUST-457	02/16/11	5,902.98	MW	OH		
AP00090355	V07302	ICMA RETIREMENT TRUST-401	02/16/11	845.47	MW	OH		
AP00090356	V01690	NATIONAL DEFERRED COMPENSATIO	02/16/11	3,267.50	MW	OH		Payee Name different in Check DB
AP00090357	V01693	PERS LONG TERM CARE PROGRAM	02/16/11	318.36	MW	OH		
AP00090358	V01687	PERS	02/16/11	76,797.66	MW	OH		
AP00090359	V04828	UNION BANK OF CALIFORNIA	02/16/11	1,923.56	MW	OH		
AP00090360	V01696	UNITED WAY OF GREATER LA	02/16/11	25.41	MW	OH		Payee Name different in Check DB
AP00090361	V06785	VISION SERVICE PLAN (CA)	02/16/11	504.24	MW	OH		

CHECK REGISTER

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	202,499.48	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
G R A N D T O T A L	202,499.48		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note	Payee Name different in Check DB
AP00090362	V05630	A-1 POWER SWEEPING CO INC	02/22/11	600.00	MM	OH			
AP00090363	V04342	ACE-1 AUTO SERVICE	02/22/11	45.00	MM	OH			
AP00090364	V06611	ADVANTEC CONSULTING ENGINEERS	02/22/11	68,923.95	MM	OH			
AP00090365	V00040	AIRGAS-WEST	02/22/11	89.79	MM	OH			
AP00090366	V06189	ALLIANT INSURANCE SERVICES	02/22/11	803.98	MM	OH			
AP00090367	V07809	ALLSTATE INSURANCE	02/22/11	3,586.41	MM	OH			
AP00090368	V07449	ANTHEM BLUE CROSS	02/22/11	521.94	MM	OH			
AP00090369	V07312	ANURA K. T. DESILVA	02/22/11	2,500.00	MM	OH			
AP00090370	V01660	AT&T	02/22/11	937.44	MM	OH			
AP00090371	V06810	AUTOZONE INC.	02/22/11	10.53	MM	OH			
AP00090372	V00090	BAKER AND TAYLOR INC	02/22/11	166.83	MM	OH			
AP00090373	V01408	BALSZ, MADELINE	02/22/11	60.62	MM	OH			
AP00090374	V07100	BANK OF THE WEST	02/22/11	9,395.07	MM	OH			
AP00090375	V07808	BERNIE GORE	02/22/11	1.90	MM	OH			
AP00090376	V07218	BLUE SHIELD OF CALIFORNIA	02/22/11	506.87	MM	OH			
AP00090377	V06683	BUILDING ELECTRONIC CONTROLS	02/22/11	75.00	MM	OH			
AP00090378	V01129	CALBO	02/22/11	215.00	MM	OH			
AP00090379	V00139	CALIBER POOL AND SPA SVC	02/22/11	1,377.00	MM	OH			
AP00090380	V05705	CALIFORNIA ASSOCIATION OF	02/22/11	150.00	MM	OH			
AP00090381	V05705	CALIFORNIA ASSOCIATION OF	02/22/11	25.00	MM	OH			
AP00090382	V00996	CALTAC	02/22/11	18.00	MM	OH			
AP00090383	V07402	CATHOLIC CHARITIES	02/22/11	12,016.52	MM	OH			
AP00090384	V06976	COLD DUCK	02/22/11	850.00	MM	OH			
AP00090385	V06072	COLLEY AUTO CARS INC.	02/22/11	316.90	MM	OH			
AP00090386	V07204	COON, MARK	02/22/11	250.00	MM	OH			

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090387	V02933	COVINA CONCERT BAND	02/22/11	500.00	MW	OH		
AP00090388	V00256	COVINA DISPOSAL CO	02/22/11	10,085.63	MW	OH		
AP00090389	V00256	COVINA DISPOSAL CO	02/22/11	302,593.24	MW	OH		
AP00090390	V00262	COVINA RENTS	02/22/11	480.71	MW	OH		
AP00090391	V00838	COVINA, CITY OF	02/22/11	294.33	MW	OH		Payee Name different in Check DB
AP00090392	V06905	CROP PRODUCTION SERVICES	02/22/11	1,175.89	MW	OH		
AP00090393	V06385	CSAC-EIA	02/22/11	9.04	MW	OH		
AP00090394	V07724	DE ALWIS, DILU	02/22/11	123.25	MW	OH		
AP00090395	V05186	DELTA DENTAL OF CALIFORNIA	02/22/11	855.90	MW	OH		
AP00090396	V02936	DELUXE BUSINESS CHECKS AND	02/22/11	163.49	MW	OH		Payee Name different in Check DB
AP00090397	V00908	DISCOVERY SCIENCE CENTER	02/22/11	75.00	MW	OH		
AP00090398	V00300	DUNN EDWARDS CORP	02/22/11	10.36	MW	OH		Payee Name different in Check DB
AP00090399	V00305	EBSCO SUBSCRIPTION SVCS	02/22/11	2,596.36	MW	OH		
AP00090400	V00175	EDISON CO	02/22/11	1,642.64	MW	OH		
AP00090401	V00307	EDS AUTO PARTS	02/22/11	73.87	MW	OH		
AP00090402	V00322	ESGIL CORPORATION	02/22/11	82.00	MW	OH		
AP00090403	V00176	FEDEX	02/22/11	7.53	MW	OH		
AP00090404	V00350	GAS COMPANY, THE	02/22/11	1,610.91	MW	OH		Payee Name different in Check DB
AP00090405	V01211	GLENDORA DODGE	02/22/11	72.61	MW	OH		
AP00090406	V00730	GOLDEN STATE WATER COMPANY	02/22/11	54.35	MW	OH		Payee Name different in Check DB
AP00090407	V00374	GRAINGER	02/22/11	253.25	MW	OH		Payee Name different in Check DB
AP00090408	V00212	HAAKER EQUIPMENT CO	02/22/11	441.65	MW	OH		
AP00090409	V07294	HOLLIDAY ROCK CO INC	02/22/11	1,523.06	MW	OH		
AP00090410	V00006	HOME DEPOT	02/22/11	628.32	MW	OH		
AP00090411	V05888	HONISH, KALIEH	02/22/11	121.58	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090412	V00414	HOSE MAN INC, THE	02/22/11	7.91	MW	OH		Payee Name different in Check DB
AP00090413	V00233	HYDRO CONNECTIONS	02/22/11	109.69	MW	OH		Payee Name different in Check DB
AP00090414	V07777	ICLEI USA MEMBERSHIP	02/22/11	600.00	MW	OH		
AP00090415	V00213	INLAND EMPIRE STAGES	02/22/11	822.00	MW	OH		
AP00090416	V00426	INLAND WATER WORKS	02/22/11	2,001.18	MW	OH		
AP00090417	V00777	J.G. TUCKER AND SON	02/22/11	191.95	MW	OH		Payee Name different in Check DB
AP00090418	V03518	JAIIME, LUIS	02/22/11	20.00	MW	OH		
AP00090419	V07173	JOHN L. HUNTER	02/22/11	2,316.25	MW	OH		
AP00090420	V05490	JS CONSULTANTS	02/22/11	16,082.15	MW	OH		
AP00090421	V00441	JW LOCK CO INC	02/22/11	61.90	MW	OH		
AP00090422	V00463	KING BOLT CO	02/22/11	10.10	MW	OH		
AP00090423	V03514	KLYMKIW, MARIE	02/22/11	53.55	MW	OH		
AP00090424	V06578	LA COUNTY REGISTRAR/RECORDER	02/22/11	16.00	MW	OH		
AP00090425	V06578	LA COUNTY REGISTRAR/RECORDER	02/22/11	16.00	MW	OH		
AP00090426	V06578	LA COUNTY REGISTRAR/RECORDER	02/22/11	16.00	MW	OH		
AP00090427	V02760	LA WORKS	02/22/11	5,263.03	MW	OH		
AP00090428	V00496	LEWIS ENGRAVING INC	02/22/11	86.70	MW	OH		
AP00090429	V07812	LOS ANGELES COUNTY	02/22/11	135.00	MW	OH		
AP00090430	V03481	LOWE'S COMPANIES INC	02/22/11	473.19	MW	OH		Payee Name different in Check DB
AP00090431	V04229	MERRIMAC ENERGY GROUP	02/22/11	20,159.09	MW	OH		
AP00090432	V01240	MISSION LINEN SUPPLY	02/22/11	284.93	MW	OH		
AP00090433	V07404	O REILLY AUTO PARTS	02/22/11	790.42	MW	OH		
AP00090434	V01136	OFFICE DEPOT	02/22/11	111.76	MW	OH		
AP00090435	V04971	PARS	02/22/11	400.00	MW	OH		
AP00090436	V00638	POWELL CAMERA SHOP	02/22/11	3.42	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090437	V03767	QUILL	02/22/11	69.11	MW	OH		
AP00090438	V03295	RANDALL, KYLE	02/22/11	165.50	MW	OH		
AP00090439	V07501	RC KEMP CONSULTING LLC	02/22/11	1,395.00	MW	OH		
AP00090440	V07106	REGIONAL TAP SERVICE CENTER	02/22/11	1,131.02	MW	OH		
AP00090441	V04895	SAN GABRIEL VALLEY TRIBUNE	02/22/11	10,450.00	MW	OH		
AP00090442	V05429	SECOM INTERNATIONAL INC	02/22/11	75.00	MW	OH		
AP00090443	V04066	SECURITAS SECURITY SERVICES	02/22/11	3,328.90	MW	OH		
AP00090444	V00727	SMART AND FINAL IRIS CORP	02/22/11	144.01	MW	OH		
AP00090445	V00734	SOUTHEAST CONSTRUCTION INC	02/22/11	37.53	MW	OH		
AP00090446	V00754	SUPERB GRAPHICS INC	02/22/11	548.75	MW	OH		
AP00090447	V05229	THYSSENKRUPP ELEVATOR	02/22/11	280.00	MW	OH		
AP00090448	V05462	UNITED TRAFFIC	02/22/11	964.34	MW	OH		
AP00090449	V03858	UPS	02/22/11	20.17	MW	OH		
AP00090450	V00229	US POSTMASTER	02/22/11	547.77	MW	OH		
AP00090451	V07107	VALLEY MANUFACTURING	02/22/11	4,201.14	MW	OH		
AP00090452	V07403	VERIZON CALIFORNIA	02/22/11	367.48	MW	OH		
AP00090453	V06785	VISION SERVICE PLAN (CA)	02/22/11	46.48	MW	OH		
AP00090454	V01907	WALTER ALLEN III	02/22/11	316.14	MW	OH		Payee Name different in Check DB
AP00090455	V06602	WELLDYNERX	02/22/11	155.62	MW	OH		
AP00090456	V00812	WEST COAST ARBORISTS INC	02/22/11	218.40	MW	OH		
AP00090457	V00232	WESTERN WATER WORKS SUPPLY	02/22/11	1,600.69	MW	OH		
AP00090458	V01741	WEYNSCHENK, AMANDA	02/22/11	120.56	MW	OH		
AP00090459	V06911	XO COMMUNICATIONS SERVICES IN	02/22/11	5,200.04	MW	OH		
AP00090460	V00432	YWCA INTERVALE SENIOR SERVICE	02/22/11	1,286.03	MW	OH		Payee Name different in Check DB

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	511,620.62	Number of Checks Processed:	99
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 511,620.62

Check	Payee ID	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00090461	V07850	Ace-1 Auto Service	02/23/11	133.00	MW	OH	
AP00090462	V07819	Acti Camera Inc.	02/23/11	133.00	MW	OH	
AP00090463	V07856	All-Pack Co. Inc.	02/23/11	133.00	MW	OH	
AP00090464	V07865	American Window Company	02/23/11	133.00	MW	OH	
AP00090465	V07844	Arrow Center Barber Shop	02/23/11	133.00	MW	OH	
AP00090466	V07817	Arrow Smog	02/23/11	133.00	MW	OH	
AP00090467	V07818	Arrow Test Only Center	02/23/11	133.00	MW	OH	
AP00090468	V07825	Arrow Transmissions	02/23/11	133.00	MW	OH	
AP00090469	V07857	Auto Cool	02/23/11	133.00	MW	OH	
AP00090470	V07822	B&R Engineering	02/23/11	133.00	MW	OH	
AP00090471	V07843	Barranca Nail and Spa	02/23/11	133.00	MW	OH	
AP00090472	V07874	Best Cuts Salon	02/23/11	133.00	MW	OH	
AP00090473	V07840	C.M.C. Engineering Inc.	02/23/11	133.00	MW	OH	
AP00090474	V07849	Cal Hair Salon	02/23/11	133.00	MW	OH	
AP00090475	V07837	Candy Connection	02/23/11	133.00	MW	OH	
AP00090476	V07868	Centerless Precision	02/23/11	133.00	MW	OH	
AP00090477	V07841	Christines Pretty Nails	02/23/11	133.00	MW	OH	
AP00090478	V07872	Citrus Auto Painting and Body	02/23/11	133.00	MW	OH	
AP00090479	V07851	CK Angel Mercedes	02/23/11	133.00	MW	OH	
AP00090480	V07877	Clancys Sports Bar	02/23/11	133.00	MW	OH	
AP00090481	V07836	Community Medical Pharmacy	02/23/11	133.00	MW	OH	
AP00090482	V07854	Connector Contact Mfg	02/23/11	133.00	MW	OH	
AP00090483	V07845	Covina Welding and Sheet Meta	02/23/11	133.00	MW	OH	
AP00090484	V07852	Cutz	02/23/11	133.00	MW	OH	
AP00090485	V07835	Discount Vita Foods	02/23/11	133.00	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090486	V07869	Dynamic Plastics Inc.	02/23/11	133.00	MW	OH		
AP00090487	V07875	Elegant Hair and Nails	02/23/11	133.00	MW	OH		
AP00090488	V07876	Fancy Nails	02/23/11	133.00	MW	OH		
AP00090489	V07863	Futrells Precision	02/23/11	133.00	MW	OH		
AP00090490	V07831	G&M Precision Ltd.	02/23/11	133.00	MW	OH		
AP00090491	V07862	Grand Auto Electric and Repai	02/23/11	133.00	MW	OH		
AP00090492	V07820	Haircuts Plus	02/23/11	133.00	MW	OH		
AP00090493	V07823	Happy Cuts Barber & Salon	02/23/11	133.00	MW	OH		
AP00090494	V07861	Harrys Auto Repair, Inc.	02/23/11	133.00	MW	OH		
AP00090495	V07830	J V Nails	02/23/11	133.00	MW	OH		
AP00090496	V07827	J&J Haircuts	02/23/11	133.00	MW	OH		
AP00090497	V07864	Kandid Graphics	02/23/11	133.00	MW	OH		
AP00090498	V07847	LA Framing Wholesaler	02/23/11	133.00	MW	OH		
AP00090499	V07815	Lee Ann Nails	02/23/11	133.00	MW	OH		
AP00090500	V07858	Micro-Tig	02/23/11	133.00	MW	OH		
AP00090501	V07859	Modern Nails	02/23/11	133.00	MW	OH		
AP00090502	V07828	Monterey Machine Product	02/23/11	133.00	MW	OH		
AP00090503	V07870	Moore's Ideal Products L.L.C.	02/23/11	133.00	MW	OH		
AP00090504	V07814	Nails Plus	02/23/11	133.00	MW	OH		
AP00090505	V07873	Nice Cleaner	02/23/11	133.00	MW	OH		
AP00090506	V07855	O Keefe & Sons Mfg Inc.	02/23/11	133.00	MW	OH		
AP00090507	V07860	Pacific Engine	02/23/11	133.00	MW	OH		
AP00090508	V07853	Pacific West Furniture Mfg In	02/23/11	133.00	MW	OH		
AP00090509	V07826	Pet Palace	02/23/11	133.00	MW	OH		
AP00090510	V07829	Photon Systems	02/23/11	133.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00090511	V07848	Pristine Windows Inc.	02/23/11	133.00	MW	OH		
AP00090512	V07867	SH Precision Products Inc.	02/23/11	133.00	MW	OH		
AP00090513	V07866	Shift Calendars Inc.	02/23/11	133.00	MW	OH		
AP00090514	V07813	Soldering Iron Repair	02/23/11	133.00	MW	OH		
AP00090515	V07842	Supercuts	02/23/11	133.00	MW	OH		
AP00090516	V07878	Supercuts	02/23/11	133.00	MW	OH		
AP00090517	V07821	Swageco	02/23/11	133.00	MW	OH		
AP00090518	V07824	T L Motors Inc.	02/23/11	133.00	MW	OH		
AP00090519	V07871	The Covina Thomas Company	02/23/11	133.00	MW	OH		
AP00090520	V07833	Transmasters Transmission	02/23/11	133.00	MW	OH		
AP00090521	V07816	Tress Novu Hair Salon	02/23/11	133.00	MW	OH		
AP00090522	V07846	Ultra Auto Repair and Supply	02/23/11	133.00	MW	OH		
AP00090523	V07838	Unique Hair Designs	02/23/11	133.00	MW	OH		
AP00090524	V07832	Unity Auto Body Repair Inc.	02/23/11	133.00	MW	OH		
AP00090525	V07834	Vincent Arco	02/23/11	133.00	MW	OH		
AP00090526	V07839	Wills Automotive	02/23/11	133.00	MW	OH		

CITY OF COVINA 02/23/11

C H E C K R E G I S T E R

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CHECK REGISTER

GL JL--Loc: ADMIN-----Job: 497291 #S021-----Prog: CK200 <1.38>--report id: CKREG---

WED, FEB 23, 2011, 11:19 AM --req: SSMANSON--leg: 02/23/11

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	8,778.00	Number of Checks Processed:	66
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	8,778.00		

Check AP00086782 V00182 Payee Name KMART STORE 4281 Date 08/17/10 Check Amount 87.75 Type RV Subs Rel TR To Note Reversed

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	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	87.75	Number of Checks Processed:	1
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	87.75		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note	Payee Name different in Check DB
AP00086700	V07574	SEQUOIA DEPLOYMENT SER	08/10/10	2,608.00	RV	TR		
AP00087042	V07600	RAMIREZ, ANTONIO	08/26/10	21.00	RV	TR		Reversed
AP00087895	V07662	GILBERTO PADILA	10/19/10	60.00	RV	TR		Reversed
AP00087949	V07654	SUSAN FEILAN	10/19/10	60.00	RV	TR		Reversed
AP00089913	X3188	SMITH, HOWARD	01/26/11	234.60	RV	TR		Payee Name different in Check DB
AP00089925	X3030	TWIST, MARGARET	01/26/11	234.60	RV	TR		Payee Name different in Check DB
AP00089957	V01269	CALIF, STATE OF	02/01/11	4,100.00	RV	TR		Payee Name different in Check DB
AP00090297	V01136	OFFICE DEPOT	02/15/11	13.71	RV	TR		Reversed

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	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	7,331.91	Number of Checks Processed:	8
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 7,331,91

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 2/01/11, 2/02/11, 2/08/11, 2/09/11, 2/15/11, 2/16/11, 2/22/11 and 2/23/11; Payroll for 2/03/11 and 2/17/11; Voids for February 2011; Workers Compensation for 12/23/11, 2/04/10, 2/11/11 and 2/18/11; 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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC 14

STAFF SOURCE: Robert Neiuber, Director of Community Development *RN*
Nuala Gasser, Senior Redevelopment Manager *NG*

ITEM TITLE: Resolutions relating to the annexation of territory to Community Facilities District No. 2007-1 known as Annexation No. 3 (451 E Badillo)

STAFF RECOMMENDATION

- a). Adopt **Resolution No. 11-6955**, declaring its intention to authorize the annexation of territories to Community Facilities District No. 2007-1 (Public Services); and
- b). Adopt **Resolution No. 11-6956**, adopting boundary maps showing territory proposed to be annexed in the future to Community Facilities District No. 2007-1 (Public Services).

FISCAL IMPACT

There are two residential units in the proposed annexation area subject to the special tax. The "Special Tax" authorized by the proposed annexation to Community Facilities District 2007-1 (the "CFD") will generate \$856.18 annually based on the 2010-2011 tax rate of \$428.09 per unit, and will be deposited to Account No. 2740-4800-00-45800. The Special Tax shall be used to pay for the following services: police, fire protection and suppression, paramedic services, and park maintenance. The Special Tax will increase annually by the greater of two percent (2.00%), or the percentage change in the Consumer Price Index.

BACKGROUND

The purpose of the subject resolutions is to 1) notice the intent of the City to annex property to the CFD, 2) identify the boundaries of the proposed annexation, 3) identify the types of services to be funded by the CFD, and 4) notice that a public hearing will be held on June 7, 2011, where the City Council will consider the proposed annexation. The subject resolutions are hereby presented to the City Council, pursuant to the Conditions of Approval for a two-unit condominium development at 451 E. Badillo Street, Covina, CA.

On June 5, 2007, the City Council held a public hearing and formed CFD 2007-1. Pursuant to the Conditions of Approval for development of two attached residential condominiums at 451 E. Badillo Street, Covina, the builder has agreed to annex to the CFD, or to pay an in-lieu fee based on the financial impact on Police, Fire, Emergency and Parks services. The builders have opted to annex into the CFD. Under the CFD, in Fiscal Year 2010-2011, any newly constructed residential units are charged \$428.09 per year for the following services: police, fire protection and suppression, paramedic services, and park maintenance. This Special Tax appears on the annual Property Tax bill for each parcel. The Special Tax authorized by the CFD shall be levied

on all parcels for which building permits were issued on or before May 1 of the preceding fiscal year.

An existing residential unit on the property at 451 E. Badillo Street will not be subject to the Special Tax.

The purpose of the CFD is to finance the aforementioned public safety and park services that are in addition to those currently provided for the territory within the District. In Fiscal Year 2010-2011, the calculated amount for these services, for each additional multi-family residential unit, is \$428.09. This program has been conceived with the intention that all future residential development, which results in a net increase of residential units, would annex to the CFD. Residential units constructed prior to formation of the CFD are not subject to the Special Tax.

RELEVANCE TO THE STRATEGIC PLAN

This action will assist the City to reach the goal of enhancing financial stability, as the special tax assessed on all future residential development will provide some of the needed funding to provide public safety and park services.

EXHIBITS

- A. Resolution No. 11-6955
- B. Resolution No. 11-6956

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

EXHIBIT A

RESOLUTION NO. 11-6955

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, DECLARING ITS INTENTION TO AUTHORIZE THE
ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES
DISTRICT NO. 2007-1 (PUBLIC SERVICES)**

WHEREAS, the City Council of the City of Covina, California, (hereafter referred to as the “City Council”), at this time desires to authorize the annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (“CFD No. 2007-1”) pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982”, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California, as amended (the “Act”); and

WHEREAS, CFD No. 2007-1 was formed to finance new police services, fire protection and suppression services, paramedic services, and park maintenance and other public services in addition to those provided in or required for the territory within CFD No. 2007-1 and will not be replacing services already available; and

WHEREAS, certain territory is proposed to be annexed to CFD No. 2007-1 and such territory shall be known and designated as Community Facilities District No. 2007-1 (Public Services), Annexation No. 3 (“Annexation No. 3”).

WHEREAS, this legislative body now desires to proceed to adopt its Resolution of Intention to annex Annexation No. 3 into CFD No. 2007-1, to describe the territory proposed to be annexed, Annexation No. 3, to specify the services to be financed from the proceeds of the levy of special taxes within Annexation No. 3, to set and specify the special taxes that would be levied within the territory to finance such services, and to set a time and place for a public hearing relating to the annexation of Annexation No. 3 into CFD No. 2007-1; and

WHEREAS, a map showing the boundaries of Annexation No. 3 proposed to be annexed has been submitted, and a copy of the map shall be kept on file with the transcript of these proceedings.

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

SECTION 1 Recitals. The above recitals are all true and correct.

SECTION 2 Authorization. The proceedings for annexing Annexation No. 3 into CFD No. 2007-1 are authorized and initiated by this legislative body pursuant to the authorization of the Act.

SECTION 3 Intention to Annex. This legislative body hereby determines that the public convenience and necessity requires that Annexation No. 3 be added to CFD No. 2007-1 in order to pay the costs and expenses for the required and authorized new services generated from new

development within the City and this City Council declares its intention to annex Annexation No. 3 to CFD No. 2007-1.

SECTION 4 Boundaries. A general description of the boundaries of Annexation No. 3 proposed to be annexed is as follows:

All that territory proposed to be annexed to CFD No. 2007-1, as such property is shown on a map designated as “Annexation Map No. 3 of Community Facilities District No. 2007-1 (Public Services), City of Covina, County of Los Angeles, State of California,” attached hereto as Exhibit “A” and hereby incorporated by reference.

SECTION 5 Name of District. The name of the district is “City of Covina Community Facilities District No. 2007-1 (Public Services)” and the designation for the territory to be annexed shall be “City of Covina Community Facilities District No. 2007-1 (Public Services), Annexation No. 3.”

SECTION 6 Services Authorized to be Financed by CFD No. 2007-1, Annexation No. 3. The services that are authorized to be financed by CFD No. 2007-1 are certain services which are in addition to those provided in or required for the territory within CFD No. 2007-1 and Annexation No. 3 and will not be replacing services already available. A general description of the services to be financed by CFD No. 2007-1 and Annexation No. 3 is as follows:

PUBLIC SERVICES

New police services, fire protection and suppression services, paramedic services, and park maintenance, including but not limited to (i) the costs of contracting services, (ii) related facilities, equipment, vehicles, ambulances, fire apparatus and supplies, (iii) the salaries and benefits of City staff that directly provide police services, fire protection and suppression services, paramedic services, and park maintenance respectively, and (iv) City overhead costs associated with providing such services within CFD No. 2007-1 and Annexation No. 3. The Special Tax provides only partial funding for Public Services.

The same types of services which are authorized to be financed by CFD No. 2007-1 are the types of services to be provided in Annexation No. 3. If, and to the extent possible, such services shall be provided in common within CFD No. 2007-1 and Annexation No. 3.

SECTION 7 Special Taxes. It is the further intention of this City Council body that, except where funds are otherwise available, a special tax sufficient to pay for such services to be provided in CFD No. 2007-1 and Annexation No. 3, and related incidental expenses authorized by the Act, secured by recordation of a continuing lien against all non-exempt real property in Annexation No. 3, will be levied annually within the boundaries of such Annexation No. 3. For further particulars as to the rate and method of apportionment of the proposed special tax, reference is made to the attached and incorporated Exhibit “B” (the “First Amended Rate and Method of Apportionment”), which sets forth in sufficient detail the method of apportionment to allow each landowner or resident within proposed Annexation No. 3 to clearly estimate the maximum amount that such person will have to pay.

The special tax proposed to be levied within Annexation No. 3 for services to be supplied within Annexation No. 3 shall be equal to the special tax levied to pay for the same services in CFD No. 2007-1, to the extent that the actual cost of providing the services in Annexation No. 3 is equivalent to the cost of providing those services in CFD No. 2007-1. Notwithstanding the foregoing, the special tax may not be levied at a rate that is higher than the maximum special tax authorized to be levied pursuant to the First Amended Rate and Method of Apportionment.

The special taxes herein authorized, to the extent possible, shall be collected in the same manner as ad valorem property taxes and shall be subject to the same penalties, procedure, sale and lien priority in any case of delinquency as applicable for ad valorem taxes. Any special taxes that may not be collected on the County tax roll shall be collected through a direct billing procedure by the City Treasurer.

The maximum special tax rate in CFD No. 2007-1 shall not be increased as a result of the annexation of Annexation No. 3 to CFD No. 2007-1.

SECTION 8 Public Hearing. Notice is given that on the 7th day of June, 2011, at the hour of 7:30 p.m., in the regular meeting place of the City Council being the Covina City Hall located at 125 E. College Street Covina, CA 91723, a public hearing will be held where this City Council will consider the authorization for the annexation of Annexation No. 3 to CFD No. 2007-1, the proposed method and apportionment of the special tax to be levied with Annexation No. 3 and all other matters as set forth in this Resolution of Intention.

At such public hearing, the testimony of all interested persons for or against the annexation of Annexation No. 3 or the levying of special taxes within Annexation No. 3 will be heard.

At such public hearing, protests against the proposed annexation of Annexation No. 3, the levy of special taxes within Annexation No. 3 or any other proposals contained in this resolution may be made orally by any interested person. Any protests pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularities or defects to which objection is made. All written protests shall be filed with the City Clerk prior to the time fixed for the public hearing. Written protests may be withdrawn at any time before the conclusion of the public hearing.

SECTION 9 Majority Protest. If (a) 50% or more of the registered voters, or six (6) registered voters, whichever is more, residing within CFD No. 2007-1, (b) 50% or more of the registered voters, or six (6) registered voters, whichever is more, residing within Annexation No. 3, (c) owners of one-half or more of the area of land in the territory included in CFD 2007-1, or (d) owners of one-half or more of the area of land in the territory included in Annexation No. 3, file written protests against the proposed annexation of Annexation No. 3 to CFD No. 2007-1 and such protests are not withdrawn so as to reduce the protests to less than a majority, no further proceedings shall be undertaken for a period of one year from the date of the decision by the City Council on the annexation of Annexation No. 3 to CFD 2007-1.

SECTION 10 Notice. Notice of the time and place of the public hearing shall be given by the City Clerk by publication in a legally designated newspaper of general circulation, in the territory

of Annexation No. 3 and CFD 2007-1 pursuant to Section 6061 of the Government Code. Said publication shall be completed at least seven (7) days prior to the date set for the public hearing and shall contain the information prescribed in Section 53322 of the Act.

SECTION 11 The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 19th day of April, 2011.

John King, Mayor

ATTEST:

Deputy City Clerk, City of Covina

APPROVED AS TO FORM;

City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 11-6955 was adopted by the Covina City Council at a regular meeting of the City Council held this 19th day of April, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

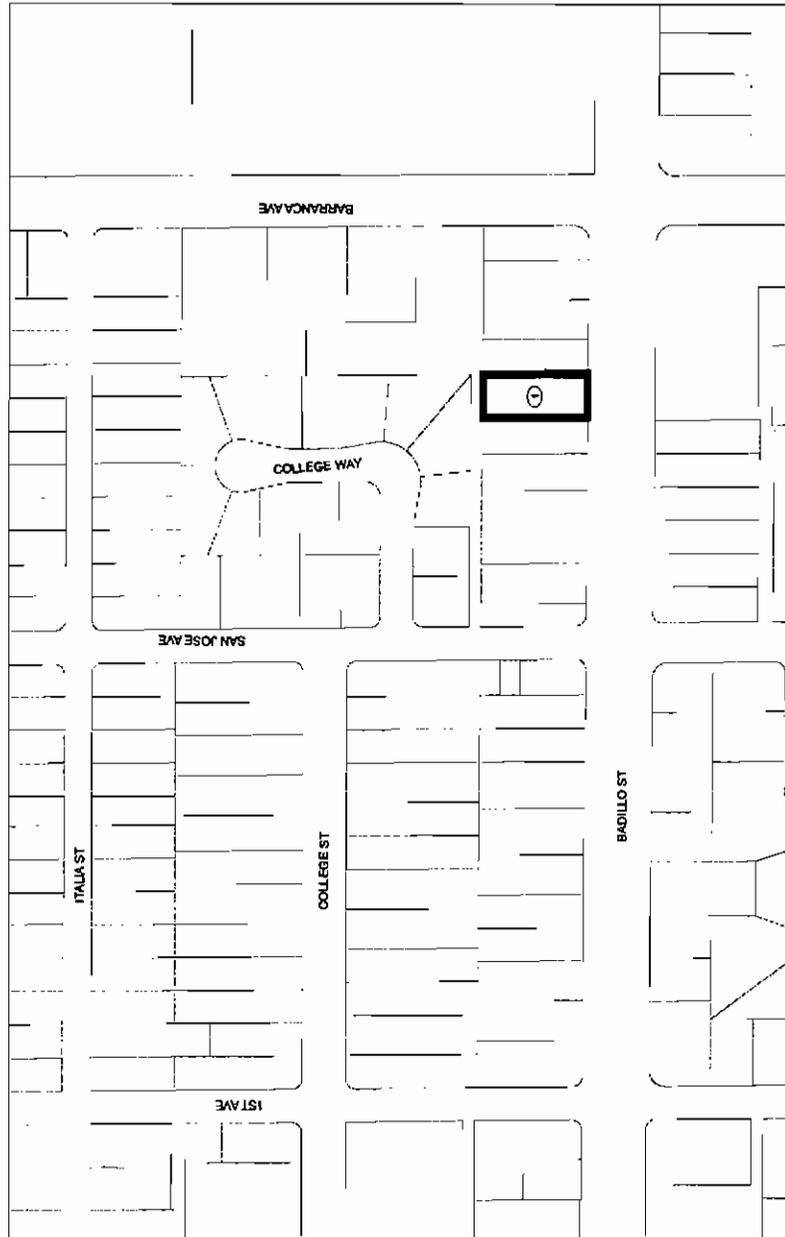
ABSENT:

Catherine M. LaCroix
Deputy City Clerk

EXHIBIT A
ANNEXATION MAP

**ANNEXATION MAP NO. 3
COMMUNITY FACILITIES DISTRICT NO. 2007-1
(PUBLIC SERVICES)**

CITY OF CORONA
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA



I HEREBY CERTIFY THAT THE WITHIN MAP SHOWS THE
COMMUNITY FACILITIES DISTRICT NO. 2007-1 PUBLIC
SERVICES, CITY OF CORONA, COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA, AS A RESULT OF THE CITY
COUNCIL OF THE CITY OF CORONA AT A REGULAR
MEETING THEREOF, HELD ON THE _____ DAY OF
_____, 2011, BY ITS RESOLUTION NO. _____

CITY CLERK
CITY OF CORONA

FILED THIS _____ DAY OF _____, 2011, AT THE
HOUR OF _____ O'CLOCK _____ IN THE BOOK
OF MAPS OF EXEMPTION AND COMMUNITY FACILITIES
DISTRICTS, PARCEL _____ IN THE OFFICE OF THE COUNTY
RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF
CALIFORNIA.

BY DEPUTY
COUNTY RECORDER
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

REFERENCE IS MADE TO THAT BOUNDARY MAP OF
COMMUNITY FACILITIES DISTRICT NO. 2007-1 PUBLIC
SERVICES, CITY OF CORONA, COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA, AS A RESULT OF THE CITY
COUNCIL OF THE CITY OF CORONA AT A REGULAR
MEETING THEREOF, HELD ON THE _____ DAY OF
_____, 2011, AS DOCUMENT NO. 200713 SUB IN THE
OFFICE OF THE COUNTY RECORDER IN THE COUNTY
OF LOS ANGELES, STATE OF CALIFORNIA.

THE LINES AND DIMENSIONS OF EACH LOT ON PARCEL
SHOWN ON THIS DIAGRAM SHALL BE THOSE LINES AND
DIMENSIONS SHOWN ON THE COUNTY ASSESSOR'S
ASSESSOR'S MAP FOR THOSE PARCELS LISTED.

THE LOS ANGELES COUNTY ASSESSOR'S MAPS SHALL
GOVERN FOR ALL OF THE S CONCERNING THE LINES AND
DIMENSIONS OF SUCH LOTS OR PARCELS.

LEGEND

 ANNEXATION BOUNDARY
 ① MAP REFERENCE NUMBER



1	2
1	2

EXHIBIT B

RESOLUTION NO. 11-6956

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, ADOPTING BOUNDARY MAP SHOWING TERRITORY
PROPOSED TO BE ANNEXED IN THE FUTURE TO COMMUNITY
FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES)**

WHEREAS, the City Council of the City of Covina, California, (hereafter referred to as the “City Council”), formed a Community Facilities District, designated as Community Facilities District No. 2007-1 (Public Services) (“CFD No. 2007-1”), pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982”, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California, as amended (the “Act”); and

WHEREAS, the City Council desires to initiate proceedings to annex certain territory to CFD No. 2007-1; and

WHEREAS, there has been submitted a map showing the territory proposed to be annexed to CFD No. 2007-1, said area to be designated as Community Facilities District No. 2007-1 (Public Services), Annexation No. 3 (hereafter referred to as “Annexation No. 3”).

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

SECTION 1 Recitals. The above recitals are all true and correct.

SECTION 2 Annexation Map. The map showing Annexation No. 3 to be subject to the levy of a special tax upon the annexation of such territory to CFD No. 2007-1 is hereby approved and adopted. Such map is designated by the name of “Annexation Map No. 3 of Community Facilities District No. 2007-1 (Public Services), City of Covina, County of Los Angeles, State of California.”

SECTION 3 Certificate. A certificate shall be endorsed on the original and on at least one (1) copy of the map of Annexation No. 3, evidencing the date and adoption of this Resolution, and within fifteen days after the adoption of the Resolution of Intention fixing the time and place of the Public Hearing to annex Annexation No. 3 to CFD No. 2007-1, a copy of said map shall be filed with the correct and proper endorsements thereon with the Los Angeles County Recorder, all in the manner and form provided for Section 3111 of the Streets and Highways Code of the State California.

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

PASSED, APPROVED AND ADOPTED this 19th day of April, 2011.

John King, Mayor

ATTEST:

Deputy City Clerk, City of Covina

APPROVED AS TO FORM;

City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 6956 was adopted by the Covina City Council at a regular meeting of the City Council held this 19th day of April, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix
Deputy City Clerk

EXHIBIT B

AMENDED RATE AND METHOD OF APPORTIONMENT

FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

CITY OF COVINA

COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES)

A special tax as hereinafter defined shall be levied on and collected for Community Facilities District No. 2007-1 (Public Services) of the City of Covina ("CFD No. 2007-1") each Fiscal Year, commencing in Fiscal Year 2007-2008, in an amount determined by the City Council of the City of Covina through the application of the appropriate Special Tax for "Developed Property," as described below. All of the real property in CFD No. 2007-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent, and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Act" means the Mello-Roos Communities Facilities Act of 1982 as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means any actual ordinary and necessary expense of the City of Covina, or designee thereof or both, to carry out the administration of CFD No. 2007-1 related to the determination of the amount of the levy of the Special Tax, the collection of the Special Tax including the expenses of collecting delinquencies, the payment of a proportional share of salaries and benefits of any City employee whose duties are directly related to the administration of CFD No. 2007-1, fees and expenses for counsel, Special Tax consultant and other consultants hired by the City in relation to CFD No. 2007-1, costs associated with responding to public inquiries regarding CFD No. 2007-1, and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2007-1.

"Affordable Housing" means any Unit within CFD No. 2007-1 that is subject to a written and recordable covenant, deed restriction, resale restriction, regulatory agreement or similar agreement with either the City of Covina or the Redevelopment Agency of the City of Covina, which restricts the amount of rent for that Unit to "affordable rent" (as that term is defined in California Health and Safety Code Section 50053) for a period of not less than fifty-five (55) years, or which restricts the purchase price for that Unit to "affordable housing cost" (as that term is defined in California Health and Safety Code Section 50052.5) for a period of not less than forty-five (45) years. A Unit shall no longer be considered Affordable Housing following the expiration or termination of the applicable covenant, restriction or agreement.

"Annual Escalation Factor" means for the Special Tax, the greater of (i) two percent (2.00%), or (ii) the percentage change in the Consumer Price Index for the Calendar Year ending in December of the prior Fiscal Year.

"Assessor's Parcel" means a lot or parcel of land designated on an Assessor's Parcel Map with an assigned Assessor's Parcel number within the boundaries of CFD No. 2007-1.

“Assessor’s Parcel Map” means an official map of the Assessor of the County designating parcels by Assessor’s Parcel number.

“Base Year” means Fiscal Year ending June 30, 2008.

“Boundary Map” means the map of the boundaries for CFD No. 2007-1, as approved by the City Council, and recorded with the County in maps of assessments and community facilities districts.

“Building Permit” means a permit for new construction for a residential dwelling Unit. For purposes of this definition, “Building Permit” shall not include permits for construction or installation of retaining walls, utility improvements, or other such improvements not intended for human habitation.

“Calendar Year” means the period commencing January 1 of any year and ending the following December 31.

“CFD Administrator” means an official of the City, or designee thereof, responsible for determining the Special Tax Requirements and providing for the levy and collection of the Special Tax.

“CFD No. 2007-1” means Community Facilities District No. 2007-1 (Public Services) established by the City under the Act.

“City” means the City of Covina.

“City Council” means the City Council of the City, acting as the Legislative Body of CFD No. 2007-1, or its designee.

“Consumer Price Index” means the index published by the U.S. Department of Labor, Bureau of Labor Statistics for all urban consumers in the Los Angeles-Riverside-Orange County area.

“County” means the County of Los Angeles.

“Developed Property” means all Assessor’s Parcels within CFD No. 2007-1 for which Building Permits were issued on or before May 1 preceding the Fiscal Year for which the Special Tax is being levied, provided that a Final Map was created on or before January 1 of the prior Fiscal Year and that each such Assessor's Parcel is associated with a Lot, as determined reasonably by the City and/or CFD administrator.

“Exempt Property” means all Assessor’s Parcels within CFD No. 2007-1 designated as being exempt from the Special Tax as determined in Section F.

“Final Map” means a subdivision of property evidenced by the recordation of a final map, parcel map, or lot line adjustment, pursuant to the Subdivision Map Act (California Government Code Section 66410 et seq.) or the recordation of a condominium plan pursuant to California Civil Code 1352 that creates individual lots for which Building Permits may be issued without further subdivision.

“Fiscal Year” means the period commencing on July 1 of any year and ending the following June 30.

“Lot” means an individual legal lot created by a Final Map for which a Building Permit could or has been issued.

“Maximum Special Tax” means the Maximum Special Tax determined in accordance with Section C, which can be levied by CFD No. 2007-1 in any Fiscal Year on Taxable Property within CFD No. 2007-1.

“Mixed-Use Property” means all Assessor’s Parcels of Developed Property for which Building Permit(s) have been issued for purposes of constructing Non-Residential Property and Residential Property. Residential Units on Mixed-Use Property shall be classified as Multi-Family Residential.

“Multi-Family Residential” means all Assessor’s Parcels of Developed Property for which a Building Permit has been issued for purposes of constructing a residential structure consisting of two or more residential Units that share common walls, including, but not limited to, duplexes, triplexes, town homes, condominiums, apartment Units, and residential Units on Assessor’s Parcels that are considered Mixed-Use Property.

“Non-Residential Property” means all Assessor’s Parcels for which a Building Permit was issued for any type of non-residential use.

“Public Property” means any property within the boundaries of CFD No. 2007-1 that is owned by or irrecoverably dedicated to the City, the federal government, the State of California, the County, CFD No. 2007-1, or other public agency. For purposes of this definition, property owned by the Redevelopment Agency of the City of Covina is **not** considered Public Property and any property owned by the Redevelopment Agency will be subject to the levy of a Special Tax in accordance with Sections C and D herein.

“Public Services” means new police services, fire protection and suppression services, paramedic services, and park maintenance, including but not limited to (i) the costs of contracting services, (ii) related facilities, equipment, vehicles, ambulances, fire apparatus and supplies, (iii) the salaries and benefits of City and Fire District staff that directly provide police services, fire protection and suppression services, paramedic services, and park maintenance, and (iv) City and Fire District overhead costs associated with providing such services within CFD No. 2007-1. The Special Tax provides only partial funding for police, fire protection services, paramedic services, and park maintenance.

“Special Tax” means any special tax authorized to be levied by CFD No. 2007-1 pursuant to the Act to fund the Special Tax Requirement.

“Single-Family Residential” means all Assessor’s Parcels of Developed Property for which a Building Permit has been issued for purposes of constructing one single-family residential dwelling Unit.

“Taxable Property” means all Assessor’s Parcels within CFD No. 2007-1 that are not exempt from the levy of the Special Tax.

“Tax Class” means any of the classes listed in Table 1 below.

“Undeveloped Property” means all Assessor’s Parcels within CFD No. 2007-1 for which Building Permits have not been issued and that is not classified as Approved Property or Public Property.

“Unit” means any separate residential dwelling unit in which a person or persons may live, which comprises an independent facility capable of conveyance separate from adjacent residential dwelling units and is not considered to be for commercial or industrial use.

B. CLASSIFICATION OF ASSESSOR’S PARCELS

Each Fiscal Year, beginning with Fiscal Year 2007-2008, each Assessor’s Parcel within CFD No. 2007-1 shall be classified as Developed Property or Exempt Property. In addition, each Fiscal Year, beginning with Fiscal Year 2007-2008, each Assessor’s Parcel of Developed Property shall be further classified as Single-Family Residential, Multi-Family Residential, or Mixed-Use Property.

C. MAXIMUM ANNUAL SPECIAL TAX

The Maximum Special Tax for each Assessor’s Parcel classified as Single-Family Residential, Multi-Family Residential, and Mixed-Use Property in Fiscal Year 2007-2008 shall be equal to the Maximum Special Tax set forth in Table 1.

TABLE 1
MAXIMUM ANNUAL SPECIAL TAX RATES
Fiscal Year 2007-2008

Tax Class	Description	Maximum Special Tax
1	Single-Family Residential	\$527 per Unit
2	Multi-Family Residential	\$395 per Unit
3	Mixed-Use Property	\$395 per Unit

For each subsequent Fiscal Year following the Base Year, the Maximum Special Tax for each Assessor’s Parcel classified as Developed Property shall be adjusted by the Annual Escalation Factor.

Multiple Tax Classes

In some instances an Assessor’s Parcel may contain more than one Tax Class. The Maximum Special Tax levied on such Assessor’s Parcel shall be the sum of the Maximum Special Tax that can be imposed on all Tax Classes located on that Assessor’s Parcel.

D. METHOD OF APPORTIONMENT OF SPECIAL TAX

Commencing with Fiscal Year 2007-2008, and for each subsequent Fiscal Year, the Special Tax shall be levied on each Assessor’s Parcel of Developed Property at the applicable Maximum Special Tax as set forth in Section C.

E. TERMINATION OF SPECIAL TAX

The Special Tax shall be levied in perpetuity to fund Public Services provided to CFD No. 2007-1.

F. EXEMPTIONS

The City shall classify as Exempt Property: (i) Public Property, (ii) Non-Residential Property, (iii) Undeveloped Property, (iv) Affordable Housing, or (v) Assessor's Parcels with public or utility easements making impractical their utilization for other purposes than those set forth in the easement.

G. APPEALS

Any property owner claiming that the amount or application of the Special Tax is not correct may file a written notice of appeal with the City Council not later than twelve months after having paid the first installment of the Special Tax that is disputed. A representative(s) of CFD No. 2007-1 shall promptly review the appeal, and if necessary, meet with the property owner, consider written and oral evidence regarding the amount of the Special Tax, and rule on the appeal. If the representative's decision requires that the Special Tax for an Assessor's Parcel be modified or changed in favor of the property owner, a cash refund shall not be made, but an adjustment shall be made to the Special Tax on that Assessor's Parcel in the subsequent Fiscal Year(s).

H. MANNER OF COLLECTION

The annual Special Taxes shall be collected in the same manner and at the same time as ordinary ad valorem property taxes, provided, however, that CFD No. 2007-1 may collect the Special Taxes at a different time or in a different manner if necessary to meet its financial obligations.

EXHIBIT B

RESOLUTION NO. 11-6956

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, ADOPTING BOUNDARY MAP SHOWING TERRITORY
PROPOSED TO BE ANNEXED IN THE FUTURE TO COMMUNITY
FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES)**

WHEREAS, the City Council of the City of Covina, California, (hereafter referred to as the “City Council”), formed a Community Facilities District, designated as Community Facilities District No. 2007-1 (Public Services) (“CFD No. 2007-1”), pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982”, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California, as amended (the “Act”); and

WHEREAS, the City Council desires to initiate proceedings to annex certain territory to CFD No. 2007-1; and

WHEREAS, there has been submitted a map showing the territory proposed to be annexed to CFD No. 2007-1, said area to be designated as Community Facilities District No. 2007-1 (Public Services), Annexation No. 3 (hereafter referred to as “Annexation No. 3”).

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

SECTION 1 Recitals. The above recitals are all true and correct.

SECTION 2 Annexation Map. The map showing Annexation No. 3 to be subject to the levy of a special tax upon the annexation of such territory to CFD No. 2007-1 is hereby approved and adopted. Such map is designated by the name of “Annexation Map No. 3 of Community Facilities District No. 2007-1 (Public Services), City of Covina, County of Los Angeles, State of California.”

SECTION 3 Certificate. A certificate shall be endorsed on the original and on at least one (1) copy of the map of Annexation No. 3, evidencing the date and adoption of this Resolution, and within fifteen days after the adoption of the Resolution of Intention fixing the time and place of the Public Hearing to annex Annexation No. 3 to CFD No. 2007-1, a copy of said map shall be filed with the correct and proper endorsements thereon with the Los Angeles County Recorder, all in the manner and form provided for Section 3111 of the Streets and Highways Code of the State California.

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

PASSED, APPROVED AND ADOPTED this 19th day of April, 2011.

John King, Mayor

ATTEST:

Deputy City Clerk, City of Covina

APPROVED AS TO FORM;

City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 6956 was adopted by the Covina City Council at a regular meeting of the City Council held this 19th day of April, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix
Deputy City Clerk

COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC 15

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

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of **\$415,058.57**

BACKGROUND:

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

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS		
February 3, 2011	6322-6337	\$47,575.97
February 10, 2011	6338-6355	\$253,900.19
February 17, 2011	6356-6365	\$6,983.48
February 23, 2011	6366-6373	\$36,645.43
February 3, 2011	(Reimburse PR Insurance)	\$9,126.31
February 17, 2011	(Reimburse PR Insurance)	\$9,080.01

PAYROLL

February 3, 2011	\$26,159.12
February 17, 2011	\$25,588.06

VOIDS

RELEVANCE TO STRATEGIC PLAN: Not applicable

GRAND TOTAL: \$415,058.57

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

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

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
RA00006322	CRA00129	COVINA WATER & REFUSE, CITY O	02/03/11	215.07	MM	OH		Payee Name different in Check DB
RA00006323	CRA00129	COVINA WATER & REFUSE, CITY O	02/03/11	51.24	MM	OH		Payee Name different in Check DB
RA00006324	CRA00128	COVINA, CITY OF	02/03/11	7,867.55	MM	OH		Payee Name different in Check DB
RA00006325	CRA00128	COVINA, CITY OF	02/03/11	316.58	MM	OH		Payee Name different in Check DB
RA00006326	CRA00128	COVINA, CITY OF	02/03/11	19,378.45	MM	OH		Payee Name different in Check DB
RA00006327	CRA00128	COVINA, CITY OF	02/03/11	5,066.00	MM	OH		Payee Name different in Check DB
RA00006328	CRA00128	COVINA, CITY OF	02/03/11	1,773.00	MM	OH		Payee Name different in Check DB
RA00006329	CRA00027	EDISON CO	02/03/11	77.09	MM	OH		Payee Name different in Check DB
RA00006330	CRA00049	GEOGRAPHICS	02/03/11	1,955.33	MM	OH		Payee Name different in Check DB
RA00006331	CRA00057	HDL COREN & CONE	02/03/11	1,500.00	MM	OH		Payee Name different in Check DB
RA00006332	CRA00682	PROSE GRANTWRITING	02/03/11	1,200.00	MM	OH		Payee Name different in Check DB
RA00006333	CRA00595	REGINA COLLINS	02/03/11	825.00	MM	OH		Payee Name different in Check DB
RA00006334	CRA00100	SGV NEWSPAPER GROUP	02/03/11	3,860.00	MM	OH		Payee Name different in Check DB
RA00006335	CRA00437	SO CALIF GAS COMPANY	02/03/11	177.03	MM	OH		Payee Name different in Check DB
RA00006336	CRA00273	UNITED SITE SERVICES OF CA IN	02/03/11	68.63	MM	OH		Payee Name different in Check DB
RA00006337	CRA00122	WILLDAN	02/03/11	3,245.00	MM	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	47,575.97	Number of Checks Processed:	16
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	47,575.97		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
RA00006338	CRA00545	AL-SAL OIL COMPANY INC	02/10/11	7,333.33	MW	OH		
RA00006339	CRA00626	ANDY GUMP INC	02/10/11	19.86	MW	OH		
RA00006340	CRA00543	BANK OF THE WEST	02/10/11	1,747.63	MW	OH		
RA00006341	CRA00549	BEST BEST & KRIEGER LLP	02/10/11	14,749.05	MW	OH		
RA00006342	CRA00035	COVINA DISPOSAL CO	02/10/11	117.48	MW	OH		
RA00006343	CRA00128	COVINA, CITY OF	02/10/11	111,962.89	MW	OH		Payee Name different in Check DB
RA00006344	CRA00128	COVINA, CITY OF	02/10/11	216.51	MW	OH		Payee Name different in Check DB
RA00006345	CRA00034	DH MAINTENANCE SERVICES	02/10/11	95.00	MW	OH		
RA00006346	CRA00027	EDISON CO	02/10/11	188.71	MW	OH		
RA00006347	CRA00697	GIOVANNI'S RISTORANTE	02/10/11	104.03	MW	OH		
RA00006348	CRA00696	J & G INDUSTRIES INC.	02/10/11	92,160.00	MW	OH		
RA00006349	CRA00070	LEVI'S OPERATING CORP	02/10/11	4,639.00	MW	OH		
RA00006350	CRA00684	LOS ANGELES COUNTY	02/10/11	16.00	MW	OH		
RA00006351	CRA00684	LOS ANGELES COUNTY	02/10/11	16.00	MW	OH		
RA00006352	CRA00155	MORENO, MERCY	02/10/11	396.00	MW	OH		
RA00006353	CRA00518	OVERLAND PACIFIC & CUTLER INC	02/10/11	3,809.00	MW	OH		Payee Name different in Check DB
RA00006354	CRA00122	WILLDAN	02/10/11	15,129.70	MW	OH		Payee Name different in Check DB
RA00006355	CRA00125	YMCA WINGS SHELTER	02/10/11	1,200.00	MW	OH		

Check Payee ID. Payee Name Date Check Amount Type Subs Rel To Note
 =====

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
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		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		253,900.19		Number of Checks Processed:	18	
		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				253,900.19				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
RA00006356	CRA00656	CATHOLIC CHARITIES	02/17/11	2,289.15	NM	OH		
RA00006357	CRA00335	COUNTY SANITATION DISTRICTS O	02/17/11	1,228.08	NM	OH		
RA00006358	CRA00129	COVINA WATER & REFUSE, CITY O	02/17/11	168.28	NM	OH		Payee Name different in Check DB
RA00006359	CRA00027	EDISON CO	02/17/11	52.45	NM	OH		
RA00006360	CRA00096	POWELL CAMERA SHOP	02/17/11	54.82	NM	OH		
RA00006361	CRA00100	SGV NEWSPAPER GROUP	02/17/11	1,950.00	NM	OH		
RA00006362	CRA00273	UNITED SITE SERVICES OF CA IN	02/17/11	105.52	NM	OH		Payee Name different in Check DB
RA00006363	CRA00212	VERIZON CALIFORNIA	02/17/11	57.59	NM	OH		
RA00006364	CRA00394	VISTA POINTE APARTMENTS	02/17/11	672.00	NM	OH		
RA00006365	CRA00642	XO COMMUNICATIONS	02/17/11	405.59	NM	OH		

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Total Reversals 0.00 Number of Checks Processed: 0

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Total EFTs 0.00 Number of EFTs Processed: 0

G R A N D T O T A L 6,983.48

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RA00006366	CRA00128	COVINA, CITY OF	02/23/11	308.44	MM	OH		Payee Name different in Check DB
RA00006367	CRA00698	DERO BIKE RACK COMPANY	02/23/11	7,243.40	MM	OH		
RA00006368	CRA00057	HDL COREN & CONE	02/23/11	3,150.00	MM	OH		Payee Name different in Check DB
RA00006369	CRA00058	ICSC	02/23/11	50.00	MM	OH		
RA00006370	CRA00699	ROSE INSTITUTE	02/23/11	75.00	MM	OH		
RA00006371	CRA00618	URBAN FUTURES INC	02/23/11	780.00	MM	OH		
RA00006372	CRA00116	US BANK	02/23/11	24,366.59	MM	OH		
RA00006373	CRA00394	VISTA POINTE APARTMENTS	02/23/11	672.00	MM	OH		

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

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Total EFTs 0.00 Number of EFTs Processed: 0

G R A N D T O T A L 36,645.43

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 2/03/11, 2/10/11, 2/17/11 and 2/23/11; Payroll for 2/03/11 and 2/17/11; 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

COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: CC 16

STAFF SOURCE: Robert Neiuber, Director of Community Development/
Deputy Executive Director ^{2N}

ITEM TITLE: Continue roof repair at the McGill Transitional House under Section 22050 of the California Public Contract Code

STAFF/AGENCY RECOMMENDATION

Adopt **Resolution No. 11-676** confirming the continued existence of an emergency at the Agency-owned McGill Transitional House pursuant to Section 22050 of the California Public Contract Code.

FISCAL IMPACT

Funding for the work for an amount up to \$20,000 is currently budgeted in the Redevelopment Agency Low-to Moderate Income Housing Fund, Account Number 2051-4700-00-52710, Operation of Acquired Property.

BACKGROUND

The McGill House, a transitional house for homeless women and children, was purchased in 2004, and has been in operation for four years. The house provides housing for two families and a resident attendant. About a month ago, rain and wind in the locality caused roof shingles to fly off the roof to the ground below, especially on the north, east and west portions of the property.

On March 8, the Agency adopted Resolution 11-669, authorizing the letting of a contract to complete emergency repairs at the agency-owned transitional house for homeless women and children pursuant Section 22050, subdivision (a) of the California Public Contract Code ("Section 22050"). On April 5, 2011, Agency resolution No. 11-672 was adopted regarding the continuation of the emergency action.

Section 22050 requires a governing body that takes action pursuant to subdivision (a) of that Section to review the emergency action at its next regularly scheduled meeting, and by a four-fifths vote, determine that there is a need to continue the action. On March 8, 2011, the Covina Redevelopment Agency took action pursuant to subdivision (a) of Section 22050 to repair the roof at the McGill Transitional House. Therefore, the Redevelopment Agency is required to review this action and determine whether it is necessary to continue the action.

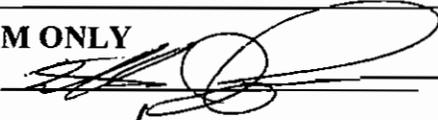
The repairs to the McGill Transitional House are still ongoing. Repair to the roof has been delayed due to the addition of new hardwiring for fire and carbon monoxide alarms required by the new building code. The emergency roof repair needs to be continued in order to fully repair the roof. A contractor has been selected for the work.

RELEVANCE TO THE STRATEGIC PLAN

Not applicable.

EXHIBITS

A. Agency resolution continuing the emergency

REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: 	Other: 

RESOLUTION NO. 11-676

A RESOLUTION OF THE COVINA REDEVELOPMENT AGENCY CONFIRMING THE CONTINUED EXISTENCE OF AN EMERGENCY AT THE AGENCY-OWNED MCGILL TRANSITIONAL HOUSE PURSUANT TO SECTION 22050 OF THE CALIFORNIA PUBLIC CONTRACT CODE.

WHEREAS, the McGill House, a transitional house for homeless women and children located at 1104 W. McGill Street in Covina ("Subject Site"), was purchased in 2004, and has been in operation for four years; and

WHEREAS, the house provides housing for two families and a resident attendant; and

WHEREAS, rain and wind around the Subject Site caused roof shingles to fly off the roof to the ground below, especially on the north, east and west portions of the Subject Site; and

WHEREAS, on March 8, 2011 the Covina Redevelopment Agency adopted Resolution No. 11-669 declaring an emergency, authorizing the waiver of bidding requirements, and approving the roof replacement at the Subject Site pursuant to California Public Code Section 22050; and

WHEREAS, California Public Contract Code Section 22050, subdivision (a)(1) provides that "a public agency, pursuant to a four-fifths vote of its governing body may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts"; and

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

WHEREAS, Resolution 11-669 constitutes action specified in subdivision (a) of California Public Contract Code Section 22050; and

WHEREAS, on April 5, 2011, the Covina Redevelopment Agency adopted Resolution No. 11-672 reviewing the emergency action and determined that the emergency action needs to continue in order to respond to the emergency; and

WHEREAS, the need to install hard wiring for the fire and carbon monoxide alarms pursuant to the new building code have slowed repairs to the roof; and

WHEREAS, repairs to the roof are ongoing.

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

SECTION 1. The Covina Redevelopment Agency hereby reviews the emergency action to repair the roof at the Subject Site pursuant to California Public Contract Code Section 22050.

SECTION 2. The Covina Redevelopment Agency hereby determines that the emergency action to repair the roof at the Subject Site needs to continue in order to respond to the emergency pursuant to California Public Contract Code Section 22050.

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

PASSED, APPROVED AND ADOPTED this 19th day of April, 2011.

John King, Chairman

ATTEST:

Catherine LaCroix, Agency Secretary

APPROVED AS TO FORM:

Agency Counsel

CERTIFICATION

I, Catherine M. LaCroix, Secretary of the Redevelopment Agency of the City of Covina, do hereby CERTIFY that Resolution No. 676 was adopted by the Covina Redevelopment Agency at a regular meeting of the Agency held this 19th day of April, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix
Secretary of the Covina Redevelopment Agency

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: PH 1

STAFF SOURCE: Robert Neuber, Director of Community Development
Alan Carter, Associate Planner

ITEM TITLE: Consider application Conditional Use Permit 11-003, Variance 11-001 and Negative Declaration related to the wireless communication facility located at 410 West Badillo Street and determine if the required findings can be justified.

STAFF RECOMMENDATION

- A. Open the Public Hearing and consider public testimony.
- B. Consider application CUP 11-003, a Conditional Use Permit for the construction and operation of a 50-foot high, monopine-type wireless communication facility and associated equipment; and
- C. Consider application VAR 11-001, a Variance for the setbacks of the communication facility from Badillo Street.
- D. Close the Public Hearing, determine if the required findings can be made. If the Council wishes to approve the application and related environmental document, it can do so this evening. If the Council wishes to deny the application, the Council should continue this matter to allow staff the time to prepare the appropriate resolution for denial.

FISCAL IMPACT

None.

BACKGROUND

At the February 22, 2011 Planning Commission Meeting, the Planning Commission considered the required findings and approved an application for a wireless communication facility to be located at 410 West Badillo Street. This application was received and deemed complete prior to the Wireless Communication facilities moratorium approved by the City Council. The applicant of the wireless facility is T-Mobile West Corporation.

The application consisted of Conditional Use Permit (CUP) 11-003 and the related Variance 11-001 for a monopine-type wireless facility and associated equipment to be located on Commercial Office Property at the southwest corner of Badillo Street and 5th Avenue. The Variance was needed due to the insufficient setback of the wireless facility from Badillo Street (130 feet) relative to the applicable code requirement (300 feet).

City Council member Walt Allen III requested that the decision be reviewed and asked the Council to consider hearing the matter. The Council considered and approved hearing the matter at their March 15 meeting.

A CUP is required for proposed monopine-type and similar higher profile wireless communication facilities in any commercial-oriented zoning district. 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 February 22, 2011 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 Variance application pertains to the construction and operation of the aforementioned wireless communication facility, which would be located within a required 300-foot setback from Badillo Street. Variances also require that four (4) findings can be made. Those findings are:

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

Planning staff provided facts to the Planning Commission to justify the findings for the February 22, 2011 Planning Commission meeting and the Planning Commission approved the Variance. The Facts provided can be found on page 6 to page 8 of Exhibit A.

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 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 further encourages applicants to try to co-locate their wireless facilities with existing similar communication systems whenever possible. Staff has asked the applicant to be available to answer Council's questions and to speak during the Public Hearing should they desire to do so.

Should the City Council determine that all of the findings can be made, the City Council can approve the application this evening. Should the City Council determine that any of the required findings for the CUP cannot be met, the City Council should continue this matter to allow staff time to prepare the appropriate resolution for denial of 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.

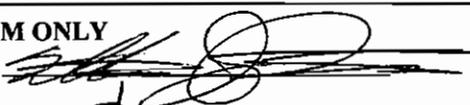
Should the City Council approve the CUP and Variance, then the related Environmental Document must also be considered. Under the provisions of the California Environmental Quality Act (CEQA), staff is recommending the adoption of a Negative Declaration of Environmental Impact for the project proposal. 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 11-003 and Variance 11-001 related to the wireless communication facility located at 410 West Badillo Street.
- B. Conditions of Approval related to CUP 11-003 and Variance 11-001 related to the wireless communication facility located at 410 West Badillo Street.
- C. Negative Declaration of Environmental Impact and associated Initial Study
- D. Photo Simulation of site and coverage maps provided by the applicant

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

CITY OF COVINA

STAFF REPORT

FEBRUARY 22, 2011

ITEM NUMBER 2

TO: PLANNING COMMISSION

FROM: ROBERT NEIUBER, DIRECTOR OF COMMUNITY DEVELOPMENT

COORDINATOR: ALAN CARTER, ASSOCIATE PLANNER

SUBJECT: APPLICATIONS CUP 11-003 AND VAR 11-001

APPLICANT:

T-Mobile West Corporation

REQUESTS:

- a. Application CUP 11-003, a Conditional Use Permit for the construction and operation of a 50-foot high, monopine-type wireless communication facility and associated equipment; and
- b. Application VAR 11-001, a Variance for the setback of the communication facility from Badillo Street.

LOCATION:

410 West Badillo Street

SURROUNDING LAND USES AND ZONING:

	EXISTING LAND USE	ZONING
Site	Commercial Office	C-P (Administrative and Professional Office)
North	Houses	R-1-7500 (Residential-Single Family)
South	Houses and Multiple Family	RD-1500 (Residential-Multiple Family)
East	Commercial Office	C-P (Administrative and Professional Office)
West	Commercial Office	C-P (Administrative and Professional Office)

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 February 10, 2011, 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 February 1, 2011.

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	17,186 square feet (0.4 acres)
Total Building Area on Property	5,280 square feet (one two-story structure)
General Location of Proposed Wireless Communication Facility and Equipment	Communication facility and associated equipment would be located in rearward parking area, as depicted on project plans
Access to Proposed Wireless Communication Facility and Equipment	Communication facility – From all points surrounding facility and protective bollards, as depicted on project plans; and Equipment – From gate on eastern side of block-composed enclosure, as depicted on project plans
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 one parabolic, dish-type antenna; and b) monopine-type communication facility that would deviate from a certain Covina Municipal Code (CMC) requirement (outlined below)
Basis for Variance Application	For wireless communication facility deviating from required 300-foot setback requirement from major streets or Badillo Street, measured from base of structure or monopine (setback from Badillo Street would be 130 feet)

BACKGROUND:

The applicant, T-Mobile West Corporation, requests Conditional Use Permit and Variance application approvals to construct and operate an unmanned, monopine-type wireless communication facility and associated equipment on property with a commercial office building and related improvements. The wireless communication facility would consist principally of a pine tree-appearing structure (facility design suggested by the staff to facilitate possible future co-location of other system(s)) with multiple, upper-oriented panel antennas that would be screened by the artificial fronds of the structure. The facility and equipment would further be located in the rearward parking area of the property. For clarification on the planning-related details of, the key code-associated stipulations pertaining to, and the code-related deficiency triggering the Variance application requirement, the Planning Commission should refer to the

Project Data section and to the accompanying project plans. The Planning staff will also summarize the salient elements of the application requests at the Commission meeting.

The representative of the applicant 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. The representative has further stated that his company was unable to locate the proposed facility on any other site in the surrounding area. The representative can clarify any questions that the Planning Commission may have on this issue.

Lastly, the Planning staff reminds the Planning Commission that although similar Commission-approved wireless communication facilities recently have been appealed to the City Council, as of this writing, the City Council has not made any decisions on any of those appeals. Moreover, concerning the previously-addressed City Moratorium on monopines and other higher profile communication facilities, the formulation of new wireless-associated standards that was to follow Moratorium adoption is still in the initial stages. The staff will update the Commission on the aforementioned situations at its meeting on February 22nd.

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, 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 0.4 acres in size, rectangular in shape, flat, and improved in a manner that could accommodate the proposed wireless communication facility and associated equipment, notably without the removal or modification of any on-site parking- or circulation-related elements. The property is further improved comparably to other commercial and industrial properties in the City where the City has approved monopines and similar communication facilities, with there not being any reported issues at the other locations. Moreover, the Planning staff believes that the communication facility and supporting, adjacent equipment have been located in the most suitable portion 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 fronts on the larger Badillo Street though is accessible to vehicular traffic from both Fifth Avenue, the easterly local street on which the property sides, and from the rearward alley. All surrounding streets

are fully improved, and the alley is predominately approved (to its ultimate width under applicable City standards). Because the proposed wireless communication facility would be unmanned and would only require maintenance approximately once a month by typically a single technician (according to information submitted with the application), facility-associated traffic would be negligible. 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 wireless communication facility and related equipment would be located in areas that the Planning staff believes would be sufficiently away from and/or buffered from the closest residential properties, which are southerly and northerly houses and apartments. Also, the monopine-type structure would be required to have ample artificial branches and foliage and other features to best screen the antennas (matching the project plans and, more closely, the photographic simulations) or to replicate the appearance of an actual pine tree, thus blending with adjacent live trees. Moreover, the conditions of approval pertaining to the wireless communication facility and equipment 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 either element of the project proposal relative to the surrounding properties, and no written protests on the applications have been received as of the preparation of this report.

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 about 65 feet away from the closest residential structure to the south, most surrounding residential buildings being located considerably farther than that distance from the proposed communication facility, and, as noted herein, the communication facility would be designed to resemble a live tree. In addition, the facility and the associated equipment, which would be contained within a decorative-type, 6-foot high enclosure that would further match existing improvements on the property, would both be sited in what the staff believes would be a suitable portion of the property, notably not interfering with existing parking- or circulation-related elements. 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. Also, the construction of a trash bin enclosure adjacent to the equipment enclosure and the required improvement to an abutting block wall plus certain existing

rearward landscaping on the property would bolster the appearance and functionalism of the improvements on the site. Regarding the matter of radio frequency (RF) emissions relative to 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 application.) 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 and equipment.

ANALYSIS AND FINDINGS - VARIANCE:

The Variance application pertains to the construction and operation of the aforementioned wireless communication facility, which would be located within a required 300-foot setback from Badillo Street (setback from Badillo Street would be 130 feet). 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 section of the site. In addition, the City encourages the placement of new communication facilities on commercial and on industrial properties. But the communication system would be located within the required 300-foot setback area, relative to Badillo Street (again, Badillo being a major street). 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 on a commercial property and at a suitable area thereon, by being located adequately away from and sufficiently buffered from the closest residential properties, 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 setbacks would prohibit the construction of the proposed wireless communication facility in what the staff believes is a viable section 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 not be any 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 some setback relief from the surrounding property lines 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 generally 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 south and north. And once again, the conditions of approval pertaining to the wireless communication facility and associated equipment will provide the City with sufficient leverage for preventing any issues. In short, there should not be any 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, fulfills these goals (reflecting the position of the staff that the monopine would meet the intent of the City Code), the staff believes that this finding can be made as well.

STAFF RECOMMENDATION:

The Planning staff recommends that the Planning Commission approve Applications CUP 11-003 and VAR 11-001 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 Simulation (submitted under separate cover)

**CITY OF COVINA
APPLICATION CONDITIONS OF APPROVAL
CONDITIONAL USE PERMIT APPLICATION NO. 11-003
VARIANCE NO. 11-001
AS RECOMMENDED FOR APPROVAL TO THE PLANNING COMMISSION
ON FEBRUARY 22, 2011**

The Conditional Use Permit shall authorize the construction and operation of an unmanned wireless communication facility (12 panel antennas on 3 sectors (4 antennas on each sector), with each antenna measuring approximately 1 foot by 4 feet in size; and 1 parabolic antenna, measuring approximately 2 feet in diameter) on a maximum 50-foot high monopine-type structure (measured to highest point of artificial branches and foliage) and associated equipment on the property at 410 West Badillo Street. The Variance shall permit the aforementioned wireless communication facility to be located within a required 300-foot setback requirement relative to Badillo Street (setback from Badillo Street would be 130 feet).

1.0 TIME LIMIT:

- 1.1** The approval of the applications shall be subject to revocation one year from the date of the affirmation of the applications by the Planning Commission if the approved use has 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 plus its equipment 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 Planning Commission (notably concerning the appearance of the branch- and foliage-like features of the monopine-type structure), the approved plans on file with the City, all representations of record made by the applicant (notably the photographic simulation, which the facility shall most closely resemble), the conditions contained herein, and the Covina Municipal Code (CMC) and Covina Design Guidelines (CDG) (except where a specified provision has 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 the minor clarification noted in condition 2.4 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 2.25 below). All construction/final plans and documents shall conform to the (revised) plans approved by the Planning Commission. **The construction/final plans shall further reflect in the appropriate area(s) the following minor clarification to ensure that the equipment enclosure of the wireless communication facility will conform to all applicable provisions of the CMC and the CDG: a note(s) indicating that the color AND MATERIALS of the concrete masonry unit (CMU)-composed wall block will match the existing adjacent CMU wall.** 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 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 All related utility lines concerning the wireless communication facility shall be placed underground.
- 2.7 The new trash bin enclosure that is to be constructed abutting the equipment enclosure for the wireless communication facility shall meet all current requirements of the City.

- 2.8** Landscape features that conform to the existing landscaping on the property and/or to the applicable City guidelines shall be installed in all portions of the now-deteriorated planter boxes on the eastern end of the parking lot, as depicted on the project plans. (The purpose of this requirement is to compensate for the removal of the remaining elements of the planter box in the area of the proposed communication facility-associated equipment enclosure and the abutting trash bin enclosure and to bolster the overall aesthetic quality of the project proposal relative to the surroundings.) The new landscape features shall further be fully integrated with and compatible with the existing automatic irrigation system on the property. Moreover, landscape and irrigation plans for the planter boxes or areas where the new landscaping will be installed, addressing all applicable City requirements, shall be submitted to and approved by planning staff. These plans may be included in the construction/final plans.
- 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-serving access areas or drive aisles shall be modified or 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 monopine 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 10-033, shall also be deemed to be granted by the City.
- 2.14** All current zoning entitlements pertaining to the appurtenant commercial office property shall remain in effect, except where certain provisions of the entitlements have been expressly superseded by these Conditional Use Permit and Variance applications.

- 2.15** 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.
- 2.16** 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.
- 2.17** 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.
- 2.18** 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.
- 2.19** 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.
- 2.20** 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.
- 2.21** 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.
- 2.22** The establishment of a separate address for the wireless communication facility shall first be coordinated with the Engineering Division.

- 2.23 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).
- 2.24 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).
- 2.25 The following items are required in order to comply with the Building Division code requirements as they pertain to this proposal:
- 2.25.1 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.
- 2.25.2 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 and may not exceed the maximum loads determined by the soils report.
- 2.25.3 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.**

- 2.25.4** The Los Angeles County Fire Department needs 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

- 2.25.5** Construction activity within 500 feet of a residential zone 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.
- 2.25.6** The Building Division Plan Check or plan review process may address additional concerns.
- 2.26** The following items are required in order to comply with Environmental Services Division code requirements as they pertain to this proposal:
- 2.26.1** 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.
- 2.26.2** 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 USE OR THE COMMENCEMENT OF OPERATIONS OF THE NEW, APPROVED USE:

- 3.1** 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.
- 3.2** 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 use complies with all of the terms and conditions of this grant of approval.
- 3.3** 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.
- 3.4** 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 onto adjacent properties.

4.0 THE APPROVED USE 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 11-003 & VAK 11-001
2. Lead agency name and address: City of Covina - Planning Division
1251 E. College St
Covina, CA 91723
3. Contact person and phone number: Alan Carter (626) 384-5454
4. Project location: 410 W. Badillo St., Covina, CA
5. Project sponsor's name and address: T-Mobile West Corporation
3257 E. Coast Rd. #200
Ontario, CA 91761
6. General plan designation: Commercial 7. Zoning: C-1 (Administrative and professional office)
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.)

CAR: CUP → A. Construction and operation of monopole-type wireless communication facility and equipment, and
 CAR: VAK → B. Reduction in setbacks from the adjacent major street (Badillo Street).
9. Surrounding land uses and setting: Briefly describe the project's surroundings:
A. To North - residential - houses
B. To South - residential - houses apartments
C. To East - commercial - general offices
D. To West - commercial - general offices
10. Other public agencies whose approval is required (e.g., permits, financing approval, or participatory agreement.)
Federal Communications Commission (FCC)

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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

2-1-11
Date

Signature

Date

NA2

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.

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- 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
<u>I. AESTHETICS.</u> Would the project:				
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:

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	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"/>
III. AIR QUALITY. 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"/>

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	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"/>
IV. BIOLOGICAL RESOURCES:				
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"/>

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	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<u>V. CULTURAL RESOURCES.</u> Would the project:				
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"/>
<u>VI. GEOLOGY AND SOILS.</u> Would the project:				
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"/>

NO-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"/>

NO-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"/>

NO-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"/>
<u>X. LAND USE AND PLANNING.</u> 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"/>

NO-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"/>
XI. MINERAL RESOURCES. 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"/>
XII. NOISE -- 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 checked="" type="checkbox"/>	<input 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-11

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
XIII. POPULATION AND HOUSING. 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"/>
XIV. PUBLIC SERVICES.				
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"/>
XV. RECREATION.				
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"/>
XVI. TRANSPORTATION/TRAFFIC. Would the project:				
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"/>

NO-13

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
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XVII. UTILITIES AND SERVICE SYSTEMS.

Would the project:

- a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?
- 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?
- 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?
- d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?
- 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?
- f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?
- 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"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

XVIII. MANDATORY FINDINGS OF SIGNIFICANCE.

- 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"/>
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NO-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 Govt. 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 11-003
AND VAR 11-001 (410 WEST BADILLO STREET, COVINA)**

SECTION XIX. DISCUSSION OF ENVIRONMENTAL IMPACTS

1. AESTHETICS.

(a) *Less Than Significant Impact.* The site is presently used as a commercial office, and the surrounding neighborhood is generally built-out. Although the monopine-type wireless communication facility would be clearly visible from the surroundings, the outlooks do not consist of any scenic vistas per se but general views of private developments, public facilities and street trees, and (toward outlying northerly and southerly areas) mountains and hills. The wireless communication facility would appear as a pine tree, and the conditions of approval would require that certain measures be incorporated into the facility or monopine (notably with respect to its antennas) to ensure aesthetic harmony with the surroundings. And the equipment for the communication facility will be fully screened from the surroundings. Therefore, no aesthetic impacts will occur from the proposed project.

(b-d) *No Impact.* As noted above, the site and the surroundings are developed with various uses, with there not being any notable scenic elements around the property where the neighborhood-compatible, feature-enhanced monopine would be constructed. In addition, the wireless communication facility will not generate any light or glare. Once again, 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.

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 are anticipated to generate a negligible amount of short- and long-term emissions by occasional support staff.

4. BIOLOGICAL RESOURCES.

(a-f) *No Impact.* The property currently is fully developed and used as a commercial office. 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.

NO-65

5. CULTURAL RESOURCES.

(a-d) **No Impact.** As stated herein, the site is fully developed and used as a commercial office. 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.

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 about 45 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 and its equipment would have a negligible impact with respect to greenhouse gas emissions pertaining to occasional support staff. 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 lies adjacent to 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.

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(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 other commercial and by residential and institutional 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 of these elements 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-c & e-f) **No Impact.** Construction of the wireless communication facility will not expose persons or neighbors to excessive noise in excess of local standards. When the monopine is completed, the operation of the wireless communication facility and the associated equipment would not 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 impacts would result from implementation of the proposed project.

(d) **Less Than Significant Impact.** Construction of the monopine will result in some generally minor, periodic increases in noise levels on the property and in the immediate

ND-08

vicinity. This increase would be controlled by the Covina Noise Ordinance and would be temporary, thus not constituting a “noise impact” per se.

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 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. 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 will not affect any existing recreational facilities. The site is presently fully developed as a commercial office.

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.

17. UTILITIES AND SERVICE SYSTEMS.

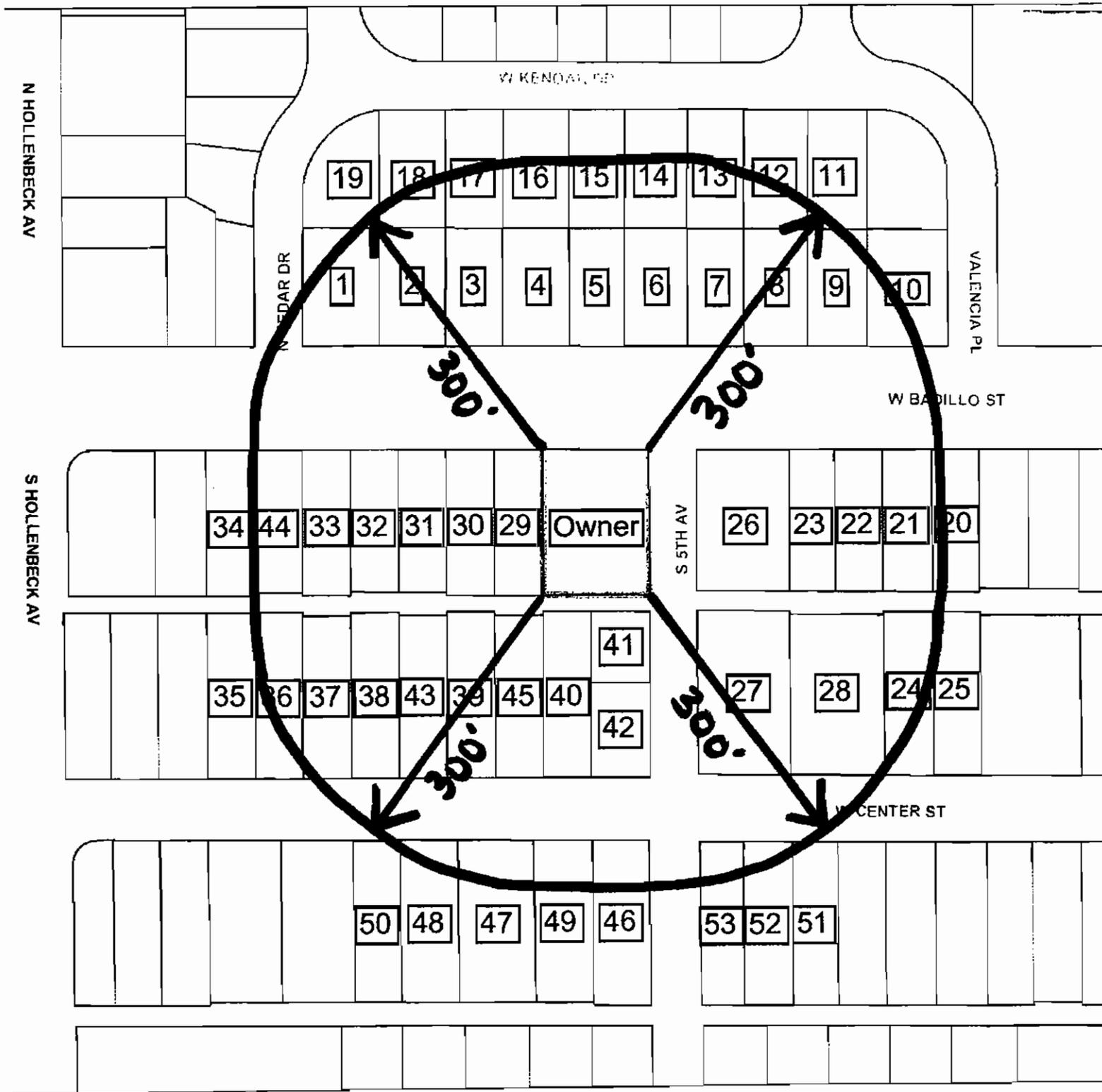
(a-g) *No Impact.* No element of the proposed project would require new or modified utilities or service systems or (considering the submittal of a Variance application) would conflict with applicable laws at the different governmental levels.

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



12

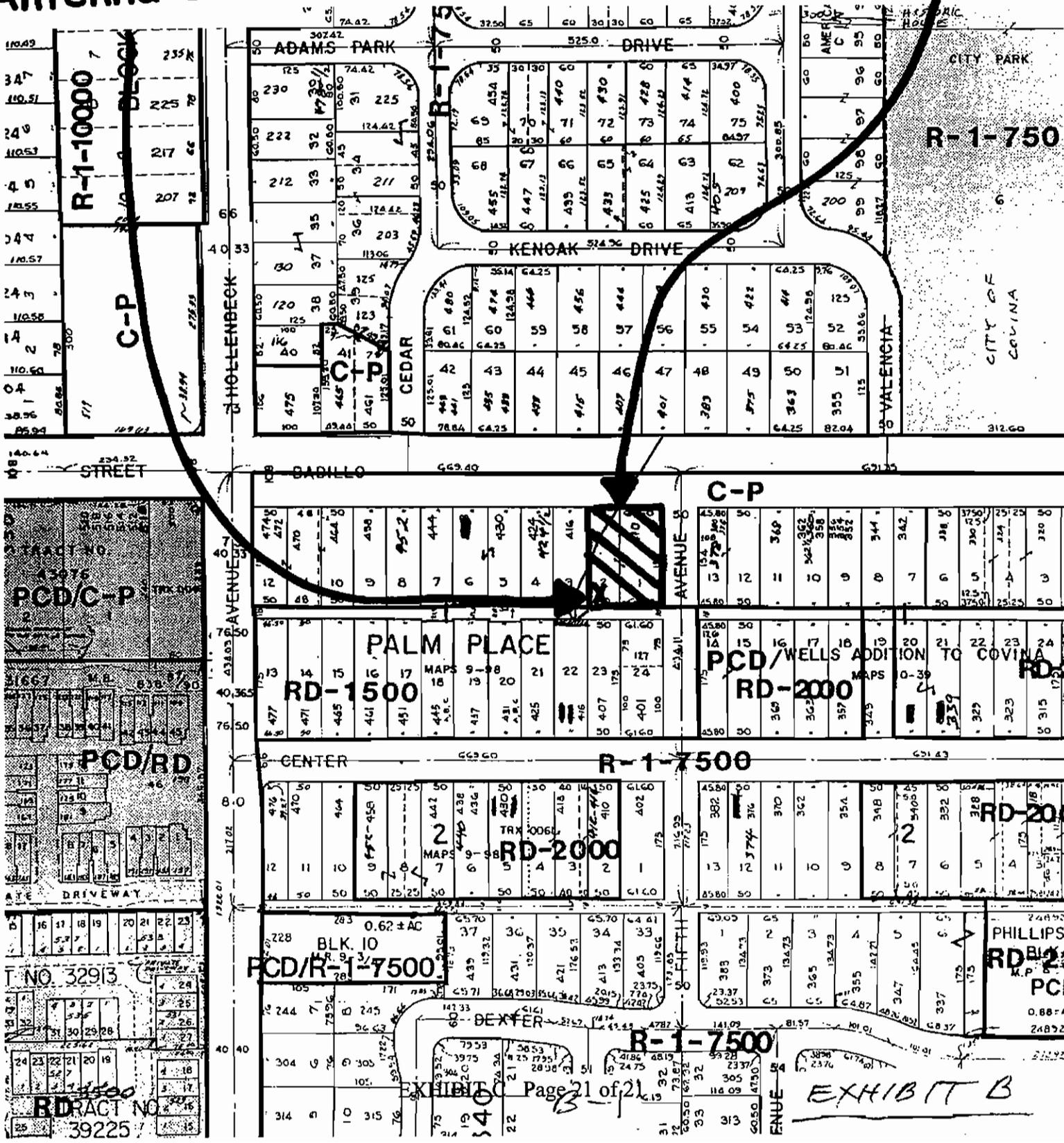
AREA MAP

410 WEST BADILLO STREET

CUP 11-003/VAR 11-001

Antenna Site

Subject Site



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

MEETING DATE: April 19, 2011

ITEM NO.: PH 2

STAFF SOURCE: Daryl Parrish, City Manager/Executive Director
Robert Neiuber, Director of Community Development/
Deputy Executive Director Redevelopment ^{RN}
Dilu De Alwis, Director of Finance

ITEM TITLE: City Council/Redevelopment Agency to authorize the transfer of Redevelopment Agency properties described as Assessor Parcel Numbers 8445-009-910, Lots 13 and 14, and 8445-009-910 Lot 15, from the Agency to the City.

STAFF RECOMMENDATION

- a) Conduct the joint public hearing, consider public testimony, and
- b) City Council to adopt **Resolution No. 11-6957**, approving the transfer of certain real properties owned by the Covina Redevelopment Agency within the Covina Revitalization Redevelopment Project No. Two to the City of Covina pursuant to California Health and Safety Code Sections 33430, 33431 and 33445 and making certain findings with regard thereto, and
- c) Covina Redevelopment Agency to adopt **Resolution No. 11-674** approving the transfer of certain agency owned real properties within the Covina Revitalization Redevelopment Project No. Two to the City of Covina pursuant to California Health and Safety Code Sections 33430, 33431 and 33445 and making certain findings with regard thereto.

FISCAL IMPACT

Approval of this action will decrease the assets of the agency and increase the assets of the City. The parking lot properties are currently maintained through the Parking District, and the vacant lot, Lot 15, is not currently maintained by the City, therefore there will be an impact to the City for the maintenance of this property. Annual cost for fencing is approximately \$850 and annual cost of weed abatement is approximately \$400.

BACKGROUND

According to California Health and Safety Code Section 33445, a redevelopment agency may, with the consent of the City Council, pay with tax increment funds all or part of the value of land for publicly owned improvements located inside or contiguous to a project area, if the City Council makes the following findings: (i) the acquisition of land is of benefit to the project area by helping eliminate blight within the project area; (ii) no other reasonable means of financing the acquisition of land is available; (iii) the payment of funds for the acquisition of land is consistent with the implementation plan adopted pursuant to California Health and Safety Code

Section 33490. The City Council makes such findings in City Council Resolution No. 11-6957 and the Agency's Governing Board affirms such findings in Agency Resolution No. 11-674 with regard to the transfer of the following properties ("Properties") from the Agency to the City:

<u>APN</u>	<u>Description</u>
8445-009-910	Lots 13 and 14, Parking lot, Badillo Street, Covina
8445-009-910	Lot 15, vacant lot, 135 E. Badillo Street, Covina

In response to the Governor's proposed State budget package and proposals for FY 2011-2012 which include recommending the elimination of redevelopment agencies "to realign the delivery of state services to counties and local governments" and eliminate a projected State deficit of \$25.4 billion, the City Manager and Agency Executive Director proposes the recommended actions intended to provide flexibility to preserve local public assets.

Pursuant to Health and Safety Code Section 33430 and 33431, an agency may transfer any real or personal property or any interest in property and must provide public notice. The public hearing is properly noticed, and the Agency proposes to transfer to the City ownership of the Properties for public use to the City of Covina.

RELEVANCE TO THE STRATEGIC PLAN

Preservation of local control of public properties in the City is of benefit to the financial stability of the City.

EXHIBITS

- A. City Resolution No. 11-6957
- B. Agency Resolution No. 11-674

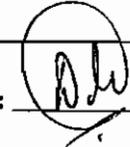
REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: 	Other: _____

EXHIBIT A

RESOLUTION NO. 11-6957

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA APPROVING THE TRANSFER OF CERTAIN REAL PROPERTIES OWNED BY THE COVINA REDEVELOPMENT AGENCY WITHIN THE COVINA REVITALIZATION REDEVELOPMENT PROJECT NO. TWO TO THE CITY OF COVINA PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 33430, 33431 AND 33445 AND MAKING CERTAIN FINDINGS WITH REGARD THERETO

WHEREAS, the City Council of the City of Covina (“City”) approved and adopted redevelopment plans (“Redevelopment Plan”) for a redevelopment project area known as Project Area No. 1 on July 15, 1974 and a redevelopment project area known as Project Area No. 2 on September 19, 1983, and amended on July 13, 1987 to add territory (collectively, the “Project Areas” and individually the “Project Area”); and

WHEREAS, the Covina Redevelopment Agency (“Agency”) is engaged in activities to execute and implement the Redevelopment Plans for the Project Areas pursuant to the provisions of the California Community Redevelopment Law (Health and Safety Code § 33000, *et seq.*) (“CRL”); and

WHEREAS, for the improvement of the Project Areas and the immediate neighborhoods in which the Project Areas are located, the Agency has recognized the need for certain public improvements, which improvements are located within the boundaries of, and contiguous to, the Project Areas, and

WHEREAS, pursuant to CRL Section 33445, a redevelopment agency may, with the consent of the City Council, pay all or part of the value of land located inside or contiguous to a project area, if the City Council makes certain findings and transfer such property; and

WHEREAS, as provided in this Resolution, the City Council has made the required findings pursuant to CRL Section 33445; and

WHEREAS, in accordance with CRL Section 33445, the Agency has used its tax increment funds received pursuant to CRL Section 33670 to pay for all or part of the cost of the value of land for the properties (collectively, “Properties”), as listed below:

<u>APN</u>	<u>Description</u>
8445-009-910	Lots 13 and 14, Parking lot, Badillo Street, Covina
8445-009-910	Lot 15, vacant lot, 135 E. Badillo Street, Covina

WHEREAS, the Agency desires to transfer the Properties to the City of Covina

in accordance with a quitclaim deed in substantially the form attached to this Resolution as Exhibit "A" and the City desires to acknowledge acceptance of the Properties through a certificate of acceptance in substantially the form attached to such quitclaim deed; and

WHEREAS, CRL Section 33430 authorizes a redevelopment agency to sell real property and CRL Section 33431 provides that such sale may be made without public bidding only after a public hearing, notice of which shall be given by publication for not less than once a week for two weeks in a newspaper of general circulation published in the county in which the land lies; and

WHEREAS, pursuant to Health CRL Section 33431, notice of the public hearing held on April 19, 2011 was published in a newspaper of general circulation on March 31 and April 7, 2011; and

WHEREAS, pursuant to provisions of the California Community Redevelopment Law, the City Council and the Redevelopment Agency held a duly noticed joint public hearing on the proposed transfer of the Properties on April 19, 2011; and

WHEREAS, the City Council has considered all terms and conditions of the proposed transfer, and has determined that the proposed action is in the best interests of the City and in accord with the public purposes and provisions of applicable State and local laws; and

WHEREAS, in accordance with the California Environmental Quality Act (codified as Public Resources Code Sections 21000 *et seq*) ("CEQA") and the State CEQA Guidelines, City staff has determined that the transfer of the Properties is exempt pursuant to CEQA Guidelines Section 15378(b)(5), which provides that the authorization of such a transfer is not considered a project subject to CEQA review because the transfer of the Properties is an organizational activity that will not result in direct or indirect physical changes in the environment.

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

Section 1. Recitals. The Recitals set forth above are true and correct and incorporated herein.

Section 2. 33445 Findings. The City Council finds and determines, based on the information made available in the staff report accompanying this Resolution, the oral presentation of City staff, and all other written and oral evidence presented to the City at or prior to the public hearing, that:

- (i) That the Agency's transfer of the Properties is of benefit to the Project Areas because the transfer of the Properties and the public improvements on them will:
 - (1) improve the quality of life in the Project Areas and is in the best interest of the City and the health, safety, morals and welfare of its residents, businesses,

tenants, and property owners and (2) provide needed public improvements, stimulate economic development and minimize depreciated or stagnant property values and high business vacancies, while improving aesthetics and visibility in the Project Areas.

- (ii) That there are no other reasonable means of preserving the public improvements on the Properties available to the City. The City cannot fully assume the costs of needed capital improvements within the City without the assistance of property tax increment funding or other funding from the Project Areas. Capital public improvements in other parts of the City would have to be deferred or eliminated in order to fund these certain public improvements.
- (iii) That the transfer of the Properties will benefit the Project Areas by assisting in the elimination of one or more blighting conditions in the Project Areas. The transfer will assist the City and Agency in providing and preserving needed public improvements and stimulating economic development. Transfer of the Properties and the associated provision of the public improvements on the Properties will eliminate blight by making the Project Areas attractive to private investment, which subsequently will contribute to an appreciation of the value of both businesses and property within the Project Areas.
- (iv) The transfer of the Properties is consistent with the implementation plan adopted pursuant to Section 33490 in that the implementation plan contemplates the on-going availability and preservation of public improvements that will stimulate private investment on private property in the Project Areas and elimination of one or more blighting conditions within the Project Areas.
- (v) The public improvements on the Properties are provided for in the Redevelopment Plans which authorize the installation, construction or reconstruction of streets, utilities and other public improvements (including, but not limited to gutters, sidewalks, sewers and appurtenant work thereto) in areas which benefit the Project Areas.

Section 3. Quitclaim Deed Authorization. The City Council authorizes and directs the City Manager at his discretion to make decisions to execute and deliver on behalf of the City, a certificate of acceptance, substantially in the form attached hereto as Exhibit "A" as part of the quitclaim deed for each of the Properties and to take any action and execute any other documents as may be necessary to implement this Resolution.

Section 4. Implementation. The City Council hereby authorizes and directs the City Manager at his discretion to make decisions to take any action and execute any documents necessary to implement the property transfer and this Resolution, as may be approved by both the City Manager and the City Attorney.

Section 5. CEQA. The City Council directs and authorizes that a Notice of Exemption shall be filed with the Clerk of the County of Los Angeles, California, within five (5) working days following the date of adoption of this Resolution.

Section 6. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section 7. Certification. The City Clerk shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and be in force immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 19th day of April, 2011.

Mayor

ATTEST:

City Clerk

(SEAL)

APPROVED AS TO FORM;

City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk, City of Covina, do hereby CERTIFY that Resolution No. 11-6957 was adopted by the Covina City Council at a regular meeting of the City Council held this 19th day of April, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix

Deputy City Clerk, City of Covina

Exhibit "A"

Quitclaim Deed

[see attached behind this page]

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

Covina Redevelopment Agency
125 E. College Street
Covina, CA 91723-2199
Attention: Executive Director

SPACE ABOVE THIS LINE FOR RECORDER'S USE
EXEMPT FROM RECORDING FEES – GOVERNMENT
CODE SECTION 27383

APN:

COVINA REDEVELOPMENT AGENCY
QUITCLAIM DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

COVINA REDEVELOPMENT AGENCY, a public body, corporate and politic,

does hereby remise, release and forever quitclaim to

CITY OF COVINA, a California municipal corporation,

all right, title and interest of Transferor in that certain real property in the City of Covina, County of Los Angeles, State of California, specifically described in Exhibit "A" attached to this Quitclaim Deed ("Property") and made a part of this Quitclaim Deed by this reference.

Dated: _____ **COVINA REDEVELOPMENT AGENCY**, a public
body, corporate and politic

By: _____
Daryl Parrish
Executive Director

[SIGNATURE MUST BE NOTARY ACKNOWLEDGED FOR RECORDING]

Exhibit "A"
To
Covina Redevelopment Agency
Quitclaim Deed

Property Legal Description

To be provided

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the above Quitclaim Deed from the COVINA REDEVELOPMENT AGENCY, a public body, corporate and politic, to CITY OF COVINA, a California municipal corporation, is hereby accepted by the undersigned officer on behalf of the City of Covina and the City of Covina consents to recordation of such Quitclaim Deed in the official records of the County of Los Angeles, California.

City of Covina,
a California municipal corporation

By: _____
Daryl Parrish
City Manager

EXHIBIT B

RESOLUTION NO. 11-674

A RESOLUTION OF THE COVINA REDEVELOPMENT AGENCY APPROVING THE TRANSFER OF CERTAIN AGENCY OWNED REAL PROPERTIES WITHIN THE COVINA REVITALIZATION REDEVELOPMENT PROJECT NO. TWO TO THE CITY OF COVINA PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 33430, 33431 AND 33445 AND MAKING CERTAIN FINDINGS WITH REGARD THERETO

WHEREAS, the City Council of the City of Covina (“City”) approved and adopted redevelopment plans (“Redevelopment Plan”) for a redevelopment project area known as Project Area No. 1 on July 15, 1974 and a redevelopment project area known as Project Area No. 2 on September 19, 1983, and amended on July 13, 1987 to add territory (collectively, the “Project Areas” and individually the “Project Area”); and

WHEREAS, the Covina Redevelopment Agency (“Agency”) is engaged in activities to execute and implement the Redevelopment Plans for the Project Areas pursuant to the provisions of the California Community Redevelopment Law (Health and Safety Code § 33000, et seq.) (“CRL”); and

WHEREAS, for the improvement of the Project Areas and the immediate neighborhoods in which the Project Areas are located, the Agency has recognized the need for certain public improvements, which improvements are located within the boundaries of, and contiguous to, the Project Areas, and

WHEREAS, pursuant to CRL Section 33445, a redevelopment agency may, with the consent of the City Council, pay all or part of the value of land located inside or contiguous to a project area, if the City Council makes certain findings and transfer such property; and

WHEREAS, in accordance with CRL Section 33445, the Agency has used its tax increment funds received pursuant to CRL Section 33670 to pay for all or part of the cost of the value of land for seven properties (collectively, “Properties”), as listed below:

<u>APN</u>	<u>Description</u>
8445-009-910	Lots 13 and 14, Parking lot, Badillo Street, Covina
8445-009-910	Lot 15, vacant lot, 135 E. Badillo Street, Covina

WHEREAS, the City Council made the required findings for the transfer of the Properties pursuant to CRL Section 33445 as set forth in City Council Resolution No. 11-6957 on April 19, 2011; and

WHEREAS, the Agency desires to transfer the Properties to the City of Covina in accordance with a quitclaim deed attached to this Resolution as Exhibit "A"; and

WHEREAS, CRL Section 33430 authorizes a redevelopment agency to sell real property and CRL Section 33431 provides that such transfer may be made without public bidding only after a public hearing, notice of which shall be given by publication for not less than once a week for two weeks in a newspaper of general circulation published in the county in which the land lies; and

WHEREAS, pursuant to Health CRL Section 33431, notice of the public hearing held on April 19, 2011 was published in a newspaper of general circulation on March 31 and April 7, 2011; and

WHEREAS, pursuant to provisions of the California Community Redevelopment Law, the City Council and the Redevelopment Agency held a duly noticed joint public hearing on the proposed transfer of the Properties on April 19, 2011; and

WHEREAS, the City Council has considered all terms and conditions of the proposed transfer, and has determined that the proposed action is in the best interests of the City and in accord with the public purposes and provisions of applicable State and local laws; and

WHEREAS, the Agency is the lead agency pursuant to the California Environmental Quality Act (codified as Public Resources Code Sections 21000 *et seq*) ("CEQA") and the State CEQA Guidelines; and

WHEREAS, Agency staff has determined that the Agency's authorization of the transfer is exempt from CEQA, pursuant to the CEQA Guidelines set forth in California Code of Regulations, Title 14, Section 15378(b)(5), which provides that such authorizations are not considered a project subject to CEQA review because the transfer of the Properties is an organizational activity that will not result in direct or indirect physical changes in the environment.

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

Section 1. **Recitals.** The Recitals set forth above are true and correct and incorporated herein.

Section 2. **33445 Findings.** The City Council has found, and the Governing Board affirms, finds and determines, based on the information made available in the staff report accompanying this Resolution, the oral presentation of Agency staff, and all other written and oral evidence presented to the Governing Board at or prior to the public hearing, that:

- (i) That the Agency's transfer of the Properties is of benefit to the Project Areas because the transfer of the Properties and the public improvements on them will: (1) improve the quality of life in the Project Areas and is in the best interest of the City and the health, safety, morals and welfare of its residents, businesses, tenants, and property owners and (2) provide needed public improvements, stimulate economic development and minimize depreciated or stagnant property values and high business vacancies, while improving aesthetics and visibility in the Project Areas.
- (ii) That there are no other reasonable means of preserving the public improvements on the Properties available to the City. The City cannot fully assume the costs of needed capital improvements within the City without the assistance of property tax increment funding or other funding from the Project Areas. Capital public improvements in other parts of the City would have to be deferred or eliminated in order to fund these certain public improvements.
- (iii) That the transfer of the Properties will benefit the Project Areas by assisting in the elimination of one or more blighting conditions in the Project Areas. The transfer will assist the City and Agency in providing and preserving needed public improvements and stimulating economic development. Transfer of the Properties and the associated provision of the public improvements on the Properties will eliminate blight by making the Project Areas attractive to private investment, which subsequently will contribute to an appreciation of the value of both businesses and property within the Project Areas.
- (iv) The transfer of the Properties is consistent with the implementation plan adopted pursuant to Section 33490 in that the implementation plan contemplates the on-going availability and preservation of public improvements that will stimulate private investment on private property in the Project Areas and elimination of one or more blighting conditions within the Project Areas.
- (v) The public improvements on the Properties are provided for in the Redevelopment Plans which authorize the installation, construction or reconstruction of streets, utilities and other public improvements (including, but not limited to gutters, sidewalks, sewers and appurtenant work thereto) in areas which benefit the Project Areas.

Section 3. Quitclaim Deed Authorization. The Governing Board authorizes and directs the Executive Director of the Agency, with the concurrence of the Agency Counsel, to execute and deliver on behalf of the Agency, a quitclaim deed, substantially in the form attached hereto as Exhibit "A" for each of the seven Properties owned by the Agency.

Section 4. Implementation. The Governing Board hereby authorizes and directs the Executive Director of the Agency at his discretion to make decisions to take any action and execute any documents necessary to implement the property transfer and this Resolution, as may be approved by both the Executive Director and the Redevelopment Counsel.

Section 5. **CEQA.** The Governing Board directs and authorizes that a Notice of Exemption shall be filed with the Clerk of the County of Los Angeles, California, within five (5) working days following the date of adoption of this Resolution.

Section 6. **Effective Date.** This Resolution shall take effect immediately upon its adoption.

Section 7. **Certification.** The Agency Secretary shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and be in force immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 19th day of April, 2011.

Chairperson, Covina Redevelopment Agency

ATTEST:

Secretary, Covina Redevelopment Agency

APPROVED AS TO FORM;

Agency Counsel

CERTIFICATION

I, Catherine M. LaCroix, Secretary of the Redevelopment Agency of the City of Covina, do hereby CERTIFY that Resolution No. 11-674 was adopted by the Covina Redevelopment Agency at a regular meeting of the Agency held this 19th day of April, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix, Secretary

Exhibit "A"

Quitclaim Deed

[see attached behind this page]

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

Covina Redevelopment Agency
125 E. College Street
Covina, CA 91723-2199
Attention: Executive Director

SPACE ABOVE THIS LINE FOR RECORDER'S USE
EXEMPT FROM RECORDING FEES – GOVERNMENT
CODE SECTION 27383

APN:

COVINA REDEVELOPMENT AGENCY
QUITCLAIM DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

COVINA REDEVELOPMENT AGENCY, a public body, corporate and politic,

does hereby remise, release and forever quitclaim to

CITY OF COVINA, a California municipal corporation,

all right, title and interest of Transferor in that certain real property in the City of Covina, County of Los Angeles, State of California, specifically described in Exhibit "A" attached to this Quitclaim Deed ("Property") and made a part of this Quitclaim Deed by this reference.

Dated: _____ **COVINA REDEVELOPMENT AGENCY**, a public body, corporate and politic

By: _____
Daryl Parrish
Executive Director

[SIGNATURE MUST BE NOTARY ACKNOWLEDGED FOR RECORDING]

Exhibit "A"
To
Covina Redevelopment Agency
Quitclaim Deed

To be provided

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: NB 1

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



ITEM TITLE: Approval of Emergency Repair of the City's Rancho Simi Reservoir under Section 22050 of the California Public Contract Code

STAFF RECOMMENDATION

Adopt **Resolution No. 11-6954** declaring the emergency, authorizing the waiver of bidding requirements, and approving the repair of the City-owned Rancho Simi potable water reservoir under Section 22050 of the California Public Contract Code.

FISCAL IMPACT

The total budget for the repair project is estimated as not to exceed \$60,000.00. Funding for the work is provided within the current Fiscal Year approved budget within Account No. 6011-5060-00-55100 (Water Capital, Buildings and Structures).

BACKGROUND

The City's Rancho Simi Reservoir was originally constructed in 1988 as a concrete, underground tank with a capacity of 5 million gallons. Over the years it has seen a variety of minor repairs and dive inspections but had never been drained, cleaned and thoroughly inspected. In late-March 2011 staff took the tank out of service to complete these activities.

During the tank cleaning staff found a considerable amount of sediment, cement remnants, and rock debris in the tank. While the crew was removing this material from the tank and making needed repairs internally to the steel access ladder and cathodic protection it happened to rain. During this rain event the crew noted water intrusion into the tank from between the roof and the walls in several locations. Further investigation of the source of the intrusion revealed that the sealant between the roof and the wall had failed in multiple locations. As the failure of this seal allows for the potential intrusion of irrigation run-off and/or rain water which can be high in bacteria and thus a potential contaminant of the city's water supply, the seal failure constitutes a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life and health.

Under Public Contract Code Section 22050 (a) (1), in the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take

any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts.

Given the imminent danger of contamination of the city's water supply system and the need to provide adequate fire protection system services to the community it is necessary to immediately affect the needed repairs.

RELEVANCE TO THE STRATEGIC PLAN

This matter has no direct relevance to the current Strategic Plan.

EXHIBITS

A. Resolution No. 11-6954

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

RESOLUTION NO. 11-6954

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AUTHORIZING THE LETTING OF A CONTRACT TO COMPLETE EMERGENCY REPAIRS OF THE CITY-OWNED RANCHO SIMI POTABLE WATER RESERVOIR PURSUANT TO SECTION 22050 OF THE CALIFORNIA PUBLIC CONTRACT CODE

WHEREAS, the City-owned Rancho Simi Reservoir was constructed in 1988 as a 5 million gallon underground concrete reservoir and has been in continual operation for twenty-two years; and

WHEREAS, the reservoir provides potable water and fire protection services to a large segment of the community and the system does not have adequate reservoir capacity to maintain the required levels of water and fire supply services should the reservoir be out of service for an extended period of time; and

WHEREAS, during a recently scheduled maintenance of the reservoir it was discovered that the sealant between the reservoir's roof and wall had failed allowing irrigation run-off and rainwater intrusion into the reservoir; and

WHEREAS, Section 1102 of the California Public Contract Code defines an emergency as "a sudden unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss of life, health, property, or essential public services"; and

WHEREAS, the City Council hereby finds that the failure of the seal between the roof and wall of the Rancho Simi Reservoir constitutes a sudden unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, or property, given that the Rancho Simi Reservoir provides potable water supplies to a large segment of the community and the intrusion of irrigation run-off or rainwater into the reservoir creates the potential of bacterial contamination of the water supply; and

WHEREAS, under Section 22050 of the California Public Contract Code "a public agency, pursuant to a four-fifths vote of its governing body may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts"; and

WHEREAS, the City Council hereby finds that based on the substantial evidence set forth in this resolution and the minutes of this meeting that the replacement of the failed seal is necessary to respond to the emergency.

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

SECTION 1. The failure of the seal between the roof and wall of the City-owned Rancho Simi Reservoir constitutes an emergency under Section 1102 of the California Public Contract Code.

SECTION 2. The competitive bidding requirements for the replacement of the failed seal for the Rancho Simi Reservoir are waived pursuant to Section 22050 of the California Public Contract Code.

SECTION 3. The replacement of the seal between the roof and wall of the Rancho Simi Reservoir is authorized pursuant to Section 22050 of the Public Contract Code. Further, such action shall be reviewed by the City Council at subsequent regular City Council meetings to determine whether there is a need to continue the action.

SECTION 4. The action is exempt from the California Environmental Quality Act (CEQA) [Pub. Res. Code, §§ 21000, *et seq.* and Title 14 of the California Code of Regulations, §§ 15000 *et seq.* ("State CEQA Guidelines)], pursuant to 14 Cal. Code of Regs., § 15301 as repair of an existing facility and § 15269 as an emergency project and Staff is hereby directed to file a Notice of Exemption with the Los Angeles County Clerk's Office.

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

PASSED, APPROVED AND ADOPTED this day of 2011.

John King, Mayor

ATTEST:

Catherine LaCroix, Deputy City Clerk

APPROVED AS TO FORM;

City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: April 19, 2011

ITEM NO.: NB 2

STAFF SOURCE: Steve Henley, Public Works Director 
Alex Gonzalez, Senior Management Analyst
Vivian Castro, Environmental Services Manager

ITEM TITLE: Adopt Resolution No. 11-6953 to Amend the Fiscal Year 2010-2011 Public Works Department, Transit Operations Operating Budget to Reflect an Appropriation of \$104,000 from Proposition A Reserve Funds for Energy Technology Assistance Program Project F-1115 at the Metrolink Parking Structure

STAFF RECOMMENDATION

Adopt **Resolution No. 11-6953** to Amend the Fiscal Year 2010-2011 Public Works Department, Transit Operations Operating Budget to Reflect an Appropriation of \$104,000 from Proposition A Reserve Funds for Energy Technology Assistance Program Project F-1115 at the Metrolink Parking Structure.

FISCAL IMPACT

The recommended action will appropriate \$104,000 from Proposition A reserve funds (2400-4300-00) to the Project F-1115 account (2400-4350-00-55200) for the completion of a lighting retrofit at the Metrolink Parking Structure. There will be no fiscal impact to the General Fund.

BACKGROUND

The Energy Technology Assistance Program (ETAP) provides free technical assistance and incentives to local governments, agencies and public institutions for energy saving upgrade projects. The program focuses on three energy efficiency technologies: bi-level lighting fixtures in parking lots and garages, wireless lighting controls, and wireless HVAC controls.

The Metrolink Parking Structure was designed with a flaw in its electrical system which results in approximately 30 inoperable lights. These lights are critical for visibility in the stairwells, on the top floor, and along the exterior south facing wall of the parking structure. The Covina City Council approved a \$22,202 Settlement Agreement in August 2007 for the faulty electrical design which was deposited into the City's Proposition A reserves. It is expected that the ETAP project will reduce the load on the electrical system to the point that a solution can be configured for the inoperable lights.

The project will replace existing sodium lights with florescent and light emitting diode (LED) fixtures that will link to controls and sensors that automatically dim lighting when the surrounding area is unoccupied.

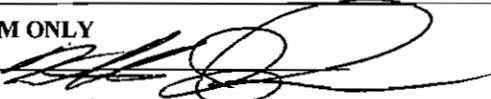
ETAP staff performed an energy audit of the Covina Metrolink Parking Structure and recommended strategies that will reduce energy consumption at the parking structure by 54 percent. The cost of the project, SCE Customized Solutions Program incentives and ETAP per fixture incentives, is \$73,148. It is projected that it will take 3.99 years for the City to recoup the project investment through reduced energy use at the location.

RELEVANCE TO THE STRATEGIC PLAN

This project supports the City's goal of becoming an environmentally sustainable community and is more specifically related to the goal of completing energy audits of City facilities and presenting opportunities for energy conservation.

EXHIBITS:

- A. Resolution No. 11-6953
- B. Covina ETAP Audit Report dated March 25, 2011

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

RESOLUTION NO. 11-6953

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2010-2011 PUBLIC WORKS DEPARTMENT, TRANSIT OPERATIONS OPERATING BUDGET TO REFLECT AN APPROPRIATION OF \$104,000 FROM PROPOSITION A RESERVE FUNDS FOR ENERGY TECHNOLOGY ASSISTANCE PROGRAM PROJECT F-1115 AT THE METROLINK PARKING STRUCTURE

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

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2010 and ending June 30, 2011 was approved on June 15th, 2010; and

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

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

WHEREAS, the City of Covina wishes to complete an Energy Technology Assistance Program project at the Metrolink Parking Structure that would retrofit existing lighting and result in long-term energy savings.

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

SECTION 1. Amend the fiscal year 2010-2011 Public Works Department, Transit Operations operating budget as follows: \$104,000 from Proposition A Reserves to Project F-1115 (2400-4350-00-55200) for the retrofit of existing lighting at the Metrolink Parking Structure.

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

PASSED, APPROVED AND ADOPTED this day of 2011.

, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

City Attorney

EXHIBIT B

ENERGY TECHNOLOGY ASSISTANCE PROGRAM

CITY OF COVINA ETAP AUDIT REPORT

MARCH 25, 2011



ENERGY SOLUTIONS

Energy Solutions **N. California**
1610 Harrison Street, Oakland, CA 94612
S. California
200 Pine Avenue, #640 Long Beach, CA 90804

*The Energy Technology Assistance Program
is administered by Energy Solutions as part
of the California Energy Commission's
Energy Upgrade California Initiative*

www.energy-solution.com/etap

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Introduction

This Audit Report was produced by the Energy Technology Assistance Program (ETAP) for the City of Covina and includes analyses of two energy saving opportunities – bi-level lighting and wireless lighting controls at the Metrolink Parking Structure.

ETAP is a statewide program administered by Energy Solutions that provides technical assistance and financial incentives to accelerate the installation of advanced energy efficiency technologies in the local government market. ETAP supports three areas of emerging technology that have been proven to achieve energy savings in public facilities: bi-level lighting for parking garages and lots, wireless lighting controls, and wireless HVAC controls. Program funds originated in the American Recovery and Reinvestment Act of 2009 (ARRA). The California Energy Commission (CEC) disburses ARRA funds allocated to California's State Energy Program (SEP) through its statewide Energy Upgrade California™ initiative.

This Audit Report presents the ETAP team's recommendations for bi-level lighting and wireless controls at Covina's Metrolink Parking Garage. The report is intended to be a basic comparison and savings analysis for the purpose of determining project viability. A site visit was not conducted. Thus, all savings estimates are based on the as-built drawings and conversations with city staff. The recommendations included in this report are intended to be used as guidance in developing a scope of work with a contractor.

The report also includes a project milestone timeline that lists the steps that must be completed to claim the ETAP financial incentive that has been estimated for the recommended projects.

Executive Summary

The City of Covina may realize annual electricity savings of approximately 115,000 kWh and an associated cost savings of approximately \$14,000 per year if it implements all the measures recommended in this report.

The total project cost, including the estimated ETAP incentive, is approximately \$73,000 for an overall payback of approximately 4 years. Results of savings and cost analyses are summarized in Table 1.

Table 1. ETAP Measure Recommendations

Measure	Annual kWh Savings	Annual Cost Savings	Project Cost	ETAP Incentive	Payback Period (Years)
Metrolink Parking Structure Bi-Level Fluorescent and LED Lighting with Wireless Controls	115,366	\$13,844	\$73,148	\$17,975	3.99

ETAP can reserve financial incentives for the projects listed in Table 1. ETAP will reserve an Incentive upon receipt of a valid ETAP Incentive Application from City of Covina. ETAP may release reserved incentives from projects that do not meet established milestones in a timely manner. The

Incentive Reservation Milestone timeline is shown below in Table 2 and discussed in detail in the Next Steps section of this report.

Table 2. ETAP Incentive Reservation Milestones

Milestone	Due Date
1. Project Decision	4/15/2011
2. Incentive Application Submitted	5/15/2011
3. Procurement Initiated	6/15/2011
4. Procurement Completed (Work Under Contract)	9/15/2011
5. Design Submitted to ETAP for review	10/15/2011
6. Installation Commenced	11/1/2011
7. Installation Completed	12/1/2011
8. Incentive Claim Package Submitted	1/15/2012

ETAP Measure Recommendations

The ETAP Technical Team has analyzed the potential for the measures at the facilities shown in Table 3. Basic descriptions of the applicable ETAP Measures and Incentives are provided below.

Table 3. Analyzed ETAP Measures and Facilities

	
Metrolink Parking Structure	Bi-Level Fluorescent and LED Lighting with Wireless Controls

Bi-level Lighting for Parking Lots and Garages

ETAP supports efficient lighting fixtures operating in conjunction with occupancy sensors that allow for both a high and a low light output mode (or continuous dimming) such that the fixture's power consumption can be reduced, typically by 50% or more during times of low or no occupancy. ETAP supports and provides incentives for bi-level lighting in parking garages and parking lots and in associated stairwells. The incentive levels are listed below:

- | | |
|---|---------------|
| (1) LED | \$200/fixture |
| (2) T8/T5/Induction | \$100/fixture |
| (3) Lamp & ballast retrofit (garage only) | \$40/fixture |
| (4) Scheduling ¹ | \$0.18/kWh |

To receive ETAP incentives, each fixture in a parking garage or lot must be capable of bi-level control. As mentioned above, ETAP's definition of bi-level is that a fixture be capable of a minimum 50% power reduction through the use of occupancy sensors. ETAP may also support fixtures achieving a lower power reduction percentage when project energy savings and cost considerations prevail. The proposed measures for the Metrolink Structure achieve a 60% power reduction. Photo sensors or dual function occupancy/photo sensors are recommended where appropriate.

¹ As enabled through an ETAP -approved wireless lighting control product with savings calculated by ETAP Technical Staff based on implemented scheduling strategy

Wireless Lighting Controls

ETAP supports wireless lighting controls that allow distributed two-way communication for individual fixtures and/or banks of lights, enabling a robust lighting efficiency optimization program. Optimization programs are based on scheduling, detected occupancy, daylight harvesting and/or individual control preferences. To qualify for an ETAP incentive, controls must be programmable and re-configurable such that controlled loads can be easily grouped to sensors and that schedules are based on each controlled space's changing lighting needs. The controls system will record and report power and energy usage information.

Adura Technologies is a California-based manufacturer of networked lighting controls that qualify for ETAP Incentives. Adura's primary focus is on the application of wireless control devices for the retrofit of existing commercial and industrial facilities and parking garages. By not requiring new control wiring, Adura's technology provides a cost effective method to retrofit existing facilities without requiring the costly installation of control wiring. The Adura system integrates these control strategies to turn lights on when needed:

- Daylight Reduction
- Task Tuning
- Occupancy Sensing
- Personal Control
- Automatic Scheduling
- Demand Reduction/Load Shedding

The foundation of the Adura wireless lighting control solution is an enterprise-ready web application to configure, monitor and control the lighting system from anywhere in the world. The Adura system is also fully compatible with interpreting load shedding or demand response signals issued by utilities.

ETAP Incentive for Wireless Lighting Controls:

\$0.18/kWh²

² Incentive calculation based on energy savings as estimated during the audit phase, and finalized based on monitored data of existing equipment operation and project design parameters.

Bi-level Lighting Analysis Considerations and Assumptions

The recommendations for bi-level lighting included in this report are intended to be used as guidance in developing a scope of work with a contractor. They are based on a facility drawings and conversations with City staff. The installed wattages and fixture costs will depend on the fixture ultimately selected by the City and its contractor for installation. ETAP staff can update the estimated savings and incentives included in this report in light of new information regarding selected fixtures and proposed layout.

WIRELESS LIGHTING CONTROLS IN PARKING GARAGES

For Covina's Metrolink Structure, ETAP recommends that the City use wireless controls to achieve and enhance bi-level functionality. Wireless lighting controls offer the highest level of safety, control, and programmability. Wireless controls allow for two-way communication with individual fixtures and/or banks of lights and enabling a robust lighting efficiency optimization program. Optimization programs are based on scheduling, detected occupancy, daylight harvesting, and/or individual control preferences. With these enhanced features in mind, ETAP recommends combining wireless lighting controls with bi-level garage lighting whenever technically and financially viable. Further information and a comparison between wireless lighting controls and normal motion sensors is presented in the Metrolink Structure Facility Analysis below.

DESIGN CONSIDERATIONS

It is important to note that the selected contractor will likely conduct its own equipment surveys and may revise design elements included in this report as part of its project bid. The selected contractor will need to ensure that the final design meets the standards set by relevant sections of the Covina's city building codes. The retrofit specifications included in this report and appendix should be sufficient to convey project energy savings priorities and equipment eligibility to contractors; however, ETAP does not recommend specific products in this report. ETAP can evaluate whether products selected by a contractor meet ETAP performance specifications. If the City of Covina decides to move forward with the project, it is recommended that a lighting designer and/or product manufacturer rep confirm the feasibility of the proposed measures, and complete a detailed lighting design.

An important design consideration is the effective range of the fixture integrated occupancy sensors and the desired level of sensor coverage. Motion sensors have a defined range in which they can detect motion or heat and this is influenced by the fixture height and the fixture spacing. It is common for bi-level parking lot fixtures to have small areas out of sensor range, but this is not generally concerning because a pedestrian or vehicle would have to cross through the path of another sensor in order to reach the undetectable location. The Illuminating Engineering Society specifies a minimum of 0.2 horizontal footcandles for parking lots and 1.0 horizontal footcandle for parking garages. As long as this minimum, or other desired level, is

met when a fixture operates at low output, lower percentages of sensor coverage may be considered suitable. Improved distribution of the replacement fixture can also increase the likelihood that adequate light levels are met, even at low output. ETAP recommends that these considerations be discussed by the City and their chosen lighting designer.

EQUIPMENT AND PERFORMANCE ASSUMPTIONS

The City should review the assumptions of this analysis carefully. The assumed values for elements including the hours of use, occupancy, kWh rate paid, the number of non-operational fixtures, and undocumented changes in lamp and ballast type, could each have a significant impact on estimates of kWh savings, electrical costs and payback.

The measure analyses in this report incorporate all factors which would represent conditions under normal operation and exclude factors which don't (such as burned out lamps) since it is expected that Covina would eventually remedy this situation.

ENERGY SAVINGS ESTIMATION

The energy savings calculated in this report are a combination of the savings from the fixture replacement and from bi-level operation as enabled by wireless lighting controls and a step-dimming ballast. ETAP's standard conservative assumption for bi-level operation is 25% of on time spent in low-light mode. This figure is adjusted on a project-by-project basis when applicable information is available. Additional energy savings may be achieved if advanced scheduling functionalities of the wireless controls are utilized. These potential savings, however, have not been included in this analysis as an onsite audit would be necessary to determine the savings opportunity.

PROJECT COSTS

Estimated project costs used in this report are based on an average of quoted figures for installed price per fixture. This information was provided by representative qualifying fixture manufacturers and sales representatives.

AVOIDED MAINTENANCE COSTS

The operational maintenance of light fixtures in garages and parking lots often requires a considerable amount of resources and capital. These costs include the materials for re-lamping, the agency resources for coordinating the maintenance, and the labor costs of addressing burned out equipment.

The recommended fixtures within this report often have lifetimes that are two to five times longer than the existing fixtures. The actual difference in lifetime depends on the chosen replacement fixture and actual existing fixture.

As per a U.S. Department of Energy lifecycle analysis, maintenance savings of \$75 per garage fixture and \$225 per rooftop fixture have been included in the payback analysis.³ In short, this assumes that a cost of \$75 or \$225 will be avoided by implementing a planned retirement of the existing fixtures, as opposed to spot replacement of burnouts. ETAP estimates this to be conservative due to an expectation of a need to re-lamp in the near future.

UTILITY DATA AND ENERGY RATES

ETAP has assumed an average blended rate of \$0.12/kWh for the energy rate used in the analysis of the parking garage, based on billing data provided by the City for February of 2011.

ETAP INCENTIVES

ETAP incentives for the parking garage have been calculated under the ETAP bi-level per-fixture incentive listed on page 3. The analysis includes estimated utility incentives from SCE's Customized Solutions program and the Community Energy Leader Partnership program. More information can be found in the Utility Incentive Coordination section below.

³ High-Intensity Discharge Lamps Final Determination Technical Support Document, US Department of Energy, Chapter 5, July 2010. http://www.eere.energy.gov/buildings/appliance_standards/commercial/pdfs/hid_nod_tsd_ch5_llc_07_01_2010.pdf

Facility Analysis: Covina Metrolink Parking Structure

Table 4. BI-level Project at Metrolink Parking Structure – Recommendation Summary

Metrolink Parking Structure	2.748	115,266	\$13,844	\$103,275	\$21,260	\$9,187	\$73,148	\$17,975	3.99
BI-Level Fluorescent and LED Lighting with Wireless Controls									

*Payback calculation subtracts Avoided Maintenance Cost from Net Project Cost then divides by Energy Cost Savings

SUMMARY DISCUSSION

The total estimated ETAP incentive for this project, as shown in Table 4, is \$21,260 with an estimated utility incentive of \$9,167. The total estimated project cost after incentives is \$73,148 with a payback of 4 years including maintenance savings.

In conversations with the City it was noted that there are some fixtures that are out due to circuits being tripped at the parking structure. Additionally, it is estimated that the majority of the fixtures were controlled by a photocell. Since the ETAP team has not conducted a site visit, we have assumed that each of the primary garage fixtures (150W HPS), with the exception of the ramp fixtures, are controlled by photocells and operating an estimated 12 hours per day. The City provided ETAP with a recent SCE bill which detailed the kWh usage at the garage for the past year. The total usage for the past 12 calendar months (March 2010 – February 2011) is equal to 151,960 kWh. This number is significantly lower than our calculated baseline energy usage, 183,515 kWh, based on the fixtures indicated on the as-built drawings. This means that we estimate about 30 fixtures are affected by the malfunctioning circuits; however, we would like the City to confirm if this fixture outage estimate seems high. Our energy savings estimates are based on the assumption that the City would fix the malfunctioning fixtures and the retrofit scenario is compared to the full load.

The calculations include a 40% power reduction for fluorescent replacement options and a 60% power reduction for LED options when operating at low output. This analysis also estimates that the fixtures on levels 1-3 will spend 25% of the day at low output, while the fixtures on the top deck will spend 35% of night time operation at low output. These percentages are conservative estimates and thus the actual savings may be greater than proposed in this analysis.

Wireless controls offer additional functionality, energy savings potential, and improved quality of light for bi-level parking garages. The remote programming capability will allow for light levels to be controlled as needed, while notifying City staff of any burnouts or equipment failures. Once a sensor is tripped, an entire bank of fixtures may switch to full output, not just the fixture closest to the occupant. A well-designed wireless controls scheme will allow for a smooth and unnoticeable transition of light as a visitor moves through the garage.

Our analysis includes a \$100 per fixture cost adder for the wireless controls. If the City is interested in moving forward with wireless lighting technologies, Adura Technologies will work with ETAP staff to provide precise cost information and facilitate the design and commissioning of the wireless controls. Table 5 shows a basic comparison of the Metrolink Structure bi-level lighting project with and without wireless lighting controls. For the purpose of comparison, the energy savings and incentives are constant; the only variable is the cost of the project. The project cost without the wireless controls is less and therefore there is a quicker payback. However, this does not take into account the above mentioned benefits of wireless controls as well as the potential additional savings achieved through daylight harvesting and advanced scheduling.

Table 5. Wireless vs. Standard Lighting Controls Comparison

	Bi-Level Fluorescent and LED Lighting with Wireless Controls	\$103,575	\$21,260	\$9,167	\$73,148	3.99
Metrolink Parking Structure						
Metrolink Parking Structure	Bi-Level Fluorescent and LED Lighting with Standard Occupancy Sensors	\$84,165	\$21,260	\$9,167	\$53,738	2.58

FIXTURE RECOMMENDATIONS

The parking structure consists of three covered levels and one exposed roof deck. Currently the structure is illuminated with high pressure sodium lamps for the primary lighting garage and roof deck lighting and fluorescent T8 lamps in stairwells and maintenance rooms.

The primary lighting type is a surface-mounted 150 watt high pressure luminaire controlled by photocells. ETAP recommends replacing the existing fixture with a ceiling-mounted vaportite fixture with two high lumen T8 lamps and an extra efficient high ballast factor step-dimming ballast. Fixtures will be equipped with a wireless controller which can enable daylight harvesting as well as occupant sensing.

The secondary lighting type is a pole mounted 250 watt high pressure sodium fixture found on the top deck/roof of the garage. ETAP recommends replacing the existing fixture with a 160 watt LED fixture that is bi-level capable, with an integrated occupancy sensor.

The third lighting type is a ceiling mounted wire cage fixture with 2 F32T8 lamps and assumed generic electronic ballasts. These fixtures are found primarily in stairwells and are assumed to be on a time clock or photocell. ETAP recommends a retrofit of these fixtures with new high performance T8 lamps and a low ballast factor step-dimming ballast.

Table 6 and Table 7 show the full ETAP analysis with the existing fixtures and the estimated costs and energy savings for the recommended designs described above. The tables include two options for both replacing the high pressure sodium fixtures and one option for the existing fluorescent fixtures. This analysis assumes a 1:1 replacement quantity for all fixture types. The ETAP recommended options are highlighted in green.

Table 6. Bi-level Project at Metrolink Parking Structure – Project Details



Category	Quantity	Unit	Material/Type	Notes	Quantity	Unit	Material/Type	Notes	Quantity	Unit	Material/Type	Notes
Parking Structure Ramps	188	24	Ceiling mounted 150 watt high pressure sodium on 24x7	7850	73	24	T8	New vaporball fixture with 2 high lumen F3278 lamps with extra efficient high ballast factor step-dimming ballast and wireless lighting controls	13,823	24	16,083	
							LED	New 90W LED fixture with bi-level capability and wireless lighting controls				
Parking Structure Levels 1 through 3	188	127	Ceiling mounted 150 watt high pressure sodium controlled by photocells	4380	73	127	T8	New vaporball fixture with 2 high lumen F3278 lamps with extra efficient high ballast factor step-dimming ballast and wireless lighting controls	34,574	127	42,554	
							LED	New 90W LED fixture with bi-level capability and wireless lighting controls				
Parking Structure Roof Deck	295	28	Polemounted 150 watt high pressure sodium	4380	150	28	LED	New 150W LED fixture with bi-level capability and integrated occupancy sensor	15,177	28	12,983	
							Induction	New 120W induction fixture with bi-level capability and integrated occupancy sensor				
Parking Structure Stairwells	59	14	4' wing guard fixture with 2 F3278 lamps	4380	48	14	Retrofit	Retrofit with two high lumen T8s and one low ballast factor extra efficient step-dimming ballast	2,575	14		

Table 7. Bi-Level Project at Metrolink Parking Structure – Project Financials

Ceiling mounted 150 watt high pressure sodium on 24hr?	1	New vaporize fixture with 2 High lumen F32T8 lamps with extra efficient high ballast factor step-dimming ballast and wireless lighting controls	2,748	25,597	\$3,072	\$475	\$11,408	\$2,400	\$2,274	\$4,726	\$1,800	1.60
	2	New 50W LED fixture with bi-level capability and wireless lighting controls	2,340	23,337	\$2,800	\$990	\$23,760	\$4,800	\$2,010	\$16,850	\$1,800	5.41
Ceiling mounted 150 watt high pressure sodium controlled by photocells	1	New vaporize fixture with 2 High lumen F32T8 lamps with extra efficient high ballast factor step-dimming ballast and wireless lighting controls	0,000	67,725	\$4,117	\$475	\$40,325	\$12,700	\$5,289	\$42,136	\$9,525	4.04
	2	New 50W LED fixture with bi-level capability and wireless lighting controls	0,000	61,745	\$7,409	\$990	\$125,730	\$25,400	\$4,699	\$95,631	\$9,525	11.82
Pole-mounted 250 watt high pressure sodium	1	New 150W LED fixture with bi-level capability and integrated occupancy sensor	0,000	21,002	\$2,320	\$1,065	\$29,020	\$5,600	\$1,533	\$12,667	\$4,300	6.50
	2	New 120W induction fixture with bi-level capability and integrated occupancy sensor	0,000	23,196	\$2,794	\$465	\$18,620	\$2,800	\$1,698	\$14,122	\$6,300	2.81
4' wide guard fixture with 2 F32T8 lamps	1	Retrofit with two high lumen T8s and one low ballast factor extra efficient step-dimming ballast	0,000	1,042	\$125	\$145	\$2,000	\$560	\$72	\$1,998	\$150	8.38
Option 1 Totals - ETAP Recommended			2,748	115,266	\$13,844		\$109,575	\$21,260	\$9,167	\$79,148	\$17,975	3.99
Option 2 Totals			2,940	109,278	\$12,983		\$158,110	\$33,000	\$8,407	\$126,703	\$17,625	8.39

*Payback calculation subtracts Avoided Maintenance Cost from Net Project Cost then divides by Energy Cost Savings

COVINA METROLINK GARAGE DISCUSSION

FIXTURE RECOMMENDATIONS

For the primary garage fixtures, this report presents high performance T8 fixtures with wireless controls as Option 1 and LED fixtures as Option 2. ETAP recommends that Covina implement the bi-level measures that offer the fastest payback and greatest level of control (Option 1). For the rooftop level, this report presents LED fixtures as Option 1 and Induction fixtures as Option 2.

T8 fixtures are a proven technology as a replacement for high pressure sodium fixtures and a great solution for bi-level garages. T8 fixtures are highly efficacious and step-dimming ballasts offer excellent savings opportunities without the low temperature concerns of full dimming ballasts. Multiple manufacturers produce T8 fixtures designed specifically for use in garages. For the Metrolink Garage, ETAP proposes a 2-lamp fixture, which will dim to 60% power output when the area is unoccupied.

On the rooftop, ETAP expects better distribution and aesthetics from an area-type LED than from an induction fixture. Additionally, LEDs are available in a wider variety of wattages and lumen outputs to match the needs of the parking structure. Fixture-integrated occupancy sensors are recommended for pole mounted fixtures.

ADDITIONAL TECHNICAL CONSIDERATIONS

- Primary fixture - Light output of the recommended fixture should be demonstrated or assessed by a lighting specifier to ensure compliance with the City's codes.
- Secondary fixture – The selected designer/contractor may adjust wattage or output dependent on fixture spacing and pole height. Fixture-integrated sensors have a limited range and this should be considered in the final decision.
- The estimated project cost is based on estimated installation from sales representatives from various fixture manufacturers for a 1:1 fixture replacement.
- In order to achieve the projected savings and payback periods and to ensure the qualification for ETAP incentive funds, fixtures chosen for installation must meet the minimum specifications as outlined in Appendix A – ETAP Product Qualifications

Next Steps

ETAP is designed to support the implementation of projects recommended in this report through cash incentives, assistance with coordinating available utility incentives, and procurement support. The following sections provide a discussion of each of these assistance opportunities.

Once the City notifies ETAP staff of its intention to move forward with a project, the ETAP Agency Lead will prepare the ETAP Incentive Application. The approved Application reserves the ETAP incentive for the project that the City intends to implement.

ETAP has reserved financial incentives for measures recommended in this report. In order to claim ETAP incentives, Agencies are required to meet the following project milestones:

- (1) **Project Decision Made:** authorization or approval to proceed with project has been obtained; funds considered "committed"; acceptable forms of written proof may include emails from Facility Supervisor, Department Director, capital budget manager, Council/Board approvals, or other similar communications;
- (2) **ETAP Incentive Application Submitted:** application should be accompanied by identification of cost-share source and amount;
- (3) **Procurement Process Initiated:** process for awarding contract or negotiating an agreement for project installation has begun; varies according to Agency's requirements; may include issuing a bid or RFP;
- (4) **Procurement Process Completed:** contract or agreement for installation officially awarded to a particular party; funds considered "obligated" or "encumbered";
- (5) **Project Design Submitted:** detailed specifications of product models and quantities to be installed as a part of the project have been submitted to ETAP; review of project design will be used to determine the final incentive level; design will not be approved by ETAP until ARRA requirements have also been met;
- (6) **Installation Commenced:** party responsible for installation has started work on the project; if workers not internal, weekly certified payrolls must be submitted to ETAP;
- (7) **Installation Completed:** Installation Report submitted to ETAP by Agency; and
- (8) **Incentive Claim Package submitted to ETAP:** Leverage Fund Declaration form and Tax Deduction Allocation Letter (or notification that no deduction will be allocated).

Table 8 on the following page reflects a schedule for achieving ETAP Milestones. The proposed dates provide guidance but are not binding. Covina may proceed more quickly or more slowly than the proposed schedule. ETAP will keep the incentive reserved as long as the City is making reasonable progress towards completing the installation. ETAP reserves the right to cancel the incentive reservation if reasonable progress is not being made.

Table 8. ETAP Milestone Schedule

Milestone	Due Date
1. Project Decision	4/15/2011
2. Application Submitted	5/15/2011
3. Procurement Initiated	6/15/2011
4. Procurement Completed (Work Under Contract)	9/15/2011
5. Design Submitted to ETAP for review	10/15/2011
6. Installation Commenced	11/1/2011
7. Installation Completed	12/1/2011
8. Incentive Claim Package	1/15/2012

Utility Incentive Coordination

The incentives available from ETAP may be combined with incentives available from SCE to further reduce project costs. The City is part of the Community Energy Leader Partnership (CEP) with SCE. The CEP Project Manager can help the City understand and apply for any SCE incentives available for the projects recommended in this report. ETAP does not have the authority to determine the eligibility of projects for SCE incentives, but is available to facilitate communication with SCE about the City's options as appropriate. SCE incentive programs include:

- SCE Express Solutions.** Express Solutions incentives are prescriptive "catalog" incentives that provide a quick and simple approach for reducing the initial costs of standard, pre-approved energy-saving equipment. Express incentives typically do not require site inspections. The TSHO fixtures and occupancy sensors may be eligible for incentives under the Express Solutions program; however, these incentives will be less than in those offered through the Customized Solutions program. LED fixtures are unlikely to qualify for Express incentives. Eligibility for Express incentives is determined by SCE upon review of the SCE Incentive application. Applications can be downloaded at:

http://www.sce.com/NR/rdonlyres/59F2B422-8ED8-4412-9840-6FD4FCF791A1/0/100624_Govt.pdf

- SCE Customized Solutions.** The Customized Program pays \$0.05/kWh and \$100/kW reduction. Facilities with particularly long hours of operation (such as a parking garage) may receive a higher total incentive payment through a Customized Solution. A project site must be inspected both prior to and following installation to qualify for a Customized incentive. The Metrolink Parking Structure analysis includes estimates of SCE incentives through the SCE Customized Solutions program. The Customized program provides incentives on a case by case basis, thus would require SCE review and approval to receive incentives. SCE specifies that bi-level fixtures controlled by "manual on" overrides do not qualify for rebates.

<http://www.sce.com/business/ems/customized-solutions/tools-resources.htm>

- **Energy Leader Program.** This program provides Incentive “adders” through the Community Energy Leader Partnership. The City of Covina is a Value Level member of the CEP, allowing the City to receive an additional \$0.03 per kWh of energy saved. When added to the standard Customized Solutions Incentive, energy efficiency projects implemented by the City can receive \$0.08/kWh. This higher incentive was used in the project financial analyses for both facilities in this report. Eligibility is determined solely by SCE. The City’s CEP Project Manager can assist the City in obtaining an Energy Leader incentive.

ETAP Procurement and Implementation Assistance

The ETAP Team is available to provide project procurement and implementation assistance, including:

- Consultation and review of specification language to inform bidding processes and contracting
- Identification of utility incentive data requirements and assistance facilitating incentive reservations and application submittal.
- Contractor lists – ETAP can provide lists of contractors known to be qualified to properly install the recommended measures, as available
- Assistance to identify appropriate potential product manufacturers and independent lighting designers
- Product and design review – ETAP will review the City’s selected products and designs in order to ensure incentive eligibility
- Guidance on contractor selection – The ETAP Technical Team will consult as necessary on appropriate contractor selection criteria

Appendix A: ETAP Product Qualifications

ETAP BI-LEVEL LIGHTING TECHNOLOGIES

ETAP provides financial incentives for the following lighting technologies. All lighting technologies must be controlled by occupancy sensors that allow for bi-level lighting. ETAP generally supports fixtures that achieve a minimum of 50% power reduction, but may also support fixtures achieving a lower power reduction % when project energy savings and cost considerations prevail.

- (1) Linear fluorescent fixtures equipped with high performance T8 lamps and ballasts, or T5 and T5HO lamps and high efficiency ballasts. New fixtures and fixture retrofits are eligible.
- (2) LED fixtures which meet ETAP performance specifications
- (3) Induction fixtures which meet ETAP performance specifications

1. Linear fluorescent fixture and retrofits

High performance T8 lighting systems must be equipped with 3rd generation high-lumen T8 lamps and extra efficient electronic ballasts. High performance lamps and ballasts are defined and listed by the Consortium for Energy Efficiency at www.cee1.org.

High performance fluorescent lamps have a minimum color rendering index (CRI) of 80, minimum initial lumens of 3100 and minimum mean lumens of 2900. Ballasts should meet the maximum wattage requirements listed below in Table 1.

Table 1. Maximum wattage of high performance T8 ballasts

Maximum Wattage of Energy Efficient Instant Start (IS) Ballasts @ 120V				
Ballast Factor	Lamps			
	1	2	3	4
Low ballast factor (.77-.78)	25	48	73	97
Standard/Normal ballast factor (.87-.88)	28	55	83	109
High ballast factor (1.15-1.20)	39	74	111	146

Maximum Wattage Energy Efficient Program Start (PS) Ballasts @ 120V				
Ballast Factor	Lamps			
	1	2	3	4
Low ballast factor (.71)	25	47	73	93
Standard/Normal ballast factor (.88)	30	59	84	112
High ballast factor (1.15 -1.16)	N/A	75	110	146

2. LED Fixtures

LED products must meet the ETAP specifications for LED fixtures in Table 2. ETAP maintains a list of products that meet the LED specifications and are considered 'pre-approved' for incentives.

Products that have not been pre-approved for the ETAP program may still qualify if they meet the specifications of the program. ETAP participants who wish to install LED products that are not pre-approved should submit the appropriate documentation to the ETAP program staff prior to project implementation. Product qualifications may be modified at the Program's discretion. Please consult ETAP staff and the ETAP website for up-to-date information.

Table 2. ETAP performance specification for LED fixtures

Application	Minimum Light Output	Zonal Lumen Density	Minimum Luminaire Efficacy	Allowable CCTs (ANSI C78.377-2008)	Minimum CRI	Minimum LED Lumen Maintenance at 6000hrs ¹	Minimum Luminaire warranty
Outdoor Pole/Arm-Mounted Area and Roadway Luminaires	1,000 L	=100% 0-90°, <10% 80-90°	50 lm/W	<6500K	50	95.80%	50,000 hours and 5-year warranty
Outdoor Pole/Arm-Mounted Decorative Luminaires	1,000 L	95% 0-90°	40 lm/W	<6500K	50	95.80%	50,000 hours and 5-year warranty
Outdoor Wall-Mounted Area Luminaires	300 L	=100% 0-90°, <10% 80-90°	40 lm/W	<6500K	50	95.80%	50,000 hours and 5-year warranty
Parking Garage Luminaires	2,000 L	>=20% 60-70°, >=15% 70-80°	56 lm/W	<6500K	50	95.80%	50,000 hours and 5-year warranty

LED Driver Requirements:

1. Drivers shall have a minimum efficiency of 85%
2. Drivers shall have a power factor (PF) of ≥0.90
3. Drivers shall have a Total Harmonic Distortion of ≤20%

ETAP LED Summary

- ETAP accepts new LED fixtures that have been shown to meet the Design Lights Consortium standard for parking garage, outdoor pole/arm mounted and all mounted area LED luminaires, and are also capable of a minimum 50% power reduction in use with a sensor. If a fixture is not known to ETAP to meet these standards, customers will be responsible for submitting testing data for the product in question. All product specifications must be supported by testing from an Independent Testing Laboratory.

- Product qualification in the ETAP program is in no way a representation by ETAP as to the economic or technical feasibility of the products, nor the performance, operational capability, or reliability of such products.
- Replacement of currently installed LED fixtures is not an eligible ETAP measure.

3. Induction Product Qualifications

Induction technologies are capable of offering a long lasting, efficient and controllable product, which can be an excellent replacement for high pressure sodium or metal halide fixtures. However, induction equipment and fixtures have not been examined with the same scrutiny as LEDs. Program Staff will evaluate these products for ETAP incentives on a case-by-case basis.

Like all other eligible ETAP technologies, induction equipment must be capable of a minimum of 50% power reduction with bi-level controls.

Induction Lamp Requirements:

1. Produce at least 3,500 lumens (initial) when measured on a reference generator
2. A CCT between 3,000 – 5,000 K
3. A CRI of ≥ 80
4. Lamp Lumen Depreciation (LLD) shall be 80% or greater at 40,000 hours

Induction Generator Requirements:

1. Generators shall have a minimum efficiency of 85%
2. Generators shall have a power factor (PF) of ≥ 0.90
3. Generators shall have a Total Harmonic Distortion of $\leq 20\%$
4. Input voltage: capable of 120 to 480 volts, single phase or as required by site
5. Generators shall be Class A noise rated
6. Generators shall comply with FCC 47 cfr part 18 non-consumer RF/EMI standards
7. Generators shall be Reduction of Hazardous Substances (RoHS) compliant. (see <http://www.rohs.eu/english/index.html>)
8. Generators shall have a minimum starting temperature of -18°C (0°F)

Fixture Requirements:

1. The luminaire shall produce a minimum of 20% of total output in the 60° to 70° vertical zones
2. Luminaires shall have a TER greater than 30
3. The luminaire shall have an initial luminaire efficacy greater than 60 LPW
4. Controls must be capable of reducing power by a minimum of 50%

ETAP WIRELESS LIGHTING CONTROLS

Lighting controls that allow wireless, two-way communication between individual fixtures and/or banks of lights and a central processing system, enabling robust lighting efficiency optimization based on scheduling, occupancy detection, daylight harvesting and/or individual control preferences. Controls shall be easily programmable and reconfigurable such that controlled loads can be grouped to sensors and schedules based on each controlled space's changing lighting needs. The controls system must record and report fixture and system power and energy usage information.

Equipment and Installation Specifications:

1. Lighting controls and other electrical components must carry the appropriate safety and reliability designations, such as Underwriters Laboratory (UL) or ETL Labels.
2. All installations must be installed in accordance with all applicable local, state and national codes and ordinances.
3. All hardware, including control devices, associated sensors, network components, including gateways as well as any third party hardware required for the operability of the system shall carry a minimum three year warranty.
4. Software media shall carry a warranty for a minimum of 90 days from the date of delivery. Controls manufacturer shall provide clearly defined costs and processes for obtaining software media updates for the life of the wireless system.
5. The wireless lighting system, including hardware, software, firmware and any other major components required to operate the system, must have been previously demonstrated through a verifiable third-party evaluation (e.g, by an investor-owned utility evaluation, Public Interest Energy Research Lighting Research program, etc.).

System Specifications:

1. System must provide granular control of individual fixtures or groups of fixtures beyond the basic wired circuit or sub-circuit level
2. System must allow for robust, zonal scheduling of lighting loads such that hours of operation for banks of lights closely match hours of occupancy, eliminating unnecessary lighting during unoccupied periods
3. System must be programmable and re-configurable such that controlled loads can be easily grouped to sensors and schedules based on each controlled space's changing lighting needs
4. System must include compatible with occupancy sensors, photosensors, and occupant-controlled wireless switches to allow for on/off, stepped dimming, or continuous dimming functions based on detected occupancy, daylight harvesting, and/or individual control preference.
5. System must include bi-directional communication between controlled load points and central processor that can record and report information regarding demand and energy usage of individual fixtures or groups of fixtures.
6. System must include distributed device - level intelligence to maintain suitable operation if network communication is disrupted
7. System must not cause burdensome interference with other local RF bandwidths, nor be susceptible to interference from same
8. System must not add continuous load for controls power beyond 5% of maximum controlled load

For more information on product specifications, please contact Joey Lande at jlande@energy-solution.com

COVINA REDEVELOPMENT AGENCY **AGENDA ITEM COMMENTARY**

MEETING DATE: April 19, 2011

ITEM NO.: NB 3

STAFF SOURCE: Robert Neiuber, Director of Community Development *RN*
Dilu DeAlwis, Director of Finance
Nuala Gasser, Senior Redevelopment Manager *ng*

ITEM TITLE: Consideration of approval of the Environmental Blight Remediation Business Loan Program

AGENCY/STAFF RECOMMENDATION

Adopt **Agency Resolution No. 11-675**, to establish an Environmental Blight Remediation Business Loan Program to provide financial assistance to qualifying businesses in Project Area One and Project Area Two and to amend the fiscal year 2010-2011 Covina Redevelopment Agency budget to reflect an appropriation of \$160,000 from project funds to fund such program and making certain findings under Health and Safety Code Sections 33020 and 33021.

FISCAL IMPACT

Funding for the Environmental Blight Remediation Business Loan Program will be provided by the Redevelopment Agency. For Project Area One, funds will be available in the Covina Redevelopment Agency Private I/Marketing fund account 5011-4600-00-53760 in the amount of \$100,000; funds are being drawn from account 5011-0000-00-33000. For Project Area Two, funds in the amount of \$60,000 will be available in the Covina Redevelopment Agency Private II/Redevelopment fund account 5021-4650-00-53760; funds are being drawn from Land Proceeds account 5031-0000-00-33000. The budget Resolution and any agreement entered into will indicate that should Agency funds not be available then no other funding can be compelled or required by the Agreement. For monies loaned through the program, there will be a corresponding loss of interest income.

BACKGROUND

For many businesses, compliance with Federal, State and City regulations result in unexpected expenditures that cause financial burden. One such example is the Industrial Wastewater regulation, which often results in a requirement that a business obtain a fats, oils, and greases (FOG) trap and interceptor in order to avoid illicit discharge to the sanitary sewer system. Illicit discharge is described in Section 13.50.035 of the Covina Municipal Code, as follows:

'Illicit discharge' means any discharge to the sanitary sewer system that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. Illicit discharges include all non-domestic sewage discharges not permitted under the provisions of this division and discharges through connections to the sanitary sewer system, either directly or through satellite collection systems, not authorized pursuant to Chapter 20.32 of this division.

FOG Disposal Systems are to be installed per Section 13.50.244 of the Covina Municipal Code as follows:

Wastewater discharge originating at food service establishments from fixtures and equipment which may contain FOG, including but not limited to, scullery sinks, pot and pan sinks, soup kettles, automatic vent cleaning devices, and floor drains located in the areas where FOG-containing materials may exist, shall be drained into the sanitary waste system through a FOG disposal system approved by the director. Multiple FOG disposal systems may be required to satisfy the requirements of this section. The director may waive this requirement to specific fixtures upon determination that compliance may create a health hazard and/or impeded by a physical constraint that is impractical to overcome when retrofitting an existing facility.

Section 13.50.249 of the Covina Municipal Code requires that “each FOG disposal system shall be installed at a location shown on plans approved by the director and the health officer and in full compliance with the plumbing code.”

To provide business funding to address such environmental blight issues, it is proposed that a Environmental Blight Remediation Business Loan Program be established to assist growing City of Covina businesses that are unable to access adequate sources of conventional financing to fund such compliance. The program may make loans of up to \$30,000, depending on need. Loans will be made at zero interest and will be repaid over a period of three years, in regular monthly payments. The loan will be secured by real property. All requests for loans will be considered for approval at a public hearing of the awarding agency.

In case of default, interest will accrue at Local Area Investment Fund (LAIF) rate, which for the month of February 2011 was .512%.

For each loan request, a loan application will be completed and evaluated by an internal Agency finance committee based upon the business/business owner’s business plan, their financial status, and their demonstrated ability to mitigate identified risks. It is anticipated that some of the businesses to be assisted will be unable to access traditional sources of capital, such as conventional bank and Small Business Administration (SBA) loans.

Program funds not expended in the current fiscal year will be carried over to future years to assist businesses. Payments made on outstanding loans will be returned to the fund from which it was expended, to provide a revolving fund to assist future business requests.

See the attached Exhibit A for a matrix of the program requirements.

RELEVANCE TO THE STRATEGIC PLAN

Provision of assistance to local businesses to help them achieve compliance with state and federal environmental regulations is relevant to the goal of Improving and Promoting Customer

Service. In addition, successful businesses contribute to the financial well-being of the City which helps to Enhance Financial Stability.

EXHIBITS:

A. Agency Resolution approving budget appropriation

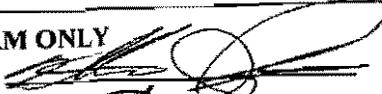
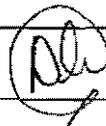
REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: 	Other: 

EXHIBIT A

RESOLUTION NO. 11-675

A RESOLUTION OF THE COVINA REDEVELOPMENT AGENCY, TO ESTABLISH AN ENVIRONMENTAL BLIGHT REMEDIATION BUSINESS LOAN PROGRAM TO PROVIDE FINANCIAL ASSISTANCE TO QUALIFYING BUSINESSES IN PROJECT AREA ONE AND PROJECT AREA TWO AND TO AMEND THE FISCAL YEAR 2010-2011 COVINA REDEVELOPMENT AGENCY BUDGET TO REFLECT AN APPROPRIATION OF \$160,000 FROM PROJECT FUNDS TO FUND SUCH PROGRAM AND MAKING CERTAIN FINDINGS UNDER HEALTH AND SAFETY CODE SECTIONS 33020 AND 33021.

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

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

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

WHEREAS, the Covina Municipal Code prohibits illicit discharge to the sanitary sewer system and under CMC Section 13.50.244 requires installation of devices in certain businesses in order to prevent illicit discharge; and

WHEREAS, the Agency Board desires to establish the Environmental Blight Remediation Business Loan program which will require that project funds be used for the program; and

WHEREAS, in accordance with CRL Section 33020 and 33021, the Agency proposes to contribute property tax increment funds, or any other available funds, for the purpose of assistance to businesses to improve existing structures in the project areas, thereby addressing environmental blight issues that are regulated by the federal and state governments; and

WHEREAS, this Resolution is based on the availability of Agency funds.

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

SECTION 1. The Governing Board hereby establishes the Environmental Blight Remediation Business Loan program to assist qualifying businesses within Project Area One and

Project Area Two, subject to those terms and conditions as set forth in Exhibit A as may be amended by the Board from time to time.

SECTION 2. The Governing Board consents to the Agency's use of property tax increment funds and other funds available, including private bond funds, to finance the Environmental Blight Remediation Business Loan program, and therefore funds and determines, based on the information made available in the staff report accompanying this Resolution, the oral presentation of Agency staff, and all other written and oral evidence presented to the Governing Board at or prior to the Board meeting, that the alteration, improvement, modernization, reconstruction, or rehabilitation, or any combination of these, of existing structures is of benefit to Project Area One and Project Area Two.

SECTION 3. The Governing Board approves the amendment of the fiscal year 2010-2011 Covina Redevelopment Agency operating budget as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
5011-0000-00-33000	5011-4600-00-53760	\$100,000
5031-0000-00-33000	5021-4650-00-53760	\$ 60,000

SECTION 4. Should Agency funds not be available, then no other funding can be compelled or required by the Agreement.

SECTION 5. The action is exempt from the California Environmental Quality Act ("CEQA") (Pub. Res. Code, §§ 21000, *et seq.*) pursuant to 14 Cal. Code of Regs., §15378 (b) (4) because such activities are not considered a project subject to CEQA review. The action creates a government funding mechanism and fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant environmental impact; and

SECTION 6. The Agency Secretary shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 19th day of April, 2011.

John King, Chairman

ATTEST:

Catherine LaCroix, Agency Secretary

APPROVED AS TO FORM:

Agency Counsel

CERTIFICATION

I, Catherine M. LaCroix, Secretary of the Redevelopment Agency of the City of Covina, do hereby CERTIFY that Resolution No. 675 was adopted by the Covina Redevelopment Agency at a regular meeting of the Agency held this 19th day of April, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix
Secretary of the Covina Redevelopment Agency

EXHIBIT A

PROGRAM	ENVIRONMENTAL BLIGHT REMEDIATION BUSINESS LOAN PROGRAM
PURPOSE	Small loans for City of Covina businesses located in Redevelopment Project Area One or Project Area Two
USE OF FUNDS	State or federally required environmental blight issues Example: FOG trap and interceptor
FINANCING METHOD	Term loans amortized for not more than three years
QUALIFICATIONS	Business Plan Summary and Application Package. Borrower must show repayment ability.
REQUIREMENTS	Monthly payments are required on the outstanding balance. Loans are in default when a payment is 60 days late.
APPROVAL	All requests for approval will be considered at a public hearing of the Redevelopment Agency Board.
MAXIMUM AMOUNT	\$30,000.00
MATURITY	Maximum term of three years
INTEREST RATE	Loan is at zero percent interest. In case of default, interest will be charged at LAIF rates from date of default.
COLLATERAL	Collateral will be a second deed of trust on real estate.
FEES	No loan fees or points. Borrower may be responsible for costs associated with loan processing.
CONTACT	Robert Neiuber (626) 384-5440 or rneiuber@covinaca.gov